

Minnesota State Colleges and Universities



Normandale Community College

Request for Proposals for Architect/Engineering Services for
Parking Lots 1 & 2 Repair

Date: 10/19/2017

ADDENDUM #1

CLARIFICATION – THERE WILL BE TWO, VOLUNTARY MEETINGS FOR THIS PROJECT ON MONDAY, OCTOBER 19. THE FIRST MEETING WILL BE AT 9:00AM AND THE SECOND MEETING WILL BE AT 10:00AM.

1. Refer to Section II. Scope of Services, article 1) Required Design Team. Change the Architect/Engineer services to read -
Services will include project management, cost estimating, and project scheduling.
Add the note to the Landscape Architect –
Services will include site furnishings.
2. Are the services of a Structural Engineer or Mechanical Engineer or required on the design team as indicated in the Schematic Design Phase?
Response: No, the design team is not required to include the services of a Mechanical Engineer or Structural Engineer at this time.
3. Refer to Section II. Scope of Services, article 1) Required Design Team, Services Provided by Others. Add:
Independent Consultant – Additional City of Bloomington and NMCWD coordination as well as overall construction cost and construction sequencing advisor.
4. Refer to Section III. Response Evaluation. On the top of page 10, change the paragraph to read:
The response to the RFP will be evaluated in part by the following criteria: qualifications and experience of individuals assigned to the Project, performance on past projects, experience with projects of a similar type, ability of the firm and the assigned personnel to meet the required time, budget, and construction constraints within the proposed fee.
5. Refer to page 15, Section V. RFP Responses, Proposal Content, article 1) Transmittal Cover. Delete the paragraph and insert the following paragraph
Firms are required to submit one original form with their response. The required form is attached and please attach the following to the transmittal form:

Attachment A – Affidavit of Non-Collusion, Attachment B – Human Rights Certification Information and Affirmative Action Data, Attachment C – Disabled Individual Clause, and Attachment D – Veteran-Owned/ Service Disabled Veteran-Owned Preference Form.

6. Refer to page 15, Section V. RFP Responses, Proposal Content, article 3) Responder’s Proposal: (By Section), item i) PASS/FAIL REQUIREMENTS. Delete the paragraph and insert the following paragraph
 - **Proposal delivered on time**
 - **Responder shall provide a statement to confirm that the firm has available, experienced staff to complete the project.**

7. Refer to page 15, Section V. RFP Responses, Proposal Content, article 3) Responder’s Proposal: (By Section), item ii) PROJECT TEAM COMPOSITION.
Change “3. Stormwater Consultant” to “Civil Engineer”
Add “5. Electrical Engineer”

8. Refer to page 15, Section V. RFP Responses, Proposal Content, article 3) Responder’s Proposal: (By Section), item iv) APPROACH/METHODOLOGY. Change the paragraph to read:
Describe your approach and handling of construction observation and enforcement of the construction schedule within the contract. Describe how your firm will coordinate the work of the campus. Describe your approach to problem resolution and overall project communications.

9. Refer to page 15, Section V. RFP Responses, Proposal Content, article 3) Responder’s Proposal: (By Section), item v) ABILITY TO DEAL WITH AESTHETIC FACTORS. Change the criteria and point value
ABILITY TO DEAL WITH TECHNICAL FACTORS AND SCHEDULING – 25 POINTS.
Provide examples of parking lot and other related transportation projects. Describe the projects’ stormwater management approach. Show a variety of pedestrian and vehicular arrangements that demonstrate safety and site sensitivity.

10. Refer to page 15, Section V. RFP Responses, Proposal Content, article 3) Responder’s Proposal: (By Section), item vi) COST.
 - a. **Change the point value from “25” to “15”. Note that the example shown on page 17 is for reference. The maximum points awarded will be 15.**
 - b. **Change the Construction Phase from “Construction Administration + Observation & Testing” to “Construction Administration”**
 - c. **Delete “Weekly Observation Fee”**
 - d. **Modify the last sentence on page 16 to read “Respondents shall provide a cost for Schematic Design/Design Development, Construction Documents, Bidding, and Construction Administration.”**

10. **The Transmittal form is revised per the attached Revised Transmittal Form**

Summary of attachments:

1. Revised Transmittal Form

END OF ADDENDUM #1

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