

Minnesota State Colleges and Universities



Fond du Lac Tribal & Community College Request for Proposals for Designer Selection for Campus Interior Renewal and Renovation

Date: 010/17/2017

ADDENDUM #1

1. **The Sign-In sheet from the mandatory meeting is attached.**
2. **Who will be on the steering committee that will make decisions for the project?**
ANS: At this time, we anticipate that some members of the Board, staff, faculty, and students may be on the committee. The individuals are not known at this time and may change during the project.
3. **Does the campus ever have a down time?**
ANS: Not much. The community is heavily engaged with the campus and use may actually peak during academic breaks such as weddings and conferences. Care will need to be taken to give significant user groups ample advanced notice of any area restrictions. There are about four large non-academic community events per year. The majority of the events include lots of eating.
4. **Are the athletic spaces to be evaluated in the scope of work?**
ANS: Not at this time unless the consultant sees a glaring deficiency. The child care center is a part of the scope but was unable to be viewed during the walk-through because of nap time.
5. **Does the campus have a comprehensive deficiency report?**
ANS: No. Most of the deficiencies will be visible.
6. **What about FF&E?**
ANS: On page 8 of the RFP, under section 1.02 SCOPE OF SERVICES, bullet 5 asks the consultant to examine the existing furniture and make recommendations for improvements with respect to the new proposed finish modifications. For example, the chairs in the main assembly area have a sled base because of the carpet. If the carpet changes to a hard surface, our expectation is the consultant would identify the conflict and recommend an appropriate product. The furniture recommendation scope is limited to where there is a change in the finish.

7. Please clarify the project budget, fees, and phasing.

ANS: The final fee for the SD phase will be negotiated with the selected consultant. The campus as well as the system office will commit adequate funds for the described scope of work. If funding remains, then a contract amendment may be issued to the consultant for DD-CA for the first prioritized project.

8. Please clarify the expected construction budget or intended GSF of the project area.

ANS: The future construction budget is unknown. It will be the selected designer's project scope of work to determine future construction budgets. The intended GSF for consideration is approximately 150,000 square feet.

9. How many meetings are expected for Schematic Design and future design phases?

ANS: Unknown. Consultants are reminded that this project should not be considered as an "hourly" or a "time and materials" fee-based project because the deliverables are highly dependent on the relationship the consultant has with the steering committee and other project stakeholders.

10. Please explain the decision making process? Will one person be responsible for setting priorities for the campus?

ANS: It varies. At this time, we anticipate that some members of the Board, staff, faculty, and students may be on the steering committee. The individuals are not known at this time and may change during the project.

11. Are there any existing interior finish or lighting standards that will need to be followed?

ANS: The Minnesota State Facilities Design Standards will govern.

12. Will design phase submittals meeting the requirements of the Minnesota State Facilities Design Standards be needed for this project?

ANS: No. The submittals and deliverables will be negotiated with the selected designer.

13. What CAD or BIM files are available?

ANS: A limited number of CAD files may be available.

14. Please confirm where the response to the RFP must be sent.

ANS: Proposal from interested firms must be received by 1:00pm, Friday, October 20, 2017 to:

**Mark Bernhardson
Director of Facilities & Physical Plan
Fond du Lac Tribal & Community College
2101 14th Street
Cloquet, MN 55720**

Summary of attachments:

1. Sign-in sheet

END OF ADDENDUM #1

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MINNESOTA STATE

Facilities, Design and Construction

DATE: October 11, 2017
SUBJECT: Mandatory Informational Project Meeting
Fond du Lac Tribal & Community College – Campus Interior Renewal and Renovation

NAME	FIRM	EMAIL
KAREN HUIETT	MINNESOTA STATE	karen.huiett@MINNSTATE.EDU
THOMAS DOBBS	HAY DOBBS	tDOBBS@HAYDOBBS.COM
TIM MEYER	MEYER GROUP	tim.meyer@meyergroup.biz
KELLY SATHER	MEYER GROUP	kelly.sather@meyergroup.biz
RANDY MOE	BENTZ/THOMPSON/RIETOW	randym@btr-architects.com
Katie Hildenbrand	Architectural Resources AR1	Katie.hildenbrand@ar1mn.com
AMANDA WEIKER	CUNNINGHAM GROUP ARCHITECTURE	aweiker@cunningham.com

Dee Anderson	Architecture Adv.	dee@architectureadvantage
Melissa Graftaas	Architecture Advantage	melissa@architectureadvantage.com
KEN JOHNSON	TKDA	KEN.JOHNSON@TKDA.COM
Aaron Hansen	LHB	aaron.hansen@LHBcorp.com
MICHELLE GALLAGHER	TKDA	michelle.gallagher@tkda.com
JOHN BRICKSON	DSGW FADS	jerickson@dsgw.com CONTACTMIKE@FIRSTSTRENGTHCONSTRUCTION.COM
Amber Sausen	Alliance	asausen@alliance.us
DANIEL MOLL	ATSP	DMOLL@ATSP.COM
Carlie Kemp	DSGW	ckemp@dsgw.com