

**STATE OF MINNESOTA
DEPARTMENT OF MILITARY AFFAIRS
ADDENDUM NO. 1, DATED April 2, 2024
TO REQUEST FOR PROPOSALS**

**Consultant Services for
(Project 24-06) Department of Military Affairs Army Combat Fitness Test (ACFT)
Field House, Arden Hills, MN (DMA Project No. 24107)**

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. 1, dated April 2, 2024

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

1. Page 3, F. PASS/FAIL REQUIREMENTS: is amended as follows:

1. The Proposal must be submitted on time to SDSB.Proposals.ADM@state.mn.us. Hard copy proposals will not be accepted.
- ~~2. A representative of the Prime Firm must have attended the mandatory meeting and shall so state in the affirmative statements.~~
3. Respondents shall make affirmative representations of the following on the Transmittal Form attached to this RFP:
 - A. Submittal shall bear a signature. Electronic Signatures will be accepted.
 - B. A statement that proposal contents are true and accurate to the best knowledge of signatory.
 - C. A statement of commitment to enter into the work promptly, if selected, by engaging the Sub-Consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
 - D. A statement indicating that the Sub-Consultants listed have been contacted and have agreed to be a part of the team.
 - E. A statement indicating that the Prime Firm and Sub-Consultants are willing to enter into a contract using the state's contract forms and agreeing to their terms.
 - F. Responder must submit the TG/ED/VO Subcontracting Form, which affirms that the Responder will comply with and meet the State's 10% TG/ED/VO subcontractor goal.

2. Page 16, Transmittal Form is amended as follows:

**[Project Name & #]
Transmittal Form [company name]**

Date:

Prime Firm Name:
Prime Firm Address:
Phone Number:
Fax Number:

Contact Person:
Direct Phone:
Email Address of Contact Person:
Company Email address:

Response includes:

- | | |
|---|--|
| <input type="checkbox"/> Affidavit of Non-Collusion | <input type="checkbox"/> TG/ED/VO Subcontracting Form w/TG
Cert proof attached <i>(if applicable)</i> |
| <input type="checkbox"/> Organizational Conflict of Interest Form | <input type="checkbox"/> Resident Vendor Form <i>(if applicable)</i> |
| <input type="checkbox"/> Workforce & Equal Pay Declaration Page | <input type="checkbox"/> Veteran-Owned/Service Disabled Veteran-
Owned Preference Form <i>(if applicable)</i> |
| <input type="checkbox"/> Certification Regarding Lobbying | |

Transmittal Sheet - this page with the above items attached to it

Cover Letter (no more than one page and included with each proposal copy)

- | | |
|--|--|
| <input type="checkbox"/> Cover Letter | <input type="checkbox"/> Does not exceed 20 faces (excluding cover
letter, blank dividers, front & back covers) |
| <input type="checkbox"/> Information on Firms | <input type="checkbox"/> Project Approach/Methodology |
| <input type="checkbox"/> Project Team | <input type="checkbox"/> All pages are numbered per Section II
Proposal Format, Letter B |
| <input type="checkbox"/> Team Organization | |
| <input type="checkbox"/> Project Experience | |
| <input type="checkbox"/> Fee Chart (or statement of no fees in last
four years) | |

Electronic Copy submitted via email to SDSB.Proposals.ADM@state.mn.us

- **Respondent certifies that no member of the proposing firm or its sub-consultants has discussed this Request for Proposal (RFP) or the project with any member of the requesting agency from the date of publication of this RFP in the State Register, other than the prescribed communication provisions set forth in the RFP.**
- **Respondent further certifies that no member of the proposing firm or its Sub-consultants will have any discussions regarding this RFP or project with any member of the requesting agency until after the completion of interviews for this project.**
- **Respondent understands that its proposal may be disqualified if discussions occur with the requesting agency outside the prescribed communications provisions set forth in the RFP.**
- ~~Respondent acknowledges that one or more representatives of the Prime Firm attended the mandatory project informational meeting.~~

By signing below, (Name of Firm) agrees:

1. The proposal contents are accurate to the best knowledge of the undersigned.
2. (Name of Firm) is committed to entering into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet the requirements of the work.
3. The consultants listed in this proposal have been contacted and have agreed to be part of the team.
4. The undersigned has read and agrees to the terms of the (State's/MN State's/U of M's) contract terms, and is willing to sign the contract should it be offered to our firm.
5. ~~Respondent confirms that a representative of the Prime Firm attended the mandatory meeting.~~
6. Respondent has completed the required TG/ED/VO Subcontracting Form *(if applicable)*.

Signature:

Dated:

C. THE FOLLOWING QUESTIONS WERE ASKED OF THE REQUEST FOR PROPOSALS (RFP). THE ITALICIZED RESPONSES ARE PROVIDED.

1. Question: Is there any expectation of community engagement or interaction with the City of Arden Hills by the design team as part of this project?

ANSWER: No

2. Question: The published schedule in the RFP lists starting pre-design in March 2024. Will the whole project schedule slide to align with when a contract for design is executed or are there critical milestones in the published schedule that must be maintained?

ANSWER: The schedule will be adjusted after the contract is awarded

D. THE FOLLOWING ADDITIONAL INFORMATION IS HERBY PROVIDED.

1. Attached is the Non-Mandatory Informational Meeting Sign-In Sheet from March 27, 2024.

-- END OF ADDENDUM NO. 1 --

**THE ADJUTANT GENERAL
DEPARTMENT OF MILITARY AFFAIRS
STATE OF MINNESOTA**

MEETING/CONFERENCE ATTENDANCE RECORD

<u>DATE</u> 3/27/2024		<u>TIME</u> 10:00 am	
<u>TITLE OF MEETING/CONFERENCE</u> Non-Mandatory Project Site Tour		<u>PROJECT NO. & TITLE</u> Consultant Services for Department of Military Affairs Army Combat Fitness Test (ACFT) Field House, Arden Hills, MN (Project No. 24107)	
<u>NAME (write legibly)</u>	<u>BUSINESS</u>	<u>TELEPHONE</u>	
LINN BJORNROD	LEO A DALY	612.359.4642	
JIGGS LEE	TAVE NORTH CONSULTING	651-705-1250	
Jon Bakstad	IMEG	618 604-4348	
Gary Sabart	MBJ	612-604-3654	
Greg Huke	Miller Donwiddie	612.860.9721	
SAM EDELSTEIN	HGA	402.680.8339	
Andrew Cooper	Dana Anderson	651-696-5186x313	
Joel Dunning	Wold	651-227-7773	
BILL FAXBY	GENSLER	612.618.7104	
Mark Spencer	HGA	612-360-6990	
Mary Lee	AHATS	651-282-4420	
Russ Ekholm	FMO	920-611-6073	