Central Lakes College/Brainerd Student Services Renovation
REQUEST FOR Proposals (RFP) for
Design Services

August 3, 2023

ADDENDUM #1

Addendum #1 is added and shall become part of the RFP document posted on July 24, 2023. Respondents shall acknowledge receipt of this Addendum on their proposal.

1. The Sign-In sheet for the mandatory project informational meeting, held on Monday, July 31, 2023, is incorporated as Attachment #1.

2. Additional project information provided by the Owner during the informational meeting, including clarifications to questions from the meeting and tour, is as follows:
   a. This project is receiving both design and construction funds, so there is no need to pause and wait for the remaining funding.
   b. The current purple at the entrances, curtainwall, and entrances is not intended to be saved, included, or matched in the new project. The current Zolatone on the walls is not intended to be saved, included, or matched in the new project.
   c. The school colors are NOT peach and purple. Navy Blue and Crimson Red are the CLC colors, and the athletics include black for their Raiders logo.
   d. The selected construction method is design/bid/build rather than construction manager at risk due to the schedule and budget determined during the predesign.
   e. The fire panel locations are in the security and maintenance offices (Brent’s).
   f. The fire risers are at the Gym for the east end and the Boiler Room for the west end.
   g. Although the Air Handling Units serving this project area are not being replaced, there still will be ductwork and VAV boxes to be replaced. This project will still comply with B3 guidelines and tracking.
   h. The roof is a built-up roof. Inspec designed the most recent roof replacement project.
   i. Construction sequencing would be a discussion with the selected design team. This will be bid as one project. Some office employees can work in Staples for the duration of the project. Access to the Gym will still be needed, and there are select windows of opportunity around the spring and fall outside sports that would be optimal for construction in the athletic areas.
   j. There will be an Owner’s Representative to assist CLC.
   k. There will be a Commissioning Agent for the extent of renovations.
   l. The interior courtyard does collect leaves and is closed in the winter. It is used to get natural light into the offices and also by the horticulture students.
m. This is an interior project but anticipates potential civil and landscape to address the image at the front doors. We cannot add enclosed square footage but are open to improving the student experience. An unenclosed exterior feature is not considered additional square footage.

n. We do not anticipate raising the Gym roof. There will not be additional square footage, and the predesign did not budget for an additional roof structure.

o. Plumbing modifications are anticipated at the restrooms. They likely do not comply with the current code.

p. Security is listed as a consultant and with telecom. Technology can fulfill part of the security requirement, but good CPTED should be implemented. The design team needs to assist CLC in moving the security panel and operations with the security office, coordinating with CLC IT. The camera manufacturer will be shared with the awarded design team.

q. There are various vintages of carpet around the building. The current office carpet tiles are found in the security office and commons areas, and the current hallway-style carpet tiles can be seen in the bookstore.

r. Renovation of the adjacent Bookstore and Cafeteria is not part of this project, although the hallway wall is the start of the project.

s. Original documents from the 1995 portion of the project and Record Drawings from the recent project at this roof and mechanical upgrade will be provided to the selected design team. Documents from the 1968 portion of the building may be incomplete.

t. A current Hazardous Material survey is not yet available but will be provided to the selected design team.

Responses to Questions

3. Questions submitted during the informational meeting and their responses are as follows
   
   a. **Couple of question we have as we work on the proposal, is there a list of program types and quantities or should the feasibility study be referenced for this? Are there digital floor plans we can reference?**  Regarding programs at CLC: https://www.clcmn.edu/academic-program-listings-by-career-path/ Regarding digital floor plans to reference during the proposal period: https://www.clcmn.edu/brainerd-campus-maps/  The predesign would be the appropriate reference for this project scope. Electronic plans will be made available to the selected design team. These drawings are scanned, not in AutoCAD or REVIT.

   b. **The sample contract section of the RFP references AIA Document B101. In reviewing the version available via Minnesota State’s website (e-Manual), the indemnity clause (10.10) appears to be uninsurable. On a past pursuit for a different Minnesota State institution, an addendum was issued to revise the wording to be: “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 caused 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.” Please confirm this change will be made for this project, otherwise we cannot pursue it. This clause can be amended in the Project Attachment during negotiations with the awarded design team.

c. On page 3 of the RFP, the cost estimating consultant is noted to be “independent of Lead Firm”. However, it is listed under the required consultant team. Is the correct understanding that the cost consultant should be a sub-consultant to the prime firm but that those services should be provided by a Contractor or a cost consulting firm. Yes, that is the intent. If cost consulting is provided by a contractor, then that company would have a perceived advantage and would not be eligible for bidding.

d. Please further describe the scope intended for the Security Consultant listed under the Required Consultant Team. Is it to extend an established standard for card readers, cameras, etc into the project area or select new systems and headend equipment? CLC wishes to maintain its existing security system. The intent is to extend the existing security system, not provide a replacement.

e. The predesign report and the walk-through discussion described no mechanical (cooling or ventilation) system or equipment upgrades. Without that scope, the project would not meet the definition of Major Renovation to mandate B3/SB2030. Is the project electing to follow all the guidelines of B3 & SB2030 or only the portions of B3 that clearly apply to the requested scope? The project will need rerouting of ductwork and replacement of VAVs and lighting upgrades as appropriate to the new layout. It has not received an exemption from B3, but the SB 2030 portions may be minimal.

4. Summary of Attachments:
   a. Mandatory project informational meeting Sign-In Sheet.
   b. Agenda for the project informational meeting.
   c. PowerPoint Presentation

END OF ADDENDUM #1
## INFORMATIONAL MEETING SIGN-IN SHEET

**Project:** Central Lakes College, Brainerd Campus, Student Services Renovation (SDSB Project #23-10)  
**Meeting Date:** 7/31/2023  
**Facilitators:** Jim McArdeal/Kari Christiansen  
**Place/Room:** C205

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<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kave teaspoons</td>
<td>Architecture Alliance</td>
<td>218-390-7912</td>
<td><a href="mailto:kane@architectureadvantage.com">kane@architectureadvantage.com</a></td>
</tr>
<tr>
<td>Madeline felon</td>
<td>Dunham Associates</td>
<td>763-424-8996</td>
<td><a href="mailto:madeline.felin@dunhameng.com">madeline.felin@dunhameng.com</a></td>
</tr>
<tr>
<td>Kurt Wintheiser</td>
<td>Sebasta APA/NVS</td>
<td>612-367-5652</td>
<td><a href="mailto:KURT.WINTHEISER@NV5.COM">KURT.WINTHEISER@NV5.COM</a></td>
</tr>
<tr>
<td>Mark Theisen</td>
<td>FinePoint Technology</td>
<td>952-261-7074</td>
<td><a href="mailto:mark.theisen@finepoint.tech">mark.theisen@finepoint.tech</a></td>
</tr>
<tr>
<td>Nate Thiess</td>
<td>WIDSETH</td>
<td>612-306-1641</td>
<td><a href="mailto:Nate.Thiess@wideseth.com">Nate.Thiess@wideseth.com</a></td>
</tr>
<tr>
<td>Lindsey Kriens</td>
<td>WIDSETH</td>
<td>218-310-3601</td>
<td><a href="mailto:Lindsey.Kriens@wideseth.com">Lindsey.Kriens@wideseth.com</a></td>
</tr>
<tr>
<td>Sarah phillips</td>
<td>LHB</td>
<td>612-203-5776</td>
<td><a href="mailto:Sarah.Phillips@lhbcorp.com">Sarah.Phillips@lhbcorp.com</a></td>
</tr>
<tr>
<td>Anne Porter</td>
<td>LHB</td>
<td>218-590-2455</td>
<td><a href="mailto:Anne.Porter@lhbcorp.com">Anne.Porter@lhbcorp.com</a></td>
</tr>
<tr>
<td>Jana quast</td>
<td>BKV Group</td>
<td>651-398-0801</td>
<td><a href="mailto:jquast@bkvgroup.com">jquast@bkvgroup.com</a></td>
</tr>
<tr>
<td>Jamie Biser</td>
<td>Widseth</td>
<td>651-398-0801</td>
<td><a href="mailto:jamielbiser@wideseth.com">jamielbiser@wideseth.com</a></td>
</tr>
<tr>
<td>Michelle Hubert</td>
<td>Cunningham</td>
<td>612-332-8985</td>
<td><a href="mailto:mwhubert@cunningham.com">mwhubert@cunningham.com</a></td>
</tr>
<tr>
<td>Bee Cdra</td>
<td></td>
<td>612-366-2387</td>
<td><a href="mailto:BEECRA@cunningham.com">BEECRA@cunningham.com</a></td>
</tr>
<tr>
<td>Pat block</td>
<td>LS Black Constructors</td>
<td>651-366-2387</td>
<td><a href="mailto:Pblock@lsblack.com">Pblock@lsblack.com</a></td>
</tr>
<tr>
<td>Keith Matto</td>
<td>BKB M Engine</td>
<td>763-543-3045</td>
<td><a href="mailto:Kmatthe@bkbm.com">Kmatthe@bkbm.com</a></td>
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# INFORMATIONAL MEETING SIGN-IN SHEET

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</thead>
<tbody>
<tr>
<td>Doug Straus</td>
<td>CNTA</td>
<td>701-261-2625</td>
<td><a href="mailto:doug.straus@cnta.com">doug.straus@cnta.com</a></td>
</tr>
<tr>
<td>Cynthia Long</td>
<td>Inspec</td>
<td>612-716-3715</td>
<td><a href="mailto:clong@inspec.com">clong@inspec.com</a></td>
</tr>
<tr>
<td>Tom Marcello</td>
<td>CDG</td>
<td>602-423-6515</td>
<td><a href="mailto:tmarcello@cdg-mn.com">tmarcello@cdg-mn.com</a></td>
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<td>Pit Block</td>
<td>MNCOM</td>
<td>613-316-2177</td>
<td><a href="mailto:pblock@lsblack.com">pblock@lsblack.com</a></td>
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1. Welcome, Sign-in sheet
2. Committee Introductions of campus/system staff
4. Campus project presentation. Highlight important features of the program, schedule, budget. Questions.
5. Tour of impacted spaces
6. Post-tour questions.
Brainerd Academic & Student Affairs Redesign Project

• Welcome, Sign-in sheet
• Committee Introductions of campus/system staff
  • Terry Olsen, MinnState Facilities Manager
  • Kari Christiansen, Jim McArdell, Brent Fleisher, Paul Preimesberger, Greg Medeck
• Review agenda, communication protocols for State Designer Selection Board solicitation. Review key milestone dates of the RFP. Questions.
• Campus project presentation. Highlight important features of the program, schedule, budget. Questions.
• Tour of impacted spaces
• Post-tour questions.
Overview of the project scope and justification

The project has three primary goals:

1. Removing barriers to student success and closing the achievement gap by positively enhancing the student experience and correcting structural inefficiencies;

2. Removing barriers to student access and promoting CLC’s ability to recruit students;

3. Enhancing academic program spaces that impact high numbers of students.
Overview of the project scope and justification

Primary components of the project include:

• Complete realignment and renovation of Student Services area that provides potential and current students with direct access to all Student Services staff.

• Complete renovation of existing PE/Athletic locker rooms and supporting spaces; some areas dating back to original construction in 1968.

• Addition of a prominent visual marker at the primary entrance, located on the north side of the building, to create a reference point for first time visitors and serve as a focal point for the college and community.

• Total project cost is projected to be $11,591,000 with occupancy completed by August 2025.
Overview of the project scope and justification

Primary components of the project include:

• Removing barriers to student success by improving wayfinding upon entering campus and strategically placing enrollment service functions in a convenient, easily accessible physical layout. **Proximity of enrollment and support services** in relationship to one another is a key factor in addressing student issues equitably, effectively and efficiently.

• Providing increased opportunities for innovation and collaboration by increasing **student engagement** with expanded community partnerships.

• Providing a **welcoming, multi-functional space** where students can meet with staff both in-person and remotely promotes an environment conducive to supporting student success.

• Providing **up-to-date academic space** focuses on the physical education and athletic facilities to ensure the student body has **access to safe and ADA-compliant spaces** to engage in health and wellness programming.
Overview of the project scope and justification

Student Services

- This project will **demolish the entire core area** back to its perimeter partitions to allow the necessary **rightsizing and reconfiguration**. This project will also **renew the main corridors** in the core Student Services area to complement and reinforce the significant renovation/renewal occurring in this central, “**first impression**” **part of the building**. Renewal will include new floor, wall and ceiling finishes, lighting plus furniture and equipment to create a cohesive/unified new image.

- Reinforcement of **wayfinding via signage, materials/colors and lighting** will be especially important in this area. Renovation will be planned to assure that **visitors feel welcome**, are given a **strong, positive first impression** and that they are able to **engage with a first point of contact staff member immediately**, if needed.

- To reinforce any internal renovation strategies, this project will **add an exterior architectural element to serve as a visual reference point/marker** for the primary entrance and become a recognizable, inspiring symbol for the college. Consideration should be given to integrate the Percent for Art component as a part of this focal point.
Overview of the project scope and justification

PE/Athletics

- Men’s and women’s locker rooms and associated support spaces are outdated and undersized for growing programs; portions of the department date to the original 1968 construction.

- This project will demolish the entire locker room wing and the support spaces north of the gym to allow rightsizing spaces and updating of finishes, fixtures and equipment.

- Multi-use and weight room locations will be renewed with new interior finishes and the scope of work will also include the addition of significant amounts of glass at adjacent corridor walls for greater visibility and safety.

- Consideration has been given to how the new configuration will accommodate multiple events occurring simultaneously throughout the school year for multiple sports.
Overview of the project scope and justification

Security/Safety

• This project will relocate and reconfigure security office to better meet current needs. The new location for security will provide a direct visual for the north parking lot area.

• Related security cameras in areas of renovation will be relocated as necessary to serve revised building layouts. Cameras will be upgraded from analog to digital.

• Security will also be positioned within the Brainerd campus to provide students, staff and faculty with a more open and engaging front facing location. The existing location for Security is difficult to find and does not provide everyone with the knowledge that security is on campus, available and there for their safety and protection.
Overview of the project scope and justification

Updates to Pre-design

1) Veteran’s Resource Center has moved and will stay in current location, by Door #1.

2) Admissions/Recruitment has been moved and will stay in current location, by Door #24. There will need to be a connection/link to the larger renovation.

3) Multi-Purpose Room and Weight Room have swapped locations, and will stay in current location. There will need to be improvements in these areas to improve visibility for multiple reasons, including safety and more natural light. There may also need to be improvements/upgrades within the spaces.
Big-picture overview of the proposed project scope and justification

- Renovates & updates Student Services and Athletic spaces to streamline students’ access to services.
- Realigns the Student Services areas and renovates Physical Education / Athletic Program Locker Rooms / Supporting Spaces to correct ADA/Accessibility deficiencies.
- Realigns Security Offices and Support Spaces to create more visible & accessible connections with students. Relocates Security Office to provide direct visual connection with the primary parking lot and college entrance.
- Realigns Student Service spaces to create “Front-Facing” departments with strong identities that easily illustrates department services, resulting in reduced student “search and wait” times.
- Realigned Student Services Spaces are opened, and pathways widened to create more access / interaction points.
- Collaborative Spaces and Department clusters are designed together to create smaller, semi-private zones.

Minimizes barriers, making the prospective and ongoing student experience less daunting, while offering staff and faculty repurposed space that facilitates better communication and student-centered collaborations.
CLC 2022 DEPARTMENT PLAN CONCEPT

Proposed Project Drawing
Overview of Project Schedule/Timeline

This proposed project schedule is based on the following assumptions:
1. Appropriation for planning and construction in the 2024 session.

* expect slide of schedule by one year due to funding ahead of the anticipated date in the predesign.
### Overview of project costs

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Questions?

Thank you!