

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

**ADDENDUM (No. 1) to Master Roster
REQUEST FOR QUALIFICATIONS (RFQ) and Fee Schedule for Professional Services of
Minnesota Registered Architects, Engineers, Interior Designers, Land Surveyors, Landscape
Architects, and Geoscientists**

A. GENERAL

1. This Addendum is for the purpose of adding a new Master Roster category of services titled “Owner’s Project Representative (OPR)”.
2. 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>) is amended as follows:

- a. 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”)

- b. **PROJECT OVERVIEW AND GOALS**

Amend the first sentence to add “Owner’s Project Representatives”. The first sentence shall read “The State of Minnesota through its Department of Administration, Real Estate and Construction Services (State”), requests qualifications and fee schedules for services of Minnesota registered architects, engineers, interior designers, land surveyors, landscape architects, geoscientists, and **Owner’s Project Representatives** (“Responders”).

- c. **SAMPLE TASKS**

Amend the end of this section to add the following:

“**New Category: Owners Project Representative (OPR)** – See Attachment A for Sample Tasks.”

The OPR will be expected to have experience and be able to deliver the services described in Attachment A to this Addendum. These sample tasks will vary depending upon the

project scope and complexity, but responders must have past experience in providing the full range of services described.

d. QUALIFICATIONS REQUIREMENTS

Amend this section to add the following:

“6. Responder’s References (submitted in writing)”

Responders to the new category of Owner’s Project Representative must submit hardcopy references of previous building or facility owners with whom the responder has worked for or with in the role of Owner’s Project Representative.

e. CONSULTANT QUALIFICATIONS

Amend this section as follows:

1. Amend the “Categories of Experience” table in this section to add the following new category:

“35. **Owner’s Project Representative**.....means services and deliverables described in Attachment A.”

See Attachment A to this Addendum for description of OPR services to be provided.

2. Add the following sentence to the sentence located at the bottom of the table:

“For Category 35, three completed projects are required. Submit details on three projects. The State will consider responders with the following qualifications:

a. Education: A Bachelors or Masters Degree in Construction Management, Architecture or Engineering. Responders with other degrees will be considered only if the responder has extensive equivalent experience in providing OPR services.

b. Experience: Responders must have past experience in functioning in the role of an OPR and have demonstrated success in the delivery of construction projects. Responders must submit hardcopy documents that detail the projects the responder has worked on and the specific duties and responsibilities they performed on each project, and owner references with contact information.” (See original RFQ “References” Section for information to be submitted).

f. SUBMISSION AND MAILING INSTRUCTIONS

Amend this section to add the following submittals to the items listed in the first paragraph.

“Responders References”

“Qualifications Statement”

END