

**Owner's Project Representative for the New Downtown Office Building**  
**Addendum #1**

Respondents to the Request for Proposals are encouraged to indicate additional value added services that they feel may be needed for this project or are typically needed for construction of a new office building of this size and nature. The proposal should indicate (and estimate costs for) these services as "Additional Optional Services," considered as above and beyond base Project requirements.

**Questions and Answers**

1. Is the Project fully funded and City Council approved? If not, what milestones remain to ensure a full funding of the project?
  - a. Answer: The City has levy capacity to fully fund the project. In June of 2016, the Council and Mayor approved the Strategic Real Estate Plan for the Downtown Campus (construct new build at the designated site) and authorized the issuance of RFP's to acquire the services needed to move the Project forward. The overall Project budget will be updated with the City Council and Mayor (for their final approval) at the conclusion of the Pre-Design Program Development phase of the project.
2. What is the total (current) budget of this RFP?
  - a. Answer: The budget for Owner's Representation is included in the overall budget for the project which is \$300 per square foot. The budget will be adjusted up or down at the conclusion of the Pre-Design Program Development phase of the Project.
3. What is the preferred fee structure? Hourly-not-to-exceed, lump sum billed monthly, or other?
  - a. Answer: Hourly not-to-exceed with proper documentation.
4. The contract term is stated to be for 3-years with City options to renew annually for an additional 2 years. Should our fee proposal be limited to the 3-year term or are we to propose a fixed fee that would cover all 5 years? Please confirm how you'd like to see the fee proposal structured.
  - a. Answer: The City anticipates that the project will take three years to complete. If the project takes more than three years or is delayed for some unforeseen reason, the City would be able to extend to contract term as needed. Scope of work and fees would be adjusted as needed for the additional term/s of the contract.
5. Will the Owner's Representative directly interface with, and coordinate, the Design/Specialty Consultants and Construction Contractors? Or will the Project Oversight Group act as an intermediary?
  - a. Answer: The Owner's Representative will represent the City on all efforts on behalf of the City. The Executive Steering Committee's role will participate in the Pre-Design Program Development phase of the Project. The Project Oversight Committee role is to work with the Owner's Representative, Construction Manager, Architectural and

Engineering consultants, the Commissioning Agent, and other consultants to facilitate business processes, contracts, etc. needed to execute the project.

6. What sort of deliverables, reporting and communication will the OR need to provide to the Executive Steering Committee and Mayor/City Council?
  - a. Answer: Refer to Attachment B – Scope of Services, Section 1.b. and 1.c. and Section 9
7. What is the contract format (e.g. AIA, standard City agreement, etc.) that will be used for the City Consultants? Will the Owner’s Representative have the opportunity to review the contract and offer changes to appropriately tailor the terms to this project?
  - a. Answer: The City will use a combination of AIA modified, standard City, or built for the services provided. All contracts will have City Requirements built in or added to. The City will assign a representative of the City Attorney’s office to work with the Owner’s Representative. The Owner’s Representative will not only have an opportunity to review and offer changes, the Owner’s Representative will be expected to add valuable expertise in contracting for services for the Project and head up the processes for the City.
8. Please confirm that the development of the Design Guidelines, Sustainability Requirements and Workplace Strategy Program are not part of the scope of the Owner’s Representative. We interpret these efforts to be led by the Program Manager with the Owner’s Representative providing coordination/interface between those Guidelines, Requirements and Program and the project team.
  - a. Answer: That is correct.
9. The stated 3-year contract duration would expire prior to the Occupancy and Move-in Activities. Should the fee proposal include these services or should it be separated as part of the 1-year options for renewal?
  - a. Answer: The Proposal should include Occupancy and Move-in activities. The City anticipates that the project will take three years to complete. If the project takes more than three years or is delayed for some unforeseen reason, the City would be able to extend to contract term as needed. Scope of work and fees would be adjusted as needed for the additional term/s of the contract.
10. Will the Program Manager direct the Change Management process in conjunction with the Workplace Strategy effort or is it expected that the Owner’s Representative lead the Change Management effort?
  - a. Answer: Neither. The City will be contracting separately for Change Management and Move Management Services. The Program Manager/Firm and the Owner’s Representative will be able to submit a proposal to provide those services. As part of base services, the Owner’s Representative will be involved and represent the City but not lead.

11. Please define the Finance and Property Services Department objectives for this project.
  - a. Answer: To meet the City overarching goals for the project.
12. Are there any formatting requirements for the proposal such as font type, page limit, etc.?
  - a. Answer: No, quality of information is important vs. quantity.
13. Is oversight of the demolition of the existing City-owned ramp to be included in the Owner's Representative services?
  - a. Answer: Yes, in partnership with the Construction Manager.
14. How will parking be provided for the new building? Shall we assume it is underneath and/or located with the new building? Will some of the parking be off-site and, if so, will it be included in the Owner's Representative scope?
  - a. Answer: There will be some amount of underground parking on the site. Any offsite parking will not be part of this Project.
15. The RFP indicates that Police and Fire operations may be located in the new building. Do you expect there to be a 24/7 Emergency Response/Operations Room in the new building?
  - a. Answer: Yes and No. In 2010, the City constructed and emergency operations center. The project will likely have a conferencing center and as part of this conferencing center will have the ability to coordinate large scale hospitality events such as the NFL Super Bowl, NCAA Final Four, the X Games, etc. This area will have a higher level of technology infrastructure.
16. Is there any service provider of the same services in the past, if yes then please share the details of the service provider along with the last year's outlay?
  - a. Answer: No. The City has hired Owner's Representatives for several projects but none have a comparable scope.
17. Did the square footage projection engage an architect-led full programming exercise? If so, can we receive a copy of the program? If not, does the City intend to engage an architect or design firm to complete the programming prior to engaging the build team? Is there a standard consultant contract available for review?
  - a. Answer: The City has accurate records of our current space allocation and space standards. The City did engage professional consultants to complete a preliminary (not full blown) study to identify the potential for reducing space requirements through Work Place Strategy methodology. The City intends to hire professional design services to compete a Pre-Design Program Development process later this year (RFP planned to be issued by September 2016).
  - b. Answer: The contract for services will not be a standard City contract (but will have City requirements) but will be built for the services provided.

18. Is the Owner's Project Representative responsible for RFPs in addition to design, construction manager, and commissioning consultant? For example: technology, move, furniture, asset disposal, etc. If so, is there a standard RFP format the City will need to use?
- a. Answer: Yes, the Owner's Project Representative will be expected to issue RFP's as needed above and beyond what is listed (Architectural and Engineering Design, Construction Manager, Commissioning Agent. But, for the purpose of the Proposal, any additional RFP's will be considered Additional Optional Services.
19. Is selection of the 415 5<sup>th</sup> St. site absolute? If not, what other site(s) are under consideration? What is the timing for the completion of this study?
- a. Answer: In June of 2016, the Council and Mayor approved the Strategic Real Estate Plan for the Downtown Campus (construct new build at the designated site).
20. In addition to the 250,000 sf office program, have the parking requirements been determined? Will assistance with the cost/revenue analysis be included in the scope?
- a. Answer: Parking requirements have not yet been determined. The City's Traffic and Parking Systems staff (in partnership with the City's Finance Officer) is currently leading a study to determine needs and do preliminary cost/revenue analysis. The Owner's Project Representative and the Construct Manager will be expected to estimate the costs for the underground parking (including options) as part of their services.
21. Are current lease constraints driving the project schedule? Will real estate services be required or is JLL being retained for real estate advisory services? Will the scope involve own vs. lease (developer involvement) analysis?
- a. Answer: The City has sufficient flexibility in its leases. Real Estate Services will not be required as part of Basic Services nor will own vs. lease (developer involvement) analysis. If either services is determined to be needed at a later date it will be added to the contract as an Additional Optional Service.
22. Please explain the Owner's Project Representative's role in payment application/ invoice processing and cash flow projections for disciplines other than for design and construction?
- a. Answer: See Section 28 Payments and Section 21 Reporting. The Owner's Project Representative will be responsible for all contracts associated with the execution of the project. The City will assign Finance staff to process the actual payments following City processes and will assist in providing Accounting services for reporting purposes.
23. What are the City's goals for sustainability?
- a. The City's current policy for the new buildings is LEED certified at the Silver level of quality. This goal will be assessed as part of the Pre-Design Program Development phase of the Project.

24. Attachment D refers to Design/Build or Construction Management. Will the advisement/selection of the construction delivery method be included in the project scope?

- a. Answer: Yes, For the purpose of submitting a Proposal, the Proposer should be their scope of services and fees on a Construction Management delivery model.

25. How is the scoring criteria rated?

Answer:

| <b>Project Criteria Summary</b>  | <b>Shortlisting Points</b> | <b>Interview Points</b> |
|--|----------------------------|-------------------------|
| <b>1. EXPERTISE</b><br>Qualifications of OPR including specialized expertise & technical certifications.   | 250                        | 50                      |
| <b>2. EXPERIENCE</b><br>OPR's Previous experience in providing owner's project representative services on similar projects, and record of past performance during past 10 years.                 | 250                        | 50                      |
| <b>3. PROJECT UNDERSTANDING</b><br>Statement of project understanding, discussing the significant issues to be addressed and demonstrating knowledge of the existing conditions of the facility. | 100                        | 100                     |
| <b>4. PROJECT BUDGET AND SCHEDULE</b><br>Assessment of project budget and schedule. Approach to cost management.   | 100                        | 100                     |
| <b>5. APPROACH/METHODOLOGY</b><br>Proposed approach, methodology and management techniques to meet project requirements of budget, scope & schedule.   | 150                        | 200                     |
| <b>6. COLLABORATION</b><br>Approach to collaborating and interacting with the entire project team, including owner, owner's program manager, construction manager and end users.                 | 150                        | 200                     |
| <b>Sub-Total</b>   | <b>1000</b>                | <b>700</b>              |
| Proposed Not to Exceed, Total Contract Amount ( <i>Exhibit B</i> )   | -                          | 250                     |
| Proposed Average Hourly Rate ( <i>Exhibit B</i> )  |                            | 50                      |
| <b>Maximum Point Total</b>   | <b>1000</b>                | <b>1000</b>             |

|   |             |
|---|-------------|
| <b>Combined Total for Shortlisting and Interview Points</b> | <b>2000</b> |
|   |             |
| <b>Combined Maximum Point Total</b>                         | <b>2000</b> |

The City of Minneapolis reserves the right to request additional information as needed to complete its evaluation.