ADDENDUM #1
HTC/BP-20-Area F Roof Replacement A/E RFP
May 12, 2021

A mandatory pre-proposal meeting was held on May 6th, 2021. The list of attendees at this meeting is attached to this addendum. The owner contacts in attendance are as follows:

- Joe Wightkin  HTC, Interim CFO, joe.wightkin@hennepintech.edu
- Heidi Ricci  HTC, Facilities Director, Heidi.ricci@hennepintech.edu
- Justine Pliska  Minnesota State, System Office Fac Program Manager, Justine.pliska@minnstate.edu
- Other attendees attached

The following clarifications or questions arose at the meeting:

1. Is lightening protection part of the project?  
   This is a good suggestion and something we will take up during the design phase.

2. Page 10 of the RFP has a paragraph about the A/E firm including asbestos removal on their roof demo plans (below). An attendee shared that their professional liability insurance will not cover asbestos testing.

3. The A/E of a roofing project for Minnesota State, usually references asbestos containing materials on the plans when they are at the exterior of the building. It is our understanding that roofing contractors want to be aware of these materials, and if a minor amount, they are accustomed to handling them with precautions and without hiring a separate abatement crew to demolish a portion or all of the existing roof. The owner will coordinate the interior testing of the drain bowls during design to determine if they are asbestos containing. The owner does not suspect asbestos materials in the existing Area F roof because they were not on the previous project and both the Brooklyn Park and Eden Prairie campuses were developed at the same time. If, during the design process, the A/E consultant finds information in the existing drawings or conditions that identifies potential asbestos containing materials, a test cut will be made and sample of the existing roofing taken for testing. The owner can pay for that testing but the coordination of this work needs to be done in concert with the roof consultant so that the opening can be adequately covered or patched and there is no moisture intrusion until the roof replacement takes place.

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4. In reference to Section IV, Additional RFP Response and Contract, under Insurance Requirements, the referenced AIA contract (ST.30) under para 2.5.7.2 states “Insurance companies for all policies shall waive the right to assert immunity of the Owner as a defense to any claims made and endorsements to policies or the certificate shall indicate this waiver”. Can a firm propose on this project when blanket waivers noted in para 2.5.7.2 are not available from major insurance carriers for Professional Liability coverage and Workers Compensation coverage?

Minnesota State updated our AIA contracts in 2017 and the AIA B101-2017 is standard language on all of our projects. If this was a universal issue, we would have A/E firms on all of our projects resisting signing the contract. No changes will be made to the standard AIA B101 contract for this project, so firms concerned about the contract should not respond to this RFP solicitation.

5. In the last RFP for the identical project (Area F Roof Replacement at Eden Prairie), the campus indicated that all of the skylights were to be replaced with new skylights to match existing. If some of the skylights will be removed for this RFP, can you indicate which skylights are to be removed and which are to be replaced on a sketch of the roof?

This will be evaluated and determined in the design process. We don’t see how this is would impact the A/E fees for the project, or your firms response to this RFP.

6. In the last RFP for the identical project (Area F Roof Replacement at Eden Prairie), the campus indicated on a roof sketch what existing mechanical units and plumbing vents were to be removed, can this be provided for this RFP?

This will be evaluated and determined in the design process. We don’t see how this is would impact the A/E fees for the project, or your firms response to this RFP.

7. How many weeks (roof working days) should the bidders base their full-time construction observations on?

The pre-design on Page 7 states this for planned schedule that we can use for the purposes of this RFP:

*The construction observation at Area F will consist of ten (10) weeks of full-time roof observation, two (2) weeks for periodic wall panel observation, two (2) weeks for periodic skylight observation, and two (2) weeks of combined periodic site visits for observation of plumbing, mechanical, electrical, and structural work, which overlaps the roofing schedule. Services include submittal review, preconstruction meetings, progress meetings, associated testing services, a final walkover, and project closeout.

8. Will the State Plan Review fees be included as a reimbursable expense to the owner?

Page 15 of the RFP states that Minnesota State’s standard AIA B101 contract, article 11.8 addresses reimbursable expenses. Please refer to the contract document ST.30 on the owner’s public e-Manual for allowable reimbursable expenses:

9. Under Fee on page 15 of the RFP, the respondents are to provide a lump sum, not to exceed fee. Due to
the contract providing fee breakdowns for Schematic Design, Design Development, Construction
Documents, Bidding, Construction Administration/Observation, should the respondents provide a
similar breakdown so the contract between owner/architect is based on actual fees, not percentages?
No, this isn’t necessary. The lump sum fee will be divided up by phase, as the contract project
attachment describes. This break-out is used only for invoicing purposes.

10. Will the owner contract with an abatement contractor to provide hazardous material testing and
specifications for abatement as required at roof drain bowls, ceiling tiles, etc. that could affect the roof
replacement project under separate contract?
See the answer to question #3.

11. The scope of the project in the pre-design is slightly vague as the diagram includes multiple roofing
areas. The scope is clarified to include this footprint:

Joe Wightkin
cc: Justine Pliska, Minnesota State
HTC/BP Area F, Roof Replacement Designer RFP
Hennepin Technical College, Brooklyn Park campus
May 6, 2021

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