

**State of Minnesota
Department of Administration
Real Estate and Construction Services**

**ADDENDUM (No. 2) to Master Roster
REQUEST FOR QUALIFICATIONS (RFQ) and Fee Schedule for Professional Services of
Minnesota Registered Architects, Engineers, Interior Designers, Land Surveyors, Landscape
Architects, Geoscientists, and Owner's Project Representatives.**

A. GENERAL

1. This Addendum is for the purpose of adding new Master Roster categories of services, extending the program term and providing additional updates.
2. The Master Roster RFQ shall be extended through June 30, 2013.
3. All other information and required submittals named in the original RFQ and not amended by this Addendum remain in effect.

B. AMENDMENTS TO RFQ

1. The State's Master Roster RFQ document (located at <http://www.admin.state.mn.us/recs/cs/contracts/mr-rfq-document.pdf>) and Addendum No. 1 (located at <http://www.admin.state.mn.us/recs/cs/contracts/mr-rfq-add1-opr.pdf>) are amended as follows:

- a. Addendum No. 1 noted that "The State Architect's Office has merged with the State's Real Estate group to become "Real Estate and Construction Services (RECS)". Where the "State Architect's Office" appears in the RFQ, change it to read "Real Estate and Construction Services". The new website address is www.admin.state.mn.us/recs; however the website address www.sao.admin.state.mn.us will still link you to the new RECS website (click on "Construction Services" and "Solicitations and Announcements")"

The website www.sao.admin.state.mn.us will no longer link to the new RECS website. The RECS website address is www.admin.state.mn.us/recs.

b. SAMPLE TASKS

Amend the "Predesign" section to identify the State's Predesign Manual for Capitol Budget Projects as being available at <http://www.admin.state.mn.us/recs/cs/cs-mgt.html>, rather than <http://www.sao.admin.state.mn.us>.

c. CONSULTANT QUALIFICATIONS

Amend the "Categories of Experience" table in this section to add the following new categories:

“36. **Facility Condition Assessment**...means collecting, analysis, assembling and reporting the condition of buildings for decision makers to use in the budgeting and project planning process.”

“37. **Financial Auditing**.....means auditing of Contractor Payment Applications or other costs related to construction.”

“38. **Engineering – Building Energy Efficiency Engineer**...means a certified energy engineer for energy efficiency modeling, design and consulting.”

*Note: When including more than one category, vendor must include the information requested for **each** category of work vendor is selecting.

d. **REFERENCES**

Amend the first paragraph of this section as follows:

“Responders are required to submit documentation of references electronically. Click on the document title Qualifications Database to link directly to the electronic database. Follow the directions given in the database to complete this section of your response. Provide (1) project reference for each category for which the responder is submitting. Projects must have been completed and have been done within ~~three~~ **five** years of responder’s RFQ response. The responder is required to submit the following information for each reference:

Project title, scope, and dates started and completed
Client’s company name, mailing address, and
Client’s contact person name, position title, telephone and ~~fax numbers~~ **email**”

e. **TERMS AND CONDITIONS**

Delete the following paragraphs:

7. Employee Status, Immigration Status Certification
8. State Employees

Add the following paragraphs:

7. **Affidavit of Noncollusion:** Each responder must complete the attached Affidavit of Noncollusion, Exhibit I, and include it when responding to a RFP.

8. **Certification Regarding Lobbying:** Federal money will be used or may potentially be used to pay for all or part of the work, therefore the Proposer must complete Exhibit F (available at <http://www.admin.state.mn.us/recs/cs/cs-mgf.html>), **Certification Regarding Lobbying**, and submit it as part of its proposal when responding to a RFP.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion: Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the Proposer must certify the following, as required by the regulations implementing Executive Order 12549.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not

proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

11. **Consultant Performance Evaluation:** Using Exhibit K, (available at <http://www.admin.state.mn.us/recs/cs/cs-mgf.html>) the State will evaluate the Consultant's and/or subconsultants' performance for work provided under contracts.

12. **Project Energy/Utility Savings:** The Consultant shall provide designs and specifications that result in maximizing energy savings. Consultant shall complete and submit Exhibit L (available at <http://www.admin.state.mn.us/recs/cs/cs-mgf.html>) to the State when applicable to the work under their contracts.

Modify the following paragraphs, in their entirety, with the language indicated below:

5. Targeted Group and Economically Disadvantaged Businesses and Individuals (TG/ED): Replace language with the following:

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference: In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** the **Veteran-Owned Preference Form** available at <http://www.admin.state.mn.us/recs/cs/cs-mgf.html>. Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation, per the form, will be given the preference.

10. Federal Funds: If federal money is used and the estimated fee is greater than the amounts listed below, add language from MMD Contract Manual for the following:

- Certification Regarding Lobbying (applicable if fee is greater than \$100,000)
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (applicable if fee is greater than \$25,000)
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction (applicable if fee is greater than \$25,000)

f. DISPOSITION OF RESPONSES

Add the following language to the end of this section:

“Notwithstanding the above, if the State contracting party is part of the judicial branch, the release of data shall be in accordance with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time.”

g. SUBMISSION AND MAILING INSTRUCTIONS

Amend this section to modify the second to last paragraph as follows:

If Responder requires acknowledgement of receipt of response, Responder must fax or email a request for acknowledgment to the attention of the Contracts Coordinator at FAX 651.215.6245 or via email to RECS.Contracting@state.mn.us. ~~Add the email address for the roster here.~~ **If submitting via fax, i** include responder’s return fax number.

***Reminder:** This RFQ is not a guarantee of work and it does not obligate the State to award any contracts. The State reserves the right to not use the Master Roster if it is considered to be in its best interest. The State reserves the right to cancel all or any part of this Master Roster Program if it is determined to be in its best interest.

The State reserves the right to reissue this RFQ, or issue a new RFQ if the State deems it necessary and/or beneficial to the State.

*It is recommended that Vendors continue to check the RECS website (<http://www.admin.state.mn.us/recs/cs/mr-rfq.html>) for future addendums to the Master Roster Program.

END