

**STATE OF MINNESOTA
DEPARTMENT OF MILITARY AFFAIRS
ADDENDUM NO. 2, DATED April 24, 2024
TO REQUEST FOR PROPOSALS**

**Consultant Services for
Infrastructure of Area 2, Camp Ripley, Little Falls, Minnesota
(Project No. 21132)**

TO ALL PROSPECTIVE RESPONDERS:

In this Addendum, changes to pre-existing Request For Proposal language will use ~~strike through~~ for deletions and underlining for insertions

A. THE FOLLOWING HAVE BEEN POSTED TO WEBSITE

<http://minnesotanationalguard.ng.mil/requests-for-proposal>

- This Addendum No. 2, dated April 24, 2024

B. THE FOLLOWING CHANGES ARE PERTAINING TO THE REQUEST FOR PROPOSAL:

1. Page 3, **D. QUESTIONS** is amended as follows:

Prospective responders who have any questions regarding this request for proposal may contact:

Mr. Russell Ekholm
Department of Military Affairs
Facilities Management Office, Camp Ripley
E-mail russell.a.ekholm.nfg@army.mil

A non-mandatory project site tour will be held on ~~April 16~~ April 30, 2024, beginning at 10:00am at Camp Ripley, Facilities Management Office, Building 2-1, 15000 Highway 115, Little Falls, Minnesota 56345.

Other personnel are NOT authorized to discuss this request for proposal with responders, before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above could result in disqualification.

When emailing questions, please include the subject line, "Project #21132 RFP question from (*firm name*)". Questions are due ~~April 22~~ May 8, 2024, at 10:00am. Questions will be answered by addendum to the original RFP. Addenda will be posted at: <https://ngmnpublish.azurewebsites.us/requests-for-proposal/>. Responders are responsible for proper distribution of any and all addenda on this project that are distributed.

2. **Page 4, Paragraph E. PROPOSAL CONTENT** is amended as follows:

Proposal shall be submitted in 8½” x 11”, portrait format. Maximum of 20 **faces** (excluding front and back covers, blank dividers, affidavit of non-collusion, workforce certificate information, certification regarding lobbying, equal pay certification form, veteran-owned preference form, resident vendor form, and cost proposal). All pages must be numbered.

Responders must submit the following information:

1. A statement of your quality control/quality assurance program or process including that of the Consultant (lead engineer) and subconsultants both during the design phases and construction phases. Provide an average number and dollar amount of change orders on similar type and size projects.
2. A description of your approach and methodology during design and construction for this project. A detailed work plan that identifies the major tasks to be accomplished and used as a scheduling and managing tool.
3. An outline of the responder's background and experience with examples of similar work done by the responder and a list of personnel who will conduct the project, detailing their training, and work experience. A Civil Engineer is required as the project manager and lead designer. All personnel provided by Contractor must be fully qualified and authorized under State or local law to perform the services required by the contract.

Responder must have 10 years of experience in city infrastructure utility service and control system replacement with 5 similar sized projects designed and constructed within 7 years with minimum cost threshold of ~~20,000,000.00~~ \$15,000,000.00 dollars. Experience and similar projects must be detailed in the proposal.

4. Responder should list the physical address of Consultant’s project manager. Using Google Maps the distance will be calculated from the location of the responder’s project manager to 15000 Highway 115, Little Falls, Minnesota 56345.
5. Attach completed:
 - Exhibit A, Affidavit of Noncollusion (**notarized**)
 - Exhibit B, Workforce and Equal Pay Declaration
 - Exhibit C, Certification Regarding Lobbying
 - Exhibit D, Veteran-Owned Preference Form (*if applicable*)
 - Exhibit E, Resident Vendor Form
 - Exhibit F, Cost Proposal
6. Attach one copy of the completed Exhibit F, Cost Proposal, separately, labeled “Cost Proposal”. For purposes of completing the cost proposal, the State does not make regular payments based upon the passage of time, it only pays for services performed or work delivered after it is accomplished.

3. Page 5, Paragraph F. RESPONSE DELIVERY is amended as follows:

All proposals must be sent to:

Mr. Cody Samler
Department of Military Affairs
Facilities Management Office, Camp Ripley
Email: cody.m.samler.nfg@army.mil

All proposals must be received no later than 2:00 p.m., Central Time, ~~April 30~~ May 23, 2024.

ONLY E-MAIL RESPONSES WILL BE ACCEPTED, however the burden of providing timely receipt is upon the responder. Responders should be advised that there may be a delay in email delivery due to required automated security checks in all emails Military Affairs staff receive. Despite this delay, Responders must ensure that submissions are received by the designated email address detailed in this Solicitation by the due date and time specified herein.

4. Page 3, Paragraph G: PROPOSAL EVALUATION

All responses received by the deadline will be evaluated by representatives of the Department of Military Affairs. Proposals will first be reviewed for responsiveness to determine if the minimum requirements have been met. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation. The State reserves the right, based on the scores of the proposals, to create a short-listing of vendors who have received the highest scores to interview, or conduct demonstrations/presentations. The state reserves the right to seek best and final offers from one or more responders. A 1000-point scale will be used to create the final evaluation recommendation.

Mandatory Requirements (Scored as Pass/Fail)

The following will be considered on a pass/fail basis:

1. Proposals must be received on or before the due date and time specified in this solicitation.
2. A Civil Engineer is required as the project manager and lead designer.
3. Must have 10 years of experience in city infrastructure utility service and control system replacement with 5 similar sized projects designed and constructed within 7 years with minimum cost threshold of ~~\$20,000,000.00~~ \$15,000,000.00 dollars. Experience and similar projects must be detailed in the proposal.

Evaluation Factors (scored based on percentage or points as indicated)

The factors and weighting on which proposals will be judged are:

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| 1. Quality Control/Quality Assurance program or process | 20% |
| 2. Work Plan | 20% |
| 3. Similar project experience | 20% |
| 4. Geographic Location to the Project Site(s) | 10% |
| 5. Cost | 30% |

It is anticipated that the evaluation and selection will be completed as soon as possible.

**-- END OF ADDENDUM NO. 2 --
THE ADJUTANT GENERAL
DEPARTMENT OF MILITARY AFFAIRS
STATE OF MINNESOTA**