

RFP ADDENDUM #1

**Owner's Project Representative  
(for capital improvement projects)**

June 7, 2013

State of Minnesota RECS Project No. 02CP0041

To All Responders:

A. The following has been posted on the Real Estate and Construction Services Website <http://www.admin.state.mn.us/recs/cs/cs-sa.html>

1. This addendum dated June 7, 2013.

B. The following changes are issued for the RFP Exhibit A-1.

1. **Page 1 of 8 Paragraph 1.c.:** Delete the paragraph in its entirety and replace it with... ***“Communications Plan: Prepare a communications plan in collaboration with the owner’s group, user group, tenant group and design-build team to keep all stakeholders and project team members informed on the status of the project. Provide project information and updates for project website(s) and communiqués to the groups as necessary as a communication tool for each of the groups as well as other project team members and the public throughout the project.”***

2. **Page 1 of 8 Paragraph 4.:** Delete the paragraph in its entirety and replace it with... ***“Owner’s Group: Host meetings for the purpose of monitoring and reporting on the status of cost, scope and schedule of the project. Each meeting shall have meeting minutes developed and distributed at least three business days prior to the next scheduled meeting”***

3. **Page 1 of 8 Paragraph 5.:** Delete the paragraph in its entirety and replace it with... ***“User and Tenant Groups: Host meetings for the purpose of monitoring, reporting on the status of the project. Host meetings to coordinate the logistical activities that must take place in order for the project to succeed. Issue communications as required to provide status and requirements updates. Each meeting shall have meeting minutes developed and distributed at least three business days prior to the next scheduled meeting”***

C. Questions/Answers:

1. Are the projects listed in the Solicitation, future Projects?

***Answer: The projects are current projects recently authorized by the 2013 State Legislature.***

2. Do you know when they may bid?

***Answer: The solicitations on these projects will be issued soon.***

-- END OF RFP ADDENDUM #1 --

REAL ESTATE AND CONSTRUCTION SERVICES  
DEPARTMENT OF ADMINISTRATION  
STATE OF MINNESOTA