

**Minnesota State University, Mankato**  
**Pre-Design for the Construction of a new 600 bed Residence Hall and the**  
**Remodeling/Expansion of the Carkoski Commons – RFP # 76673**  
**RFP Submitted Questions and Replies - September 5, 2008**

1. Is a structural engineer required on the team for the review of the existing Carkoski Commons?

**This is a decision that will need to be made by each proposer based upon what internal expertise that the firm has available. There are certainly aspects of the review involving the Carkoski Commons that would require some structural engineering expertise.**

2. Is a detailed cost estimate required (completed by a professional estimator) or will a more general estimate only be required at this stage?

**Please refer to the MnSCU pre-design requirements. The web site link is included in the RFP document. A detailed cost estimate is required as a part of the pre-design process. There is no specific language on who does the cost estimate. It is expected that the estimate will be provided to the degree of accuracy as one would expect for construction documents. The University, at our own cost, may chose to hire a professional estimating firm to verify the cost estimate from the pre-design.**

3. Does the University have any preferred cost estimating consultants they would like to see on the team?

**The University does not maintain a list of preferred or approved cost estimating firms. If used, the cost estimator would be the choice of the proposer.**

4. Could you clarify for us what specific deficiencies will need to be addressed for the Carkoski Commons deferred maintenance?

**An estimated summary of the known deferred maintenance needs for the Carkoski Commons is as follows:**

<b>Building exteriors</b>	<b>\$ 250,000</b>
<b>HVAC equipment</b>	<b>\$ 337,000</b>
<b>HVAC distribution system</b>	<b>\$1,182,000</b>
<b>Plumbing - rough-in</b>	<b>\$ 159,000</b>
<b>Interior finishes</b>	<b>\$ 66,000</b>
<b>Total</b>	<b>\$1,994,000</b>

**In addition, there will need to be some asbestos abatement required in the building. That cost has yet to be estimated. The work will be required as demolition and remodeling takes place.**

**The firm that is selected for the pre-design project will have access to the detailed MnSCU FRRM deferred maintenance information for the Carkoski Commons**

5. Is full site survey information available and is it available in an AutoCAD format?

**There is no full site survey available. There is some current site survey information that is available electronically and that information will be made available to the firm that is selected to do the project pre-design.**

6. Where can I access the sample P-T contract as an MS Word document?

**The sample contract is available at the following MnSCU web site:**

**<http://www.finance.mnscu.edu/contracts-purchasing/contracts/forms/index.html>**

**That is the only site and format available at this time.**

7. Is there to be a Convenience Store included in this project?

**Included in the scope of the pre-design will be a food service program review. That review will point to the needs relative to the dining hall, kitchen, serving area, convenience store, etc.**

8. Will the pre-design or the architect be responsible for hiring a food service consultant for this project?

**The pre-design is expected to accomplish the requirements as laid out on page 11 and 12 of the RFP. The University anticipates that food service expertise is necessary, whether that expertise lies within the proposing firm or is subcontracted.**

9. Do you have CAD drawings of the Carkoski Commons?

**There are CAD drawings of the Carkoski Commons available for use of the firm selected. However, they are basic floor plans only.**

10. Do you have CAD or working drawings of the mechanical and electrical for the Carkoski Commons?

**There are no CAD drawings of the mechanical or electrical systems for the Carkoski Commons. There are hard copies of all plans of the building that includes work done during renovations.**

11. Is there a list available of the firms that attended the pre-proposal meeting?

**There is a list of all firms that attended the pre-proposal meeting. It has already been posted on the MSU Facilities Purchasing web site at the same place as the RFP posting. The information included in the document that has been posted is all that we are legally able to release at this time. It includes the name of the firms attending, as well as the city that they listed as the office location.**

12. After the pre-design is approved, will the pre-design consultant be eligible to submit a proposal for the design RFP?

**Yes, there is no restriction in place that would prevent the firm that does the project pre-design from submitting a proposal during the RFP process for the main project design.**

13. After the pre-design is approved, will the RFP for design be a combination RFP for the new housing and the Commons renovation or will it be two separate RFP's?

**It is our intent at this time that there will be one RFP for the design of the new residence hall and the remodeling/expansion of the Carkoski Commons. However, it is possible that issues will be identified during the pre-design process that could lead to a separate RFP and contract for each project. Phasing and scheduling, for example, are two things that come to mind as issues that might eventually lead to the projects having separate timelines. At this time, MSU is approaching the project as one single project.**

14. Does the \$40 million include the renovation of the dining hall, or is that just for the residence hall construction?

**The \$40 million is intended to cover the new residence hall as well as the remodeling/expansion of the Carkoski Commons. It is based in part upon the escalation of the actual construction cost for the Julia A. Sears Residence Hall which has just recently been completed. Given the nature of renovations, it is possible that the cost currently assumed for renovation may need to be adjusted once we have reviewed the pre-design for this project.**

15. In the instructions portion it states that the proposals should be submitted in a 3-ring binder. Is it acceptable to submit the RFP in a 3-ring binding booklet instead of a binder?

**The intent of that language in the RFP is to allow the review team to remove and copy specific pages from the responses as may be required during the process. As such, the binding used for the response must allow us to remove and copy pages as we may need to throughout the process.**

16. Our proposal is to include a “detail of all costs associated with the project...”. We understand you are looking for a lump sum. Can you give us an idea of the level of detail that you are seeking beyond the lump sum?

**This is the section where the proposers need to detail for us what it will cost for us to contract with a firm for this pre-design. The detailed cost information needs to include all costs incurred by the proposer in house, as well as any outside sub-consultants for which payment will be sought from MSU.**

**Generally we see the breakdown listed as a total lump sum for the pre-design project with phases listed and a percentage for each phase. Payment is then made to the consultant from invoices that state the percentage of work completed in a particular outlined phase.**

**It is important that all types of expenses that will be reimbursed to the consultant be outlined in the response document. Ultimately there will need to be a not to exceed reimbursable figure agreed to and included in the final contract. Payment is made when the reimbursable expense is included in a monthly bill to the University, along with the appropriate documentation. Where appropriate, reimbursable expenses must to be in line with the State of Minnesota Commissioner’s Plan reimbursement rates. That would generally relate to things such as travel, meals, etc.**

**Ultimately, the response will need to include a lump sum for the project professional services and a lump sum (not to exceed) for reimbursable expenses.**

17. Section VI. Mentions a rate for each fee “option”. Can you help us understand these options?

**This is basically an expansion of the question and reply from # 16 above. We are required to have each responder provide a fixed lump sum fee for all professional services. That would include any costs incurred by the consultant for outside consultants.**

**The second amount that is requested has to do with costs that will be reimbursed by the University to the consultant. That would typically be a not to exceed figure that will be billed with the appropriate documentation and then paid to the consultant by the University.**

**It is the responsibility of the proposer to provide in the response both figures. The final amount will be arrived at between the parties as the contract with the successful consultant is finalized.**

18. Are reimbursable expenses to be an estimate, a maximum amount, or a lump sum?

**All reimbursable expenses will need to be included in the response from the proposers as a not to exceed lump sum amount. The expenses will actually be reimbursed when the request is included in a monthly billing along with the appropriate documentation. As appropriate, the amount of the reimbursement request cannot exceed the reimbursement limits that are outlined in the State of Minnesota Commissioners Plan. That plan lists maximum reimbursement amounts for expenses that are generally related to travel.**

**Only appropriately documented reimbursable expenses will be reimbursed.**