



Saint Paul College Academic Excellence Renovation - 123474
REQUEST FOR Proposals (RFP) for Design Services SDSB 24-09
April 15, 2024

ADDENDUM #2

Addendum #2 is added and shall become part of the RFP document posted on April 1, 2024.

Respondents shall acknowledge receipt of this Addendum on their proposal as noted in the RFP.

1. The tour walked the designated scope of work areas on the predesign document. Additional project information provided by the Owner during the informational meeting is as follows:
 - a. Does participating as a subconsultant to the selected design team preclude this vendor from responding as an Owner's Representative or Construction Manager at risk?
Correct. This would be a perceived conflict of interest, as that subconsultant would be paid from both sides of the table, would have a perceived unfair advantage with advance knowledge of the design, and could potentially have to act on the Owner's behalf in a dispute with the company with whom they have a contract. This project will have an Owner's Representative and Construction Manager at Risk. The requirement for a construction cost estimator subconsultant is removed from this RFP. Construction cost estimates are still required by the design team in Schematic Design and Design Development, but a subconsultant is not required.
 - b. How high is the plenum space to the deck above the fourth floor? 62 Inches.
 - c. There are no pneumatic controls in this building.
 - d. What are the maximum capacity headcounts and lowest capacity headcounts in classes? What are the numbers of classes in these highest and lowest capacities? Most classes in the spaces impacted by project range in headcount from 12-45 students.
 - e. What is the parking capacity? At last count, we had 1736 spots, that includes the ramp.
 - f. Is Saint Paul College getting rid of lockers in the hallway? No, some of the students, especially in specific programs, rely on those lockers.
 - g. The CIO will work with the design team for technology upgrades.
 - h. Ventilation on the Second Floor needs attention. There are some areas of the 2nd floor, including rooms 2225, 2215, 2110, and 2125, that "whistle".
 - i. Future plans for the CLC demolished building area, per the predesign and the direction for the design team, is green space.
 - j. Is a structural engineer a required member of the team? Yes. The full extent may not be readily evident, but in addition to the theater renovation, the location of bearing

walls that are proposed to be moved or eliminated, and CLC demolition might be a couple of those scopes of effort.

- k. What is the level of documentation for the existing building? There is a records room that will be made available to the awarded design team. There is very little available digitally; for instance the recent Science Wing addition and exterior curtainwall replacement on the east and south faces of the building. Those areas are not anticipated to be touched in this project.
- l. Does the design team need to provide any cost estimates, since this is a Construction Manager at risk (CM@r) project? Yes. The design team needs to provide construction cost estimates at schematic design and design development within budget, and are responsible for maintaining the cost until the Guaranteed Maximum Price (GMP) is determined by the CM@r. A cost estimating subconsultant is no longer being required. The GMP will not be determined until after construction funds are available from the legislature, as the prices cannot be held for an unknown duration. The design team and the CM@r need to be in alignment between scope and cost, within budget, in order to proceed to the next phase.
- m. Grounds are maintained by Saint Paul College grounds crew. This includes the east lawn that is owned by the City of Saint Paul but maintained by Saint Paul College. No work is anticipated here. Saint Paul College also is responsible for paving on its property.

Responses to Questions

- 2. Questions submitted during the informational meeting and their responses are as follows
 - a. ***The sample contract of the RFP references AIA Document B133-2014. In reviewing the version available via Minnesota State's website, the indemnity clause (10.10) appears to be uninsurable. On past pursuits with other Minnesota State institutions, addendums have been issued with the following revised wording:***

Subject to the provisions of Minn. Stat. 337.01 and 337.02, the Architect shall indemnify, save, and hold the Owner, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by the Owner, arising from the performance of this Agreement by the Architect or Architect's agents or employees to the extent causes by or contributed to by the negligence of the Architect or its agents or employees. This clause shall not be construed to bar any legal remedies the Architect may have for the Owner's failure to fulfill its obligations pursuant to this Agreement.

Will this revised wording be allowed on this project? This revised wording would be allowed on this project contract as well, if requested by the awarded design team.

- b. ***Please share the project budget worksheet that was submitted as part of the 2024 Legislative session materials.*** The 2024 updated predesign narrative is attached.

- c. ***During the tour, it was noted that a committee is being formed to work with the design team. What is the name of this committee (Design Committee, Steering Committee, etc), how big will it be, and who will be on it (types of people, not specific names)?*** Response Members of the Comprehensive Planning Committee including stakeholders from SPC staff, faculty, students, etc... Physical Plant Director, CFO, and others.
- d. ***Please describe the scope of the security consultant. Is it to extend/modify current systems or implement new systems for card readers, cameras, etc?*** Extend / modify current systems.
- e. ***The predesign notes a new air handling system will be required for the new multi-story (former theater) space. Please describe the existing systems for heating and cooling, including the age/condition of major equipment.*** Heating is District energy which would remain. Currently cooling is 2 Trane chillers (20+ years) and brand-new cooling towers (to be installed this year in a separate project).
- f. ***During the tour, a comment was made about the lack of air conditioning. Please expand on the expectations for providing cooling or coordination required for any related work outside the scope of the Academic Excellence project.*** The cooling tower project is currently under construction and is anticipated to be operational for the 2024 cooling season. Modifications to air conditioning is not part of this project.
- g. ***This RFP requires a roof consultant to be on any respondent's team. The roof scope seems to be currently undefined. Is the roof scope for this project assumed to be for new roof penetrations and/or obsolete roof penetrations once the new interior space layout is determined?*** Yes, anticipated roof scope may be new roof penetrations, obsolete roof penetrations, and the potential modifications to the theater with the predesign suggestion of clerestory windows at the roof level.
- h. ***The RFP references the proposed contract for the project to be the AIA Document B133 -2014 Standard Form of Agreement Between Owner and Architect. The standard B133 contract posted on Minnesota State's facilities website has been recently updated from previous versions of the contract in relation to its liability language. The current Page 2 of 2 form of the contract does not tie the liability to the Architect/Engineer's negligence. As currently written, the A/E would be held responsible for any liability that Minnesota State incurs, even if it is not caused by the A/E's negligence. This has the potential to make the contract uninsurable because professional liability insurance only covers negligent or willful errors, not any claims whatsoever arising out of our work. Please clarify if there is any opportunity to revise this liability language to tie to the A/E's negligence, as has previously been accepted in prior versions of this contract, prior to executing the agreement on the project.*** Please refer to the response to Question 2a.

- i. ***The project advertisement on the SDSB lists the amount of project as \$30.4M but the RFP says the construction cost is targeted to be \$19,661,550 with a total project cost of \$23,762,000. Can you please clarify what construction cost the design team will be basing its fee from?*** The campus has only been delegated \$1,671,000 funding for the design phase expenses, including Owner’s Representative, Construction Manager at Risk, and other consultants, at this time. The governor’s list recommends \$31.8 million for the remainder of the project costs, including the construction cost, but the House and Senate have not yet determined the final amount. We cannot clarify exactly what the legislature will provide until the session ends May 20, 2024.
- j. ***At the walkthrough it was mentioned the desire for a blackbox theater but there doesn’t seem to be mention of it in the predesign. There is a predesign verification phase indicated in the RFP. Is the intention for the selected design team to complete a re-programming effort at the start of the project, given potential program changes like the request for the inclusion of a blackbox theater?*** The predesign was performed a couple years ago, and the faculty and students post-pandemic have been settling into methods of instruction. The design team is expected to perform a predesign validation / verification phase with the campus to confirm and adjust the scope as required for the campus to be successful into the future.
- k. ***Do you have traffic/parking analysis and/or parking utilization information conducted from recent previous studies?*** Will be provided to awarded contractor. At last count, we had 1736 spots, that includes the ramp.
- l. ***Can you clarify what the anticipated ‘green space’ use after the CLC building demolition?*** No, not at this time. The design team is to anticipate removing the utilities back to the public way and provide green space. There are always lots of discussions of what “could” occur, but there is nothing approved. For this project the green space could be native vegetation to reduce lawn maintenance and petroleum use by Saint Paul College grounds crew and align with B3 intents.
- m. ***Does the college have specific regenerative and/or sustainable goals beyond the ones required by the State?*** This project is required to abide by B3 / SB 2030. Saint Paul College does not intent to pursue LEED, Living Building Challenge, or any other additional sustainable program.
- n. ***What are your programming expectations for outdoor learning/gathering environments for the overall campus?*** Outdoor learning/gathering is not part of this current project.
- o. ***Please provide your traffic/parking analysis and/or parking utilization information conducted from recent previous studies.*** Please refer to 2k.

- p. **Does the campus have a current utility master plan, if so please provide.** Not at this time.
- q. **At the walk through it was mentioned that the campus currently does not have air conditioning, and that a separate project was going to address that. Can you expand on this? If HVAC strategies could be implemented on this project to help meet SB2030 goals, will this team have the ability to influence what might be done by the cooling upgrade project, in order to maximize efficiencies for this project?** Please refer to the response to Question 2f.
- r. **On page 19 of the predesign, it states "HVAC and electrical equipment affected by the SPC Academic Excellence project, and at the end of its useful life, will be updated or replaced with higher efficiency units and better ventilation and healthy indoor air quality." However on page 49 in the HVAC section it states: "existing central air handling units serving the Academic Excellence areas will remain, and the air ducts will be reconfigured to accommodate changes to room plans." Can you confirm if any of the existing air handling units are budgeted to be replaced as a part of this project?** Please refer to the response to Question 2f. for air conditioning. The existing air handling units will remain in place for all areas with the exception of the Theatre space which is anticipated to require new AHUs to accommodate an additional floor within the existing space.
- s. **Please confirm the list of spaces that are "off limits" / will not undergo any significant renovation.** None of the spaces on the Lower Level are anticipated to be touched. Beyond that, please refer to the predesign mapping for a highlighted example of proposed areas of renovation.
- t. **Is the workforce development / community events displaced by removal of the theater tied to programs (e.g., VR welding or health sciences labs) or independent from those programs and spaces?** Workforce Development/Community events work both in coordination with various programs and independently of programs. Some events are wholly individual and not related to any programming on campus.
- u. **Will the black box theater host performances that community members attend?**
We would like to accommodate a small audience for certain performances.
- v. **How many people should the black box be able to accommodate?** A small audience of around 50 people should be accommodated
- w. **Please share current classroom utilization studies.** Campus is currently undertaking a study to audit classroom utilization. Results will be shared with awarded contractor
- x. **Is there a fire pump or is the existing sprinkler system fed only by a city supply?** Both.

- y. ***Is the service combined with the domestic service or is it a separate fire service?***
Combined with domestic service.
- z. ***What are your programming expectations for outdoor learning/gathering environments for the overall campus?*** Not applicable on this project
- aa. ***Please provide your traffic/parking analysis and/or parking utilization information conducted from recent previous studies.*** At last count, we had 1736 spots, that includes the ramp.
- bb. ***Does the campus have a current utility master plan, if so please provide.*** Refer to 2p.
- cc. ***Can you provide a complete list of which State of Minnesota agencies you want included in the fee chart?*** Not clear on the question. The plan review fee will be a reimbursable expense, which is from the Dept of Labor and Industry.
- dd. ***Is the lead project manager for the project required to be registered architect, or unregistered architect with 20+ years of experience in project management is allowed in addition to a registered architect of record and a registered design architect included on the team?*** Yes.
- ee. ***The Predesign, under Part III-Project Description, notes new air handling units (New AHU) under the Systems & Finishes table for the Learning Community and Salon (Academic Excellence) spaces. The HVAC Systems Description narrative states the existing air handling units serving the Academic Excellence spaces will remain. Please clarify if existing air handlers are to remain or new air handling units are included in the project scope and budget for these spaces.*** Existing air handling units will remain in place for all areas with the exception of the Theatre space which will require new AHUs to accommodate the added square footage.
- ff. ***The RFP requires a Food Service Consultant as part of the team. The Predesign mentions the requirement for new exhaust fans, ducts and plumbing for the renovation of the kitchen. Does the College intend to update the kitchen layout and provide new cooking and prep equipment as part of this project, or just MEP upgrades?*** MEP upgrades only. The layout is expected to be modified through the removal of walls.
- gg. ***Demolition of the Existing Building, what is the future use of the space? After the demolition are we turning that space into green space?***
Yes, Green Space. Future plans to be determined. Correct.
- hh. ***Enhance the Campus experience, are you looking for landscape work throughout the campus including green spaces, vegetation, seating Areas, lighting, technology, and***

structures? This is an interior renovation and refresh project. The demolition of CLC and site restoration are the limit of exterior work on this project.

Green space only at the building to be demolished CLC Building. Correct.

- ii. **CM at risk, at which phase are the contractors expected to become involved? Contractor will be included during SD.** Correct.

END OF ADDENDUM #2

Saint Paul College - Academic Excellence Renovation, Design

AT A GLANCE**2022 Request Amount:** \$1,399**Priority Ranking:** 6

Project Summary: This project reorganizes, repurposes, and renews 104,500 GSF of existing classroom and laboratory spaces in the East Tower, West Tower, and first floor of the Saint Paul College campus to improve access to student services and academic resources. Removal of the College Learning Center (CLC), as well as repurposing the outdated theater, combine with other improvements to eliminate over \$6.254M in deferred maintenance backlog.

Project Description

The Academic Excellence project reorganizes and repurposes existing spaces into cohesive sets of spaces which are easy to navigate, break down barriers to access, and support the Saint Paul College programs and people engaged most in student success. These are:

- Renovate and reconfigure academic program areas to create adjacencies that facilitate effective and efficient delivery of programs and are flexible in pedagogical approach and program delivery.
- Develop spaces for Learning Communities on levels 2, 3, and 4 which co-locate faculty offices and support space with study spaces, peer to peer tutoring, and a community room, displacing unused, too- large and old-fashioned computer labs on each floor.
- Create an integrated student services and student life hub centrally located at the heart of the main level to provide streamlined access to student services combining on-line and in-person interface for all students.
- Repurpose the underutilized and deficient theater space into a centralized student services area, co-locating functions such as financial aid, tuition, and the registrar for natural wayfinding. This will increase access to all student supports including broadened health and counseling services.
- Develop an active, student-centered area with a variety of collaboration spaces for gathering, working on projects and informal programs adjacent to the existing library and learning commons.
- Demolish the 13,000 GSF CLC Building to fulfill the Comprehensive Facilities Plan for green space in the “front yard” of the campus and remove \$1.2M maintenance backlog.
- The Academic Excellence project reduces the maintenance backlog by \$6,040,884 with renovation of classrooms, hallways, restrooms, stairs, and the food service kitchen for life safety, accessibility and gender neutrality, and resource efficiency.

Project Rationale

The pandemic has exacerbated inequities and exposed existing and persistent barriers for some

students. Student services and supports have been re-envisioned to remove those barriers to increase the persistence, satisfaction, and success of every student. Enrollment is down now but expected to return to previously projected levels with the right programs and new technology in place. Lessons were learned in the scramble to deliver virtual courses which will influence future content delivery models permanently. SPC student surveys suggest that a flexible approach which offers choices for virtual and on-site learning will allow students and teachers to judge the best delivery method for the content and for individualized success. The development of the Learning Communities foster collaboration and a cross-program approach to teaching and learning. The integration of technology includes a strategic path to update classrooms, labs, and learning spaces with tools to facilitate learning, including the technology needed to support HyFlex classes.

HyFlex classes allow students to choose whether to attend classes face-to-face or online, synchronously or asynchronously. With synchronous HyFlex, in-person and remote students will be able to interact with their classmates and instructor.

Early indications suggest that the pandemic may also amplify interests in careers and programs that were trending before the virus, such as health-related fields, cyber-security, and IT. These are already strong offerings at Saint Paul College and are expected to cultivate the regrowth of student enrollment, especially delivered with on-site and new hybrid models. As demographics shift away from traditional high school graduates and the Minnesota Department of Employment and Economic Development develops its projections for future worker needs, flexible academic program space for a variety of pedagogical approaches will accommodate new training requirements.

Project Timeline

July 2022: Design funding anticipated, designer selection begins
Sept 2022: Schematic design complete/Design Development begins
Dec 2022: Design Development complete/Constr. Documents begin
April 2023: Construction documents complete
July 2024: Construction funding anticipated
August 2024: Bidding
Sept 2024: Construction begins
July 2026: Occupancy

Other Considerations

- Saint Paul College continues to address deferred maintenance through operating funds to address fire code issues, ceiling, lighting, flooring replacement and other finish and technology enhancements. This has allowed the college to reduce the scope of the previous capital request for the Academic Excellence project reducing the affected areas by approximately 20,000 GSF. The revised and updated capital request targets the use of GO Bond funding to address those areas that are more complex and challenging renovations which are beyond the college's ability to fund entirely from operating allocation.
- The needs addressed by this project were anticipated well before the current conditions. The project schedule has been delayed over eight years due to lack of funding.

Impact on Agency Operating Budgets

Overall, the project will not increase building operating expenses. When complete, the project will reduce existing utility expenses because of more efficient lighting and reduced electrical consumption. The effectiveness of existing heating, ventilation and air conditioning will be enhanced by delivery improvements. No added staffing is required and ongoing expenses related to waste, recycling, and other consumables are not expected to change. Given the old (54 years) plumbing infrastructure and mechanical infrastructure of the main campus building complex, it's expected that the project will reduce annual repair and betterment expenses for an extended period of time. Removal of the CLC Building will eliminate this facility's repair and betterment and operating expenses.

Improvements related to enhanced space function and more efficient design will likely allow the college to reconsider staffing demand requirements so they can be redeployed to better meet campus needs.

Description of Previous Appropriations

NA.

Project Contact Person

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(\$ in thousands)

Saint Paul College - Academic Excellence Renovation, Design

PROJECT FUNDING SOURCES

Funding Source	Prior Years	FY 2022	FY 2024	FY 2026
State Funds Requested				
General Obligation Bonds	\$0	\$933	\$19,497	\$0
GO Bonds-MnState User Financing	\$0	\$466	\$9,749	\$0
Funds Already Committed				
Other State Funds	\$93	\$0	\$0	\$0
Pending Contributions				
TOTAL	\$93	\$1,399	\$29,246	\$0

TOTAL PROJECT COSTS

Cost Category	Prior Years	FY 2022	FY 2024	FY 2026
Property Acquisition	\$0	\$0	\$0	\$0
Predesign Fees	\$93	\$0	\$0	\$0
Design Fees	\$0	\$1,139	\$661	\$0
Project Management	\$0	\$129	\$748	\$0
Construction	\$0	\$57	\$25,783	\$0
Relocation Expenses	\$0	\$0	\$0	\$0
One Percent for Art	\$0	\$0	\$256	\$0
Occupancy Costs	\$0	\$0	\$1,797	\$0
Inflationary Adjustment	\$0	\$74	\$1	\$0
TOTAL	\$93	\$1,399	\$29,246	\$0

STATUTORY REQUIREMENTS

The following requirements will apply to projects after adoption of the bonding bill.	
Is this project exempt from legislative review under M.S. 16B.335 subd. 1a?	No
Predesign Review (M.S. 16B.335 subd. 3):	
Does this request include funding for predesign?	Yes
Has the predesign been submitted to the Department of Administration?	Yes
Has the predesign been approved by the Department of Administration?	Yes
Will the project design meet the Sustainable Building Guidelines under M.S.	Yes

STATUTORY REQUIREMENTS

The following requirements will apply to projects after adoption of the bonding bill.	
16B.325?	
Will the project designs meet applicable requirements and guidelines for energy conservation and alternative energy sources (M.S. 16B.335 subd. 4 and 16B.32)?	Yes
Will the project comply with the targeted group purchasing requirement (M.S. 16C.16 subd. 13)?	Yes
Will the project meet public ownership requirements (M.S. 16A.695)?	Yes
Will a use agreement be required (M.S. 16A.695 subd. 2)?	No
Will program funding be reviewed and ensured (M.S. 16A.695 subd. 5)?	Yes
Will the matching funds requirements be met (M.S. 16A.86 subd. 4)?	N/A
Will the project be fully encumbered prior to the Cancellation Deadline (M.S. 16A.642): December 31, 2026?	Yes
M.S. 16A.502 and M.S. 16B.31 (2): Full Funding Required	Yes
M.S. 473.4485: Guideway Project	
Is this a Guideway Project?	No
Is the required information included in this request?	N/A
Has the governing body of the political subdivision passed a resolution of support, which indicates this project's priority number if the applicant is submitting multiple requests?	