SYSTEM WIDE ROOF MANAGEMENT PROGRAM RFP
ADDENDUM NO. 2

Addendum #2 is added and shall become part of the RFP document dated February 12, 2020. Respondents shall acknowledge receipt of this Addendum on their proposal.

CHANGES AND/OR CLARIFICATIONS AS FOLLOWS:

1. How many people/users are anticipated to be using the FM-Pro Roofing Module at the same time?
   
   **It would be unusual to have more than 2-3 users on the system at any time. This web site is not one that campuses use on a regular basis. Campus personnel use the system infrequently, usually only to get reports to have their roof deficiencies repaired or to provide information to a roof designer for obtaining proposals for a predesign. Kristi in my office or I would be more frequent users.**

2. Are there any anticipated adjustments in the output of the data from the FM-Pro module new program?
   
   **Not at this time.**

3. Is there a need/desire for us to provide training for the MNSCU personnel on the use of the new program?
   
   **Yes. Per Section II, Responsibilities, the first two items specify providing training. How much training will depend on how much different FM PRO login and navigation from the current RoofPro program. For RoofPro, I received training and then I put together a Training Guide for the campuses to use. Anticipate a minimum of one training session for system office staff.**

4. Is the person who performs the infrared surveys of the roofs required to have at least a Level-1 certification, or can that person(s) alternatively have at least 5-years of experience in performing the surveys (with the level-1 person reviewing the images afterwards)?
   
   **See response #6 in Addendum #1.**

5. Will the RFP evaluation results from all of the responding firms be shared with the RFP responders?
   
   **Yes. Once a contract has be awarded, the results of the evaluation will be available to any of the responding firms.**

6. The structure of the entire program is defined. If the campuses wants to change the structure (roof area designations, area callouts, combining/separating sections) this will cause additional work. Are the responds to provide these type of changes as part of this RFP?
   
   **Yes to an extent. If only half of Area A is reroofed, I would anticipate you would change the area designation to A1 and A2. If a campus wants to rename all the buildings on campus and the area designations, that would be a separate conversation with the system office and whether additional services are required.**