

RFP 182376 Design Service for HN HVAC removal & replacement
RFP 182377 Design Service for Morris Hall/Morris Hall Addition HVAC Removal & Replacement

QUESTIONS & ANSWERS

1. Question: Morris Hall specifically requires an Independent cost consultant and roofing and exterior wall envelope consultants. Highland does not, is this the intent?

Answer: If cost, roofing or wall consultants are needed for the Highland North project they will be contracted directly by the owner.

2. Question: Will a list of attendees of the RFP walk thru be made available?

Answer: Yes, see attached sign in sheet.

3. Question: Is the consultant fee structure for this project going to tie consultant fees to a percentage of the selected low bid contractors cost, and only 80% of fees paid for alternate deducts accepted? Similar to the Morris RFP.

Answer: Highland North fee is based on a percentage of the actual construction cost submitted with the proposal and per Addendum #1 the Morris RFP calls for a fixed lump sum through construction documents. Construction administration and bidding will not be included in this proposal.

4. Question: The existing drawings show individual controls for each office. Should we provide a new zone for each office?

Answer: At this time plan on replacing controls at their existing locations.

5. Question:

- A. Is it your preference that this project be architect lead?
- B. Do you require a fee chart to be included for service. As it is not clear. It is not listed in the RFP requirements, but is listed as a judgment criteria.

Answer:

- A. MSU has no preference as to if architect or engineer is the lead firm.
- B. Yes, a fee chart must be provided.

6. Question: Please clarify if your preference is to have architect lead Teams

Answer: MSU has no preference as to who leads the team.

7. Question:
- A. Will you be holding another walk through for the Morris Hall Addition HVAC Renovation due to the weather on Monday?
 - B. Was the walk through mandatory? It did not state this in the RFP. Are we still able to propose on this RFP if we did not attend the walk through?

Answer:

- A. There will be no additional walk through.
- B. The Pre-Proposal walk through was not mandatory, thus attendance at the walk through is not required to submit a proposal.

8. Question: The Project Budget/Fees on the page 6 indicates that the design fees will be negotiated with the selected team however, the Item #5 under the Selection Criteria on the page 14 indicates that the design fee needs to be included in the proposal. Please clarify. Thank you.

Answer: Highland North fee is based on a percentage of the actual construction cost submitted with the proposal and per Addendum #1 the Morris RFP calls for a fixed lump sum through construction documents. Construction administration and bidding will not be included in this proposal.

9. Question: In section 1d- Required Consultant Team: Please clarify if the Prime Firm is permitted to have a one of its Construction Administration staff members, but not the designer of the firm, be the cost estimator for the project. Or is an independent firm, outside of the prime design firm required?

Answer: As stated in the Morris RFP an independent cost estimator is required for the Morris projects and shall be contracted by the design firm.

10. Question:

- A. Are electronic architectural drawing files in AutoCad or similar format available for use by the consultant in the document preparation process?
- B. Is there a required format for the design fees?

Answer:

- A. Auto cad drawing files of floor plans only are available for use.
- B. Highland North fee is based on a percentage of the actual construction cost submitted with the proposal and per Addendum #1 the Morris RFP calls for a fixed lump sum through construction documents. Construction administration and bidding will not be included in this proposal.

11. Question:

- A. Are electronic architectural drawing files in Auto Cad or similar format available for use by the consultant in the document preparation process?
- B. Is it acceptable for cost estimating to be by the architects and engineers as compared to a separate cost estimating consultant?
- C. Is a roofing and exterior envelope consultant required since all indications are that the building exterior will not be penetrated?
- D. Please explain the costs that result in a \$3,000,000 total project cost as compared to a \$2,200,000 construction budget?
- E. Is there a required format for the design fees? Section 1. Paragraph g. indicates that the design fees will be negotiated with the selected design team while section 3. does not require a fee or indicate a fee format while section 4. Paragraph 5. requires a proposed design fee.

Answer:

- A. Auto cad drawing files of floor plans only are available for use.
- B. An independent cost estimator is required as stated for the Morris projects.
- C. Will be determined during design.
- D. Total project cost includes all fees.
- E. Highland North fee is based on a percentage of the actual construction cost submitted with the proposal and per Addendum #1 the Morris RFP calls for a fixed lump sum through construction documents. Construction administration and bidding will not be included in this proposal

12. Question:

- A. On page 5, the RFP requests a change order history of recent past projects in table format. This item is not listed in the proposal contents on page 10. Should this item be removed? If not, where would the University like us to include this information?
- B. Regarding the change order history table, as a subconsultant on many of our projects, change order information is not made available to us by the architect or lead firm. How would the University like us to handle such cases?
- C. The proposal content requires a Fee Chart. In that section, a table is requested which lists all projects performed for the State, MnSCU and U of MN in the last 4 years. mentioned. Is the University not requiring submission of a fee proposal at this time?

Answer:

- A. Include this item in project experience.
- B. Use information regarding change orders involving work approved by your firm.
- C. Highland North fee is based on a percentage of the actual construction cost submitted with the proposal and per Addendum #1 the Morris RFP calls for a fixed lump sum through construction documents. Construction administration and bidding will not be included in this proposal

13. Question:

- A. On page 4, the RFP requests a change order history of recent past projects in table format. This item is not listed in the proposal contents on page 10. Should this item be removed? If not, where would the University like us to include this information?
- B. Regarding the change order history table, as a sub-consultant on many of our projects, change order information is not made available to us by the architect or lead firm. How would the University like us to handle such cases?
- C. The proposal content requires a Fee chart. In that Section, a table is requested which lists all projects performed for the State, MnSCU and U of M in the last 4 years. However, no mention of including proposed fee for this particular project is mentioned. Is the University not requiring submission of a fee proposal at this time?
- D. At the pre-bid conference, the University mentioned that there would be an addendum issued which would modify some of the scope items. Is the University still planning to issue this addendum?
- E. The Pre-Design Report referenced in the RFP is a study by KFI dated 1/25/08. The report on-line is dated 12/19/08 and does not appear to match the scope of work described in the RFP. Can you provide the referenced report?

Answer:

- A. Include this item in project experience.
- B. Use information regarding change orders involving work approved by your firm.
- C. Highland North fee is based on a percentage of the actual construction cost submitted with the proposal and per Addendum #1 the Morris RFP calls for a fixed lump sum through construction documents. Construction administration and bidding will not be included in this proposal
- D. See addendum #1
- E. Use the study attached to the RFP.