Exhibit A
Real Estate and Construction Services
Department of Administration
Scope of Services for
78LL0062- Lino Lakes, Building E Renovation - Bldg E-MCF-LL
At
Minnesota Correctional Facility-Lino Lakes
7525 Fourth Avenue
Lino Lakes, Minnesota 55014
RECS Project No. 78LL0062

The State of Minnesota is requesting proposal(s) for **Design** and **Project Management** Services to Lino Lakes, Building E Renovation which will provide additional treatment and programming space to the facility. A predesign report was completed in December 2021 and is attached as an exhibit. Design services are initially from schematic design thru construction documents. Construction funding is pending legislative approval in upcoming sessions. The intent is to proceed with the remaining design services, bidding thru post construction, once funding is received.
Required disciplines include:

- Architectural / interior design, FF&E design services are required for this project. Conformance with B3 is also required as well as BIM services.
- Project management: This consultant is to do full project cost estimating during design and tracking during construction for all costs both owner's and contractor's including consultant costs as well as any testing, permitting, commissioning, and all changes etc., on a biweekly basis.
- Landscape architecture,
- Electrical Engineering including low voltage,
- Structural Engineering,
- Mechanical Engineering, building systems - control work both mechanical, electrical.
- Security design services.
- Civil engineering if required.

Exhibits: Predesign report by Wold Architects dated December 2021.

Services would be for Schematic Design through Post Construction as outlined in the State's Basic Services Agreement (BSA). If investigation is required to complete design documents this consultant should include that work in their proposal. Remodeling efforts are to assure continued facility operations with minimal disruption.

1.0 Project Overview:

1.1 Project Scope Review what is stated above and the following BSA, then verify scope during pre-proposal conference. Consultant is to summarize their understanding in exhibit C response. (Consultant cannot reduce project requirements via exhibit C response).

1.2 Project Budgeted/Cost of Construction To be determined.

1.0.1 Project Schedule: Project Schedule: preliminary as follows:

○ SDSB submission	February	2024	1 month
○ Consultant Selection	March 1 month		
○ Schematic Design:	March-April		2 months
○ Design Development:	May - June		2 months
○ Construction Documents	July-September		3 months
○ Project on hold pending funding		2025	6 to 12 months.
○ Bidding/Award:			2 months
○ Submittals/ Lead time:			2 months
○ Construction Start:			
○ Substantial Completion			5 months
○ Final Completion		2025	1 month
○ 10-month warrantee review		2026	10 months

1.3

1.4 Required design disciplines see above. All licensed in the State of Minnesota.

1.5 Required specialty design disciplines Security.

1.6 Existing infrastructure systems verify. Capacity upgrades to support the proposed work.

1.7 Anticipated Consultant Fees Submit Exhibit B- Fee Proposal

1.8 Project Delivery Mode d/b/b

1.9 Project meetings: biweekly during design, weekly during construction. Consultant is to set up video conferencing. Site visits at least once a month during construction

2.0 Responsibilities and Instruments of Service/Deliverables

Basic Services include, but are not limited to, schematic design, design development, construction documents, bidding, construction administration, and post construction. For required Responsibilities and Instruments of Service/Deliverables see Attachments 1 through 6. All services shall be provided in accordance with the Attachments 1-6 and Section I of this Exhibit.

3.0 Qualifications Proposal

Summarize submittal information using Exhibit C – Qualifications Proposal.

4.0 Reference Documents:

Services are to be provided in compliance with policies and guidelines identified below.

Design Guidelines:

Consultant designers shall provide designs that are in accordance with State's "Design Guidelines" available at the State web site: http://mn.gov/admin/business/vendor-info/construction-projects/manuals-guidelines-forms/guidelines/index.jsp

Consultant shall submit a signed checklist of the design guidelines and shall request approval from the State for any exceptions or changes to a guideline.

Space Guidelines:

Space planning and office designs shall be in accordance with the State's "*Space Guidelines"* available at the State web site: http://mn.gov/admin/business/vendor-info/construction-projects/manuals-guidelines-forms/guidelines/index.jsp

Commissioning:

- The consultant shall include requirements in specifications for State's 3rd party Envelope Commissioning Agent and HVAC/Electrical/Boiler Commissioning Agent. Specify that no work shall be covered until inspected. Specify pre-installation and mock-up conferences on site. Coordinate with the State on scope of services and schedules, preparation of RFPs, and selection of 3rd party services.
- The mechanical engineer of record shall coordinate with owner's commissioning agent who will prepare a written system operations and maintenance manual that includes clear instruction and schematics of affected system components and a summary ready checklist of routine maintenance. This manual will be separate from manufacturer's technical information but will extract essential information from it.
- For all new mechanical and electrical equipment, specify that the contractor shall provide mechanical and electrical equipment model numbers and room locations in format prescribed by the owner.

Telecommunications:
Consultant designers shall provide data/communications designs (and costs into their Predesign) in accordance with "*Technology Guidelines, Building Infrastructure Best Practices For State-Owned Buildings"* (as contained in the State of Minnesota's *Design Guidelines;* the technology guidelines are also available at State web site: http://mn.gov/admin/assets/RECS-CS-AppendixB_tcm36-208263.pdf.

MINNCOR Industries:
In accordance with MN Statute 16B.335 Subdivision 3c.: "All predesign, design, and construction projects shall include consideration of the state of Minnesota's correctional industries program, MINNCOR Industries, consistent with section 16B.181, subdivision 2, paragraph (c), in predesign planning and product specifications". Consultants shall include MINNCOR in their planning efforts. MINNCOR's web site can be found at http://www.minncor.com.

CAD (Computer Aided Drafting) and BIM (Building Information Modeling):
Consultant shall provide electronic (CAD) drawings in accordance with the State's *"CAD Guidelines"* available at the State web site: http://mn.gov/admin/business/vendor-info/construction-projects/manuals-guidelines-forms/guidelines/index.jsp. Consultant shall provide BIM for all new buildings, additions and major remodelings in accordance with the State's BIM Guidelines available at the State web site: http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/.

Basic Services Agreement:
Consultant shall provide services and instruments of service/deliverables in accordance with the State's Basic Services Agreement – Design and Construction (BSA-DC). The State's BSA-DC is enclosed with this Request For Proposal; the associated services and instruments of service/deliverables have been edited to be project specific. The "boiler-plate" BSA-DC can also be viewed online at http://mn.gov/admin/business/vendor-info/construction-projects/manuals-guidelines-forms/forms/index.jsp

Sustainability, Energy Conservation/High Performance Buildings and Systems:

- In accordance with MN Statute 16B.325, all new buildings and substantial renovations must be designed using The State of Minnesota Sustainable Building Guidelines (also known as the B3

Guidelines), available at the State web site: http://mn.gov/admin/business/vendor-info/construction-projects/ (or see http://www.b3mn.org/guidelines/index.html).

ALL Minnesota State bonded projects — new and substantially renovated will be required to meet the Minnesota Sustainable Building 2030 (SB 2030) energy standards. In lieu of the current B3 energy requirements of 30% less than current state energy code, the SB 2030 energy standard will be incorporated into the Minnesota Sustainable Building Guidelines (B3) which are also required for all state bonded projects.

Program support will be offered to design teams in their efforts to meet SB 2030 energy standards for all state bonded projects.

SB 2030 may require either energy modeling or prescriptive energy reduction strategies on new and substantially renovated buildings to attain cost effective energy reduction standards. This may require additional design services to ensure compliance with these energy standards. In conjunction with SB 2030, it is anticipated that utility's energy conservation program incentives will be offered to help cost effectively meet SB 2030 energy standards.

- In accordance with MN Statute 16B.32 Subdivision 1: Plans for a new building or for a renovation of 50% or more of an existing building or its energy systems, must include designs which use active and passive solar energy systems, earth sheltered construction, and other alternative energy sources where feasible.
- In accordance with MN Statute 16B.32 Subdivision 2: Onsite energy generation from renewable sources: Designs for a new building and/or substantial renovation, must consider meeting at least two percent of the energy needs of the building from renewable sources located on the building site. "Renewable sources" are limited to wind and the sun. The design must include an explicit cost and price analysis of complying with the two-percent requirement compared with the present and future costs of energy supplied by a public utility from a location away from the building site and the present and future costs of controlling carbon emissions. If the analysis concludes that the building should not meet at least two percent of its energy needs from renewable sources located on the building site, the analysis must provide explicit reasons why not. Reasons given for not meeting the two-percent requirement must be supported by evidence in the project record.
- In accordance with MN Statute 16B.323, after completion of a cost benefit analysis, a project for the construction or major renovation of a building, may include installation of a "Made in Minnesota" 40 kilowatt solar photovoltaic (PV) system where the cost must not exceed five percent (5%) of the appropriations for the project. The solar PV system may be installed alone or in conjunction with a solar thermal system where the solar thermal system may account for no more than twenty five percent (25%) of the cost of a solar system installation.
- In accordance with MN Statute 16B.326, when the project involves new building(s), new HVAC System or replacing a HVAC system, the design must contain an analysis to document the consideration of providing Geothermal & Solar Energy Heating & Cooling Systems.
- During the performance of services, schedule and coordinate with the facility staff to identify all viable utility rebate opportunities. Specify equipment that meets or exceeds efficiency standards and qualifications for utility rebate programs. Upgraded equipment specifications that have incremental costs covered by project budget are to be pursued. Specifications are to require that the contractor(s) shall provide necessary documentation, including invoices, required by the utility(s) for the purpose of processing and approving rebate applications, and that the contractor(s) shall work with the State's facility staff to assist the State in obtaining all possible utility rebates on the project.

Predesign Manual

~~When the contract includes services to produce a predesign document, the Consultant shall utilize and prepare the predesign in accordance with the State's Predesign Manual for Capital Budget Project.~~

Consultant Performance Evaluation

The State will evaluate the Consultant's and/or subconsultants' performance for work provided.

Project Energy/Utility Savings

The Consultant shall provide designs and specifications that result in maximizing energy savings. Consultant shall complete and submit the "Project Energy/Utility Savings Form" to the State. This form is available online at http://mn.gov/admin/business/vendor-info/construction-projects/manuals-guidelines-forms/forms/index.jsp

Impacts to systems/facilities/site:

The Consultant will develop in cooperation with the Contractor and designated Owner/Agency personnel a Method of Procedure (MOP) plan. The MOP will be required in the event of any impact or shutdown to plumbing systems, water distribution, electrical, HVAC, life safety systems, building automation systems, elevators or any other system that could hinder the daily operations of a facility or site. The MOP plan will be developed by the consultant and contractor and approved by the Agency before work is to begin.

Attachment 1 to Exhibit A: **Schematic Design (SD) Phase**
(See Article 2)
Consultant Responsibilities and Instruments of Service

Responsibilities & Services

1.0.1. Coordinate design activities with State and subconsultants. Establish communications hierarchy.

1.0.2. Attend and document meetings with State to review progress of project. Request Approvals when appropriate.

1.0.3. Obtain manuals and guidelines from the State's Project Manager. Manuals, guidelines and forms are available online at http://mn.gov/admin/business/vendor-info/construction-projects/manuals-guidelines-forms/index.jsp. Review and Incorporate requirements into the project.

1.0.4. Provide BIM (Building Information Modeling) services per the State's BIM Protocol on all new buildings, additions and major renovations. Coordinate and work with building operators to transfer information to the State's Archibus software following completion of construction.

1.0.5. Obtain the State's Predesign, preliminary study and/or scope of work. Review, analyze and evaluate State's program, budget, *Estimated Cost of Construction* and schedule. Meet and coordinate State & user agency to confirm the program of spaces, square footage requirements and scope of work. Value engineers a revised estimate to align with the program and obtain approval sign-off from the State.

1.0.6. Review Project Delivery methods with the user agency or Facility and State's Project Manager.

~~1.0.7. Verify if building is on register of historic places (federal or state). Verify requirements and approval process.~~

~~1.0.8. Work with State to establish site criteria and to review, analyze, evaluate and select site(s).~~

1.0.9. Review requirements and request State to initiate a site survey and geotechnical investigations. Recommend the extent of site survey and soil boring locations.

1.0.10. Verify existing utility infrastructure for adequate capacity and cost upgrades needed to support the proposed building/facility or renovation.

1.0.11. Investigate Sewer Assessment Charges (SAC) and Water Assessment Charges (WAC).

1.0.12. Obtain and review *Guide to Minnesota Environmental Review Rules* and the Environmental Assessment Worksheet (EAW).

1.0.13. Coordinate and attend meetings with appropriate zoning and code officials. (State and local Building Code officials, Fire Marshal, Accessibility Council, Health Department, municipality, Pollution Control Agency, Federal unit of government).

1.0.14. Coordinate scope of work with State's hazardous material abatement designer.

1.0.15. Should there be a need for additional services in the performance of this contract, DO NOT perform any work until a contract amendment is in place.

1.0.16. Set up CAD system per State CAD Guidelines, available on website http://mn.gov/admin/business/vendor-info/construction-projects/manuals-guidelines-forms/guidelines/index.jsp.

1.0.17. For projects exceeding $1,000,000 construction cost, schedule a 1 month time period for a Quality Control Review (i.e. by RediCheck International) on 100% construction documents.

1.0.18. Determine special requirements for mechanical, electrical, civil, voice/data communications and structural systems.

1.0.19. Review specialty design requirements (i.e. detention, security, laboratory, food service, alternative energy, technology, etc.). Determine specialty construction impact on the project schedule.

1.0.20. Obtain list of material preferences and concerns from State and facility.

1.0.21. Identify cost and schedule issues and impact: i.e. long lead times for certain material deliveries, school calendar, upcoming trade strikes, phasing, haz mat abatement time, security procedures at detention facilities, etc.

1.0.22. Conduct a preliminary materials research and note materials that may require long lead times and pose schedule difficulties. Provide information on life-cycle costs of proposed materials.

1.0.23. Format Budget, Estimated Cost of Construction & Schedule in order to track the history of costs and comparisons to the predesign or initial scope of work through future design phases.

1.0.24. Cost Estimates are to include inflation to midpoint of construction and unique costs such as contractor downtime to work inside a secure correctional facility, phasing costs, SAC/WAC charges, etc.

1.0.25. Collect, analyze and organize information to prepare submittal documents. (Note: The same submittals are to be updated and submitted for subsequent DD and CD design phases).

1.0.26. Log on to the B3-Minnesota Sustainable Building Guidelines site and enter the project in the B3 Tracking Tool. Update this tool throughout all phases of design and throughout construction.

Instruments of Service / Deliverables

1.1.1. Submit Schematic Design report and documents to the Facility and State Project Manager for review & approval. The submittals below are to be updated for subsequent phase submittals

1.1.2. Drawings:

- Cover Sheet with drawing index
- Site Plan – with all utilities & zoning requirements
- Site Analysis Plan
- Design Concept Plan
- Phasing Plan(s)
- Preliminary Code Plan(s) and Code Record
- All preliminary Demolition Plans
- All preliminary floor plans
- Principal exterior elevations (noting materials)
- Major building sections
- Preliminary mechanical, electrical and equipment and phone/data room plans. For DD submittal note size and headroom requirements for all major mechanical, electrical,

communication and data equipment per the *Building Air Quality Manual* and *Design Guidelines.*

1.1.3. Documents (8 ½ x 11 format –bound):

- Submittal Cover letter.
- Statement of project concept.
- Statement of key project issues as they relate to project scope, cost & schedule, including identification of risk factors, quality control and salient project features.
- Building area tabulation showing comparison to Predesign/study.
- Statement of preliminary site & building systems
    - Site criteria and selection systems/utilities
    - Building envelope
    - Structural system
    - Mechanical systems
    - Preliminary Energy analysis summary
    - Alternative energy uses & associated systems
    - Preliminary Life-cycle cost comparisons of major systems (envelope, structural, mechanical, piping, electrical)
    - Commissioning Plan
- Sustainable design goals and strategies.
- Estimated Cost of Construction
- Statement of Value Engineering
- Preliminary bar chart schedule, with critical path and dates noted. Include all State agency, State Project Manager, legislative and quality review times. Include State's haz mat abatement schedule.
- Primary materials being proposed
- ~~Environmental Assessment Worksheet/Impact~~
- ~~Submit Schematic Design Documents to the Minnesota State Historical Society~~
- *The State of Minnesota Sustainable Building Guidelines* submittals and item variance requests.
- Signed checklist of the State's Design Guidelines to be incorporated into the project and any variance requests to the *Design Guidelines*.

1.1.4. Project Directory of primary person contact information from design team, State, user agency. Include phone numbers, fax numbers, email addresses.

1.1.5. Distribute all meeting minutes. Record decisions.

~~1.1.6. Options based analysis of site selection. Include criteria matrix of site options and recommended site.~~

1.1.7. Recommendations of existing systems upgrade based on life-cycle cost analysis.

1.1.8. Written request for a site survey and/or geotechnical soil borings and report. Minimum requirements are to include legal description, property lines, topographic contours, benchmarks, all utilities, any easements, adjacent roads & highways, foliage/landscaping, existing buildings with heights and materials.

1.1.9. For renovation/remodeling projects, forward one set of SD drawings to the State's Hazardous Material Specialist.

1.1.10. Submit a Preliminary Application for Plan Review to the State Division of Building Codes and Standards.

1.1.11. Submit SD phase deliverables:

- Project Summary with Cost Estimate, Tabulation of spaces and square footages.
- Issues and risks to budget and schedule
- Narrative of major systems
- SD Plans, Specs – outline version

*Request for Payment, Consultant Agreement (*available on RECS website http://mn.gov/admin/business/vendor-info/construction-projects/index.jsp)

~~1.1.12 For projects that involve construction renovation of a public gathering space in a building, submit the acoustical engineer's narrative of the physical shape and infrastructure needs for providing a permanent audio amplification system with audio induction loops that provides electromagnetic signals in the gathering space for hearing aids and cochlear implants the gathering space to meet the ANSI Standard for Acoustical Performance Criteria, Design Requirements, and Guidelines for Schools on maximum background noise level and reverberation times in the public gathering space.~~

Attachment 2 to Exhibit A: **Design Development (DD) Phase**
(See Article 3)
Consultant Responsibilities and Instruments of Service

Responsibilities & Services

2.0.1. Continue to administer the project work and coordination with agency, facility, State Project Manager and design team to develop the design. Confirm space program with State/user agency.

2.0.2. Update the Estimated Cost of Construction and building program and areas and submit in table format showing comparisons to original Predesign or study and to Schematic Design. Value Engineer as needed to maintain project cost.

2.0.3. During DD, the site design is refined, the plans, sections, elevations, etc. are drawn to scale, principle dimensions are noted, the structural system is laid out, and major mechanical and electrical components and distribution routes are located. Critical interior spaces are drawn and elevated for review, and preliminary specifications assembled.

- Coordinate space needs of mechanical, electrical, data/communication equipment rooms to be adequate in size and location.
- Coordinate duct locations with the structural layout and ceiling height requirements.
- Identify utility needs for the project, and investigate the availability of needed services.
- Determine the need for on-site wells, sewage systems, storm drains, etc. and report these needs to State.
- Meet with the State's Facilities Management staff to review equipment and maintenance access.

2.0.4. Obtain & review State's response/comments to SD documents and incorporate comments into the design.

2.0.5. Updated the project schedule to include:

- critical paths
- long lead times
- state review times
- quality control review times
- (Estimate approx. 1 month review time and 2 weeks to incorporate changes).
- construction phasing down time/remobilization

2.0.6. Meet with MINNCOR Industries to determine potential products that can be specified to be provided.

2.0.7. Design the Data and Telecommunications System and meet with the State's MN.IT Agency for design reviews and approval. All data, communications and information technology, including infrastructure and devices, are to be designed and specified under this contract and under the direction of MN.IT.

2.0.8. Meet with and coordinate the user agency's intentions with Furniture, Fixtures & Equipment (FF&E).

2.0.9. Meet with the State's Hazardous Material abatement designer and review requirements with State.

2.0.10. Schedule and conduct meetings to present, confirm and finalize material & finish selections with facility users / agency.

2.0.11. Submit a preliminary application to the Department of Labor & Industry for code review and inspections. Meet with the authority having jurisdiction on codes. Meet with the Department of Health having jurisdiction on sewer systems and Supportive Living Facilities/nursing homes.

2.0.12. For new buildings, additions, and projects that include building envelope work, coordinate with State to hire a 3rd party envelope commissioning agent. Envelope commissioning is to begin during design and consist of peer review of Consultant's design, shop drawing review, mock-up review, inspections and testing during installation to ensure integrity of all envelope system (windows, roofs, waterproofing, wall assemblies).

2.0.13. For new buildings, additions and major renovations, coordinate with State to hire a 3rd party commissioning agent to commission the major HVAC, electrical, boiler, systems. Commissioning is to begin during design for peer review of Consultant design and carry over into commissioning during construction.

Instruments of Service / Deliverables

2.1.1. Meeting minutes.

2.1.2. Letter response that all SD review comments will be / have been incorporated into the documents. Provide written explanation for any review comments not incorporated into the documents. Confirm elements, scope, cost and schedule, and any adjustments, with State Project Manager & user agency.

2.1.3. Updated Schematic Design Instruments of Service/Deliverables, paragraphs 1.1.1 through 1.1.4. Updates to program areas, scope, cost and schedule are to be a tabulated comparison.

2.1.4. DD submittal shall also include the following: (drawings in AutoCAD format; printed data in MSWord compatible format) Review distribution and number of copies with State.

- Room finish schedules indicating materials.
- Materials/Finish Color schedule.
- Preliminary Project Manual with outline specifications for all disciplines including bidding requirements, conditions of the contract, etc.
- List of products to be provided by MINNCOR Industries.
- Civil Plans showing any new or increased utilities, on-site wells, retention ponds, hydrants, manholes, etc.
- Statement that the existing utility infrastructure systems have/do not have sufficient capacity to support the added/upgraded systems that are proposed for the project.
- Architectural interior plans and elevations of critical and special interior spaces.
- FF&E (Furniture, Fixtures & Equipment) Plans

- Catalog cut-sheets of finish equipment & fixtures.
- Technology and data/communication plans.
- List of products qualifying for utility rebates with expected rebate amounts.
- Selection of alternative energy systems.
- Selection of alternates for bidding.
- ~~CAAP Board approval (for projects within the Capitol Complex).~~
- 3-dimensional representation of the project. Include perspectives (interior and exterior), models and computer generated 'walk-throughs'.

2.1.5. Written request identifying independent construction testing services required.

2.1.6. Submit set of updated plan drawings, to State's haz mat abatement designer in sufficient detail to determine scope & cost of haz mat abatement required in order to accommodate the new work.

2.1.7. Request for Payment, Consultant Agreement (available on RECS website http://mn.gov/admin/business/vendor-info/construction-projects/index.jsp)

2.1.8. Include requirements in specifications for State's 3rd party Envelope Commissioning Agent and HVAC/Electrical/Boiler Commissioning Agent. For waterproofing, specify that no work shall be covered until inspected. Specify pre-installation and mock-up conferences on site. Coordinate with the State on scope of services and schedules, preparation of RFPs, and selection of 3rd party services.

~~2.1.9. For projects that involve construction or renovation of a public gathering space in a building, include an acoustical engineer's DD phase drawings, specification and narrative of the requirements for a permanent audio amplification system with audio induction loops in the public gathering space that meet the ANSI Standard for Acoustical Performance Criteria, Design Requirements, and Guidelines for Schools on maximum background noise level and reverberation times in the public gathering space.~~

Attachment 3 to Exhibit A: **Construction Document (CD) Phase**
(See Article 4)
Consultant Responsibilities and Instruments of Service

Responsibilities & Services

3.0.1. Continue to administer the project work and coordinate with agency, facility, State Project Manager and design team to finalize the design.
3.0.2. Update and confirm space program, scope, cost and schedule with State Project Manager & user agency.
3.0.3. Obtain & review State's DD review comments on submittal documents and incorporate comments into CDs.
3.0.4. Review progress of documents in meeting with State Project Manager and user agency at 50% and 90% stage of completion.
3.0.5. Prepare final drawings, specifications, conditions of the contract and bidding requirements based on approved DD documents and in sufficient detail for bidding and construction of the project.
3.0.6. Review specifications to avoid sole source manufacturers and provide designs to obtain more competitive bidding while remaining compatible with existing installations.
3.0.7. Schedule final code review meeting with the Authority having Jurisdiction and schedule meeting with Dept. of Health for review of projects involving sewer work or on Supportive Living / Nursing Home projects. Prepare final building code analysis and update the Code Record and Code Plan(s).
3.0.8. Finalize the Estimated Cost of Construction; value engineer as required to maintain allocated and approved budget.
3.0.9. Identify construction testing needs and communicate to the State's Project Manager. Quality assurance testing shall be indicated in each specification division; defining the type of test and method; test frequency; test pass/fail tolerance; and action required for failed tests.
3.0.10. Conduct final review of the State's Design Guidelines for inclusion into documents.
3.0.11. Complete the BIM (Building Information Model) and Revit Model. Locate equipment per BIM protocol.
3.0.12. Review HARDWARE /keying with the Facility prior to publishing for bids.
3.0.13. Obtain from the State Project Manager and edit the Division 00 Sections and related Construction Contract forms to be included in the Project Manual. Assign a Section number and list the documents in the Table of Contents.
3.0.14. Coordinate with facility to schedule a Pre-bid conference. Attend and document the conference.
3.0.15. Certify Drawings for bidding and construction.
3.0.16. Obtain user agency sign-off on plans and specs.

Instruments of Service / Deliverables

3.1.1. Meeting minutes.

3.1.2. Letter response that all SD & DD review comments have been incorporated into the documents. Provide written explanation for any review comments not incorporated into the documents. Confirm elements, scope, cost and schedule.

3.1.3. Updated Schematic Design and Design Development Instruments of Service/Deliverables. Updates to program areas, scope, cost and schedule are to be a tabulated comparison. Submit 50% and 90% complete documents.

3.1.4. Written responses to regulatory/legal reviews or inquiries (i.e. code officials, CAAP Board, Health Department, Pollution Control Agency, Municipality, Federal agency, etc.).

3.1.5. Include Sustainable design elements/products incorporated into the project.

3.1.6. Assist in the solicitation and review of proposals from three independent testing companies. Make recommendation for selection to the State.

3.1.7. Edit the State's Division 00 front end documents (Advertisement for Bids, Bid Proposal Forms, etc.)

- Bid Date, Time, Place
- Substantial & Completion date/liquidated or actual damages
- Alternates and Unit Prices
- % of Targeted Group Goal requirement
- Security requirements for contractors working at detention facilities.
- Builders Risk Insurance requirement
- Advertisement for Bids: (Consultant shall edit in coordination with MN Dept. of Administration's Office of State Procurement (OSP) and State Project Manager). Include Pre-bid conference date/time/location.

3.1.8. Submit 100% complete set of documents (plans & specs) to state's independent quality control consultant. Incorporate review comments into documents. Submit documentation of review and comments.

~~3.1.8.1 For projects that involve construction or renovation of a public gathering space in a building, include an acoustical engineer's final drawings, specification and narrative of the requirements for a permanent audio-amplification system with audio induction loops in the public gathering space that meet the ANSI Standard for Acoustical Performance Criteria, Design Requirements, and Guidelines for Schools on maximum background noise level and reverberation times in the public gathering space.~~

3.1.9. Turn over the BIM model to the contractor. Coordinate with Contractor to update BIM during construction.

~~3.1.10. Submit a 100% completed set of documents to the Minnesota State Historical Society. Provide written documentation of the review and comments to State.~~

3.1.11. Include all design professionals' CERTIFICATION SIGNATURES on drawings and on a signature sheet in the Project Manual. Obtain State APPROVAL SIGNATUREs for the cover sheet of the Drawings.

3.1.12. Request for Payment, Consultant Agreement (available on RECS website http://mn.gov/admin/business/vendor-info/construction-projects/index.jsp)

Attachment 4 to Exhibit A: **Bidding Phase**
(See Article 5)
Consultant Responsibilities and Instruments of Service

Responsibilities & Services

4.0.1. Accurate and complete construction documents prepared in order to receive accurate bids with a minimum of change orders. Approval for bidding will be dependent upon:

- the appropriate level of completion of contract documents and
- A/E Estimated Cost of Construction being in conformance with the State's allocated construction cost.

4.0.2. 4.0.2 Prepare and submit advertisements for bids. Coordinate with State's Project Manager, Agency/Facility and OSP. Schedule a Pre-bid conference for publishing in the ad for bids; coordinate date and time with user Agency, State Project Manager and Office of State Procurement.

4.0.3. Print and distribute drawings and specifications to owner, code officials.

4.0.4. Contact contractors in the project area to increase interest in the project.

4.0.5. Respond to contractor inquiries, review manufacturer/supplier requests for prior approvals/substitutions with State's Project Manager and publish addenda as needed. (See Article 5.3, BSA)

4.0.6. Coordinate and conduct a Pre-bid conference – See State's standard pre-bid meeting template.

4.0.7. Attend bid opening, review bids and provide State with written recommendation to award or not to award the contract to a particular bidder.

4.0.8. Prepare and submit to the State complete sets of documents (including Project Manual) that include all Addenda, changes or clarifications that were made/issued during the bidding period.

Instruments of Service / Deliverables

4.1.1. Provide the State Project Manager and the Agency/Facility copies of all addenda that document bidding activity.

4.1.2. Prebid conference notice and agenda. Prepare and distribute conference minutes.

4.1.3. Per instructions provided, deliver an electronic disk of the bid documents to Office of State Procurement for upload into the State's Online bidding site and submit the following number of complete sets of bid documents including contract and bidding forms as follows:

- (2)State Project Manager - (1 half size set) and compact disk(s) containing electronic drawings and specifications.
- (1)Facility/Agency
- (2)Division of State Building Codes and Standards or designated code authority having jurisdiction. Submit Final Application for Plan Review. Include Code Plans and Code Record with contract documents.
- (1)Local/ municipal code official
- (2)Minnesota Department of Health (sewer or licensed Supportive Living Facilities)
- (1)Metro Council (SAC/WAC charges)
- (2)Fire Marshal (w / jurisdiction)
- (1)MN.IT at Centennial Office Bldg., 658 Cedar Street, St. Paul, MN 55155.
- ~~(1)Minnesota State Historical Society and State Historic Preservation Office (SHPO) (for historic preservation projects).~~
- ~~(1)Capitol Area Architectural and Planning Board (for Capitol Complex projects)~~
- (1)MINNCOR for bidding of furniture and/or millwork. (If project has significant scope of furniture or millwork).
- Others as required for project review/approval.

4.1.4. Respond, in writing, to review comments received from State Building Codes & Standards, Fire Marshal, Department of Health, Local Code Authority, Pollution Control Agency, or other regulatory authority.

4.1.5. Submit written bid award recommendation to State Project Manager.

4.1.6. If low bid proposal amount exceeds Estimated Cost of Construction/available funds; provide redesign and rebid to bring project within budget. Coordinate changes or value engineering with the State Project Manager and user agency.

4.1.7. Request for Payment, Consultant Agreement (available on RECS website http://mn.gov/admin/business/vendor-info/construction-projects/index.jsp)

Attachment 5 to Exhibit A: **Construction Phase**
(See Article 6)
Consultant Responsibilities and Instruments of Service

Responsibilities & Services

5.0.1. Using the Pre-construction Meeting Form, schedule and conduct a Pre-Construction conference.

5.0.2. Administer the construction contract according to the terms, conditions, and provisions of the contract documents. Interpret the requirements of the contract documents. Advise the State concerning performance of the Contractor. Respond to Contractor questions.

5.0.3. Represent, advise, and consult with the State. Communicate with construction contractors on behalf of State. Communicate State's instructions to construction contractors.

5.0.4. Observe construction & keep State informed of progress. Evaluate and record work progress. Perform construction observation visits at times appropriate to the stage of the work. Provide site visits and necessary work in order to interpret and clarify designs to the contractor. Immediately inform state of any nonconforming work.

5.0.5. Monitor events (weather, material delivery, etc.) that may prompt a delay in the project. Validate Contractor Delay Claims per AIA Doc 201.

5.0.6. Review and certify contractor's periodic (monthly) pay requests.

5.0.7. See ***Design Guidelines*** for contractor closeout submittals required prior to final payment.

5.0.8. Schedule and conduct recurring and special construction progress, status, and coordination meetings.

5.0.9. Prepare documentation for all clarifications and changes in the construction work. Record reason for change on the supplemental agreement using the following categories:

- Consultant Coordination
- State's Request
- Unforeseen conditions
- Value added quality

5.0.10. Designers of record are to hold pre-installation conferences with the contractor(s) on critical systems/assemblies.

5.0.11. Schedule and Conduct an *above ceiling inspection* prior to installation of the ceiling. Mechanical and Electrical subconsultants are to inspect all installations for conformance to the contract documents.

5.0.12. Maintain changes for electronic Drawings of Record.

5.0.13. Conduct two inspections to determine dates of substantial and final completion of the construction.

Instruments of Service / Deliverables

5.1.1. Meeting notice and agenda and minutes.

5.1.2. Issue Clarifications, responses to RFI's and/or RFPs as required to achieve the intent of the design.

5.1.3. Construction observation reports [one per visit per discipline (architectural, civil, structural, electrical, mechanical, etc.). Document work progress relative to the schedule. Distribute a schedule of site visits by subconsultants.

5.1.4. Notify the State of any claims related to additional time or cost submitted by the contractor. Review & recommend any time extension claims. Make interpretations and recommendations to the State on additional costs, delay claims, time extensions, nonconforming work, and stop work notice. Respond to contractor regarding these issues.

5.1.5. Review all substitution requests with the owner.

5.1.6. Timely response & return of contractor shop drawings and submittals.

5.1.7. Submit contractor's Request for Payment after being certified by Consultant A/E of Record.

5.1.8. For each meeting, provide and distribute Meeting notice, agenda and handouts.

5.1.9. Verify receipt of closeout submittals prior to approving final payment to the contractor.

5.1.10. Prepare Supplemental Agreements to the construction contract. Verify pricing submitted by contractor is detailed with units of material and labor. i.e.

- Material: 118 lin. Ft of ¾" copper piping X $2.05 linear feet
- Labor: 8 hours X $65/hour

5.1.11. Prepare and issue:

- Proposal requests (PR's).
- Supplemental Instructions (SI's).
- Supplemental Agreements (SA's) (change orders)

5.1.12. Final inspection punch list & Certificate of Substantial Completion.

5.1.13. Updated electronic specifications and drawings of record.

5.1.14. Drawings & Documents to be submitted for this phase (CD) are the same SD, DD, CD submittals only with all information finalized.

5.1.15. Request for Payment, Consultant Agreement (available on RECS website http://mn.gov/admin/business/vendor-info/construction-projects/index.jsp)

Attachment 6 to Exhibit A: **Post Construction Phase**
(See Article 7)
Consultant Responsibilities and Instruments of Service

Responsibilities & Services

6.0.1. Coordinate and collect information for warranty and operational manuals. Review Operations and Maintenance Manuals for completeness.

6.0.2. Coordinate systems training sessions with the user agency/facility staff.

6.0.3. Receive and review asbuilt drawings and specifications from the contractor. Verify that all addenda and supplemental agreement (change order) work are included.

6.0.4. Incorporate all asbuilt changes onto electronic drawings and specifications.

- Incorporate all asbuilt changes into the BIM model.

6.0.5. The AutoCAD drawing format shall meet State's Computer Aided Drafting (CAD) Guidelines.

6.0.6. Schedule and conduct a ten month pre-expiration warranty inspection.

6.0.7. The one year warranty period begins on the date of Substantial Completion

6.0.8. Sustainability / High Performance / Commissioning

6.0.9. Review Commissioning requirements with the State's Project Manager. Complete the commissioning process as required for new buildings funded after January 1, 2004, per *"The State of Minnesota Sustainable Building Guidelines"*. The commissioning is to occur after the 10 month warranty period or after completion of a full year of operation, whichever is last.

Instruments of Service / Deliverables

6.1.1. Submit O & M Manuals to user facility/agency.

6.1.2. Verify that facility has received material stock, as specified, from the contractor.

6.1.3. Submit training videos for future staff training needs.

6.1.4. Submit Electronic and hardcopy documents as follows:

- **Record Drawings & Specifications**
  - Incorporate all supplemental agreements (change orders) into the plans and specifications.
  - Incorporate contractors' as-built changes into the plans and specifications.
  - Submit Electronic and hardcopy Record drawings and specifications as follows:
    - 1 electronic compact disk (CD) to State's Project Manager;
    - 2 hard copies and 1 electronic/compact disk to Facilities Management Division- for projects located on the Capitol Complex in St. Paul;
    - 2 hard copies and 3 CDs for Dept. of Corrections projects;
    - 1 electronic Record/final Building Information Model (BIM) to the State Project Manager
- **Operations and Maintenance Manuals**
  - Submit the following:
    - 2 hardcopies of Operations & Maintenance Manuals to user facility/agency;
    - 2 electronic compact disks (CDs) to user facility/agency

6.1.5. Submit final project information on via an updated Monthly Project Report (contained in the Design Guidelines): final construction cost and cost per sq. ft. and final square footage.

6.1.6. Written report from architects and engineers of record and consultants on the walkthrough inspection. Include summary of corrections to be made. Forward copies to the State's Project Manager, the user agency and the prime contractor.

6.1.7. In accordance with "The State of Minnesota Sustainable Building Guidelines". Submit the "Final Compliance Summary Form" for the project.

6.1.8. FINAL Request for Payment, Consultant Agreement (available on RECS website http://mn.gov/admin/business/vendor-info/construction-projects/index.jsp)

~~6.1.9. Test results on public gathering space's audio amplification and induction loop system showing conformance to ANSI Standard for Acoustical Performance Criteria, Design Requirements, and Guidelines for Schools on maximum background noise level and reverberation times in the public gathering space.~~