SCSU-22 MN Highway Safety and Research Center - 12972  
Request for Proposals (RFP) for  
ARCHITECT AND ENGINEERING CONSULTING DESIGNER SERVICES  
January 20, 2022

**ADDENDUM #1**

*Addendum #1 is added and shall become part of the RFP document posted on January 4, 2022. Respondents shall acknowledge receipt of this Addendum on their proposal.*

1. The attendees at the Mandatory project informational meeting, held on January 12, 2022 were as follows. Only those who companies who attended this meeting may submit proposals.
   a. Bob Busch, Widseth Engineering, Bob.Busch@widseth.com
   b. Gregg Johnson, Rani Engineering, Gregg.johnson@ranieng.com
   c. T.J. Rose, Larson Engineering, trose@larsonengr.com
   d. Bryan Miller, Larson Engineering, bmiller@larsonengr.com

2. Additional project information provided by the Owner during the informational meeting is as follows:
   a. The project is for St. Cloud State University, but is not located on the main St. Cloud State University campus. The Minnesota Highway Safety and Research Center is located at: 1805 U.S. Highway 10 S., St. Cloud, MN 56304.
   b. The pavement is used as a driving skills training facility for professionals such as law enforcement and fire truck operators. The driving activities on the pavement include quick stops, sharp turns, and pit maneuvers, so dynamic loading is a concern.

**Responses to Questions**

3. Submitted questions and their responses are as follows:
   a. *The RFP provides soil boring data for Area 4, but nothing in areas 1, 2, or 3. Based on aerial imagery, the maneuver pad and interior roadways appear to be constructed at different times and may have different characteristics. Should the A/E firm include services to obtain additional borings in these 3 areas? Or would SCSU consider retaining Braun to take additional borings?* St. Cloud State University would consider retaining a testing agency to perform additional borings of areas 1, 2, or 3 if deemed necessary and requested by the selected A/E firm.
   b. *Given the size and use of these pavement areas, it is recommended a topographic survey be obtained to ensure proper pavement slopes and drainage. Should the A/E firm include costs for surveying services in their proposal?* There is not an existing
topographic survey available. The respondent shall include surveying within their scope of work.

c. **There was some discussion about what was defined to be “Contract Administration”**. It is understood that the owner will be supplying the material sampling and testing subconsultant and that the Prime consultant will be coordinating the sub-consultant inspections and testing. Will everything else be left up to the Prime consultant to final out the project and close out all the way to providing As-built plans? Please better define the roles and responsibilities of the Contract Administration task so that we can better estimate the personnel need for this task. **Will the prime be doing On-site inspection?** Construction Administration Services shall be provided as listed in AIA B101-2017 contract, and as listed in the Scope of Services section of the RFP. During construction, A/E consultant shall provide intermittent site visits at key points of construction including but not limited to the proof rolling testing of subgrade and aggregate base in conjunction with the Owner’s selected material testing laboratory. Full-time site observation by the A/E consultant is not expected. The Owner will arrange for materials testing.

d. **The RFP discusses Mill and Resurface on areas 1, 2, 3 and 4. But I heard during the discussion that the areas will be reconstructed. Did I mis-hear something during the discussion?** The expectation is that the project would be Bituminous Removal and Repaving, as defined in section C.2.b of the Geotechnical Evaluation Report, which was included as an attachment to the RFP. This would be the same for all areas (1, 2, 3 and 4).

e. **Can the plans be prepared in AutoCAD Civil 3D?** The plans shall be prepared using software that can create the required Record Documents as defined in the contract. The Record Documents that are provided to the Owner shall include files in a standard AutoCAD format with all X-ref files bound, as well as a copy of the final drawings and specifications in an Adobe Acrobat .pdf format.

f. **Will EPMS - E-Builder Software be provided to the consultant?** Yes, the selected vendor will be provided access to the Owner’s web-based enterprise project management system (EPMS), called e-Builder. If not already completed, the vendor will be required to complete training provided by Minnesota State. A list of available training dates, the Minnesota State e-Builder Training Guide, and Workflow Process Step-by-Step Guides can be found at: [https://www.minnstate.edu/system/finance/facilities/design-construction/index.html](https://www.minnstate.edu/system/finance/facilities/design-construction/index.html)
g. **Could you post the aerial photo of the site exhibit with the site location labels shown? It sure gives a better idea where the work is.** The image that was shown in the meeting was part of the RFP, as attachment “MHSRC Mill and Resurface Locations.”

h. **Can you put out answers to these questions as soon as possible so we can prepare our proposal in the best possible shape. Thank you.** The addendum shall be posted in accordance with the dates listed in the RFP.

4. Summary of Attachments:
   1. Mandatory Engineering RFP Meeting Agenda

END OF ADDENDUM #1
MANDATORY ENGINEERING RFP MEETING AGENDA

MN Highway Safety and Research Center
Precision Maneuver Pad and Roadway Resurface Project
St. Cloud State University
January 12, 2022
Zoom Meeting

1. Introductions
   Project team directory- See attachment

2. Project background
   A. Funding Source : Revenue

3. Project description
   A. Scope
      * Milling and Resurfacing of Four Areas
   B. Program/Area
      Area 1 – 2,384 sq. yd.
      Area 2 – 3,142 sq. yd.
      Area 3 – 320 sq. yd.
      Area 4 – 8889 sq. yd.
   B. Construction Budget Amount
      $195K
   D. Delivery method:
      Design/Bid/Build

4. Project Schedule

<table>
<thead>
<tr>
<th>Phase</th>
<th>Milestone date</th>
<th>Length of phase</th>
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<tbody>
<tr>
<td>Schematic Design/Design Development Completion</td>
<td>April 12, 2022</td>
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<tr>
<td>Construction Document Complete</td>
<td>May 19, 2022</td>
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<tr>
<td>Issue Bid Document</td>
<td>June 9, 2022</td>
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<tr>
<td>Receive Bids</td>
<td>June 30, 2022</td>
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<tr>
<td>Construction Start</td>
<td>September 12, 2022</td>
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<tr>
<td>Substantial Completion</td>
<td>October 14, 2022</td>
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<tr>
<td>Final Completion</td>
<td>October 21, 2021</td>
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<tr>
<td>Move in</td>
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5. **A/E Consultant Responsibilities**

A. **General Requirements**
   a. Design guidelines, procedures, forms available at
      [http://www.minnstate.edu/system/finance/facilities/design-construction/index.html](http://www.minnstate.edu/system/finance/facilities/design-construction/index.html)
   b. eManual (forms, templates, contracts) available at
      [http://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/index.html](http://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/index.html)
   c. Minnesota Statutes requirements for construction
      a. Sustainability
         • B3/MSBG/ (MS 16B.325)
         • SB 2030 (MS 216B.24)
      b. Recycling Construction Waste (MS 16B.327)
      c. Prevailing Wage (MS 177.42 – 177.44)
      d. Equal Pay Certificate (MS 363A.44)
      e. Contractor Registration with DLI (MS 181.723)
      f. Responsible Contractor (MS 16C.285)
   d. eBuilder (Project management software)
      a. All documents and workflows to be processed in eBuilder
         • Basic information is available at
         [https://www.minnstate.edu/system/finance/facilities/design-construction/index.html](https://www.minnstate.edu/system/finance/facilities/design-construction/index.html)
      b. Training required
      c. Electronic approval
         • Reminder to review electronic documents detail
   e. Financial
      a. Lump sum fee
      b. Reimbursable Expenses (Limited to printing and State Plan Review)
      c. Change in Work (Amendment procedure)
   f. Communications
      a. A/E prepares meeting minutes for design and construction
      b. Campus Project Manager responsible for decisions

B. **Project Phases**

1) General
   a. Each design phase includes **detailed, itemized** cost estimate prepared by cost estimator that is within construction budget amount
      • Design contingency is reduced as design advances
      • Deduct alternates are used to respond to variable market conditions to avoid redesign
   b. Hazardous Material
      • N/A
   c. Obtain written approval prior to starting next phase

2) Schematic Design
   a. Program Verification (Predesign)
   b. Submittal -Technical Review by Campus Project Manager, System Office Facilities staff, Owner’s Representative
      • Include: variance requests, code review and cost estimate
   c. Formal Presentation – N/A

3) Design Development
   a. Submittal -reviewed by Campus Project Manager, System Office Program Manager

4) Construction Documents
   a. Submittal –reviewed by Campus Project Manager, System Office Program Manager
      • Include Request for Bid Form with **detailed, itemized** cost estimate
• Do not change front end documents. Use the latest revision on Minnesota State website
• Liquidated Damages
• Prevailing Wage - insert county wage rates in front end document – version is effective on date of issuing for bid
• Deduct Alternates – must be taken in order
• Construction Site Signage (Coordinate with Campus PM for design if applicable)

5) Bid/Award
   a. Post Bidding Documents on Quest CDN at
      https://www.questcdn.com/questcdn/action/questLogin
   b. Informational (Prebid) meeting (mandatory or not mandatory)
   c. Addenda
      • Meeting minutes of informational meeting
      • Substitution requests approved by Campus Project Manager
   d. Bid Opening at campus
   e. Recommend award
   f. Post Bid tab results on QuestCDN

6) Construction Administration
   a. Conduct Preconstruction meeting (occurs after execution of contract and Notice to Proceed)
   b. Field Reports within three days after site visit.
   c. Conduct Construction progress meetings and issue meeting minutes
   d. Process Construction SI, RFI, PR, Change Orders in a timely manner
   e. Coordinate Substantial Completion certificate with punch list
   f. Review and Certify Pay Applications in a timely manner
   g. Final Completion
   h. Contract Close out
      • IC 134
      • Record documents
      • O&M Manuals

7) Conduct 10 month warranty review
   • Warranty starts on date of Substantial Completion

6. Percent for Art
   A. N/A

7. Furniture Fixtures and Equipment
   A. NA

8. Project Closeout
   A. Post Occupancy Evaluation
   B. A/E Evaluation

9. Other items
# PROJECT TEAM DIRECTORY

**MN Highway Safety and Research Center**  
**Precision Maneuver Pad and Roadway Resurface Project**  
**St. Cloud State University**

## System Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Terry Olsen</td>
<td>System Office Program Manager</td>
<td>651.201.1425</td>
<td><a href="mailto:Terry.Olsen@minnstate.edu">Terry.Olsen@minnstate.edu</a></td>
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## College/University

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Kelly Bartlow</td>
<td>Campus Project Manager</td>
<td>(320) 308-4106</td>
<td><a href="mailto:kmbartlow@stcloudstate.edu">kmbartlow@stcloudstate.edu</a></td>
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<tr>
<td></td>
<td>VP Finance &amp; Administration</td>
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<td></td>
<td>Physical Plant Manager</td>
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<td>Chief Information Officer</td>
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<td>Campus Disability Coordinator</td>
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<td>Safety and Security staff</td>
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<td>Student organizations</td>
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## Design Team  *A/E to complete*

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>A/E Project Manager/Principal</td>
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<tr>
<td>A/E Designer</td>
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<tr>
<td>Interior Designer</td>
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<td>Civil Engineer</td>
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<td>Landscape Architect</td>
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<td>Structural Engineer</td>
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<td>Mechanical Engineer</td>
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<td>Electrical Engineer</td>
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<td>Telecommunications Designer</td>
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<td>Cost Estimator</td>
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<tr>
<td>Roofing Consultant</td>
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<td>Others</td>
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## Minnesota State consultants

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<thead>
<tr>
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<tbody>
<tr>
<td>Owner’s Representative</td>
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<td>Commissioning Agent</td>
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<tr>
<td>Window/Curtain Wall Consultant</td>
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<tr>
<td>Waterproofing Consultant</td>
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<tr>
<td>Masonry/Flashing Consultant</td>
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<tr>
<td>Geotechnical Engineer</td>
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<tr>
<td>Site Survey Firm</td>
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<td>Haz Mat Designer</td>
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<tr>
<td>Haz Mat Monitoring Firm</td>
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