

Request for Proposals (RFP) Addendum

Addendum Number: 1

Date of Addendum: 06/21/2017

Original Due Date, Time: 06/29/2017, 11:59 PM (MT)

Revised Date, Time (if changing): n/a

Title: RFP #169 Minnesota Veterans Home, Minneapolis

SCOPE OF ADDENDUM

The following are changes to the RFP:

1. Responses to vendor questions are attached. The State does not anticipate issuing another addendum to provide additional information.

All responders must acknowledge receipt of this addendum by answering “Yes, I have received Addendum 1” in the CaFÉ application.

Question Number 1:

I am an out-of-state artist and a veteran. Re RFP 168 and RFP 169, please clarify what Exhibits and Attachments are to be filled out. It looks to me that Exhibits A & B are the only forms necessary for out-of-state. Please confirm.

Answer Number 1:

The deadline to request information or clarification of clauses within RFP #168 Minnesota State Academy for the Deaf was 4:30 PM (CT) on May 30, 2017. This response only pertains to RFP #169 Minnesota Veterans Home, Minneapolis. Please refer to Section II. Instructions for Submitting Proposals, under the heading *GUIDE TO APPLICATION FORMS* and the subheading *Required Attachments* on page 9 of the full RFP document. All responders are required to submit the following attachments with their response to this RFP:

1. Exhibit A. Affirmative Action Certification;
2. Exhibit B. Affidavit of Non-Collusion; and
3. Attachment A. Responsible Contractor Verification and Certification of Compliance.

If claiming the veteran-owned preference, responders must submit:

1. Exhibit C. Veteran-Owned Preference Form.

If claiming resident vendor status, responders must submit:

1. Exhibit D. Resident Vendor Form.

Question Number 2:

Hi, there appear to be a couple of different emails for this project, so I hope this one gets to the right person.

- I'm interested in seeing elevations of the corridor that is being considered as site 3. Would the committee consider suspended panels or other work mounted on the ceiling? If so, how high is the ceiling? What about artwork mounted on the colonnades?
- Also is there any interest in art glass for the windows in the great room or the community room? What about the windows of the chapel vestibule?
- It is difficult to give the resumes of project personnel or a sample budget in the absence of a design or at least a well developed concept. I've seen other applications where it says it is ok to right NA for not applicable. What is your policy on this?

Answer Number 2:

The email address for the Minnesota Percent for Art in Public Places program is percentforart@state.mn.us.

Information about Opportunities for Artwork Placement can be found in Section I: Project Overview on page 4 of the RFP document. There is also a link to the construction documents on page 4.

Ceiling mounting is acceptable so as not to interfere with the building systems. Heights vary from a predominance of 9'4" with 9'-0" cross beams. The west bump out is 11'-0". Heights are indicated on the reflected ceiling plans.

The columns and beams in the first floor corridor are finished wood trim. The landscape trellises are steel members. Attachment and support need to be designed/confirmed by the finalist. Both the chapel vestibule and the first floor community areas in Building 22 are available spaces for artwork placement.

Information on the resume requirements of the application are located on pages 9 and 10 of the RFP document in sections E and F of the Guide to Application Forms. Primary responders should include the resumes for any

known project personnel at this stage of the application, i.e., studio assistants, preferred fabricators, structural engineers, conservators, etc.

If selected as a finalist, and ultimately chosen for the commission, you would be required to submit the First-Tier Subcontractors List prior to execution of the contract amendment. If during the course of design development, construction documents, etc. you were to retain additional subcontractors to work on the project, you would submit the Additional Subcontractors List.

Question Number 3:

- The RFQ states that the potential art areas are shaded with color. On my Mac, there is no shading for these areas. Could you please correct this issue, to help us see where the art locations are?
- Could you provide a campus-wide plan, so we can orient ourselves to the river, bridge, chapel, and Minnehaha Park?
- Drawing AO.11 indicates trees or shrubs on the steep west lawn where an art opportunity exists. What landscape plants will cover the slope of the hill?
- a) The drawings don't describe the treatment along the west edge of the putting green terrace. New planters (how high?) plus maybe some overhead arbors (what do they look like)? b) Are the arbors and planters available to become the art? c) Is this edge of the putting green terrace a barrier to keep people from gaining access to the west edge? d) Are you expecting art on the slope to be visible to people using the putting green? e) Who will benefit from art on the west slope, as it doesn't appear to be physically accessible, and may not be visually accessible to very many people either?
- You mention that the outdoor spaces will be used by residents for recreation activities. What activities besides a putting lawn do you anticipate happening there?
- Would residents have physical access to the rectangular space between Building 19 and 21?
- What building # is the chapel?
- Are the exterior art sites expected to entice residents to go outdoors? Which exterior site would work best for that purpose? The putting green terrace?
- Will you please eliminate the requirement for professional liability insurance?

Answer Number 3:

Information about Opportunities for Artwork Placement can be found on page 4 of the RFP document with a link to the construction documents. In the [construction documents](#), orange(1), blue(2), and red(3) shading is used to indicate the locations for artwork placement.

A virtual tour of the Minneapolis campus is available at the Minnesota Veterans Home website, [linked here](#). Proximity to Minnehaha Park and surrounding landmarks is [visible here](#).

A planting plan is [linked here](#). The hill is planted with dwarf bush honeysuckle and a few trees. Between the putting green and hill there is a series of planting beds and a wrought iron 6 foot high fence. The fence is attached to the curb west of the panthers and arbor. The planter are poured concrete. The arbors are steel.

All of the spaces listed for artwork placement will be visible and accessible by residents and visitors of the Veterans Home.

The Veterans Home posts their regular activities calendar on their [website](#). Their annual Fishing Opener event and cookout is a resident favorite and regularly makes local news. Many residents of the Veterans Home are

known for having been avid outdoorsmen with hunting and fishing backgrounds.

The chapel is part of “Existing Building 15” in these construction documents. The new entrance to this building was identified as an opportunity for artwork placement by the site selection committee appointed to this project.

One of the public art goals for this project, outlined on page 4 of the RFP in Public Art Intent and Goals, is to commission artwork that encourages viewer interaction and engagement, with consideration for accessibility and the physical and mental health needs of the residents. Contractors may use any or all of the available space listed in the RFP.

Insurance requirements of this contract are outlined in Section V. General Requirements, on pages 15 through 17 of this RFP. Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability Insurance may be obtained by the primary contractor or by the engineer that provides stamped drawings for the project.

Question Number 4:

My wife is an artist, and a registered contractor in WA state, insured and bonded. Can we safely sign the "Responsible Contractor Verification and Certification of Compliance" as such? Or would that require some paperwork with the state?

Also, are there any other forms that need to be signed which might need additional paperwork (other than the downloadable forms themselves)?

Answer Number 4:

All responders are required to submit the following attachments with their response to this RFP:

Exhibit A. Affirmative Action Certification;

Exhibit B. Affidavit of Non-Collusion; and

Attachment A. Responsible Contractor Verification and Certification of Compliance.

If claiming the veteran-owned preference, responders must submit:

Exhibit C. Veteran-Owned Preference Form.

If claiming resident vendor status, responders must submit:

Exhibit D. Resident Vendor Form.

Question Number 5:

I am interested in applying for the veteran's home public art project but read that the state will not pay until project is completed? what artist is able to build a project on this scale at their cost?

Answer Number 5:

Information on this process is available in the [sample contract](#) linked on page 13 of the RFP in Revision 5, Clause 5 “Consideration and Payment.” Phase payments are made throughout the course of the contract, based on deliverables of that phase rather than the passage of time.

Question Number 6:

I am applying as a team to the RFP #169 and we have not worked together before so we don't have a completed budget. Can I include a personal budget for an installation I made that has a \$30,000 budget? Thank you in

advance for letting me know if you would consider my application under these circumstances.

Answer Number 6:

The primary responder should include a budget from a past project of a similar scope and nature. Refer to Section II. Instructions for Submitting Proposals in the RFP, under the heading *Sample Budget*. You should include a sample budget from a previously completed project that you're presenting in the work samples.

Question Number 7:

As an individual artist many of the questions in the required documents - Exhibit A, B and Attachment A are difficult to answer as they are not relevant. Should I just fill them out to the best of my ability?

Answer Number 7:

All responders are required to submit the following attachments with their response to this RFP:

4. Exhibit A. Affirmative Action Certification;
5. Exhibit B. Affidavit of Non-Collusion; and
6. Attachment A. Responsible Contractor Verification and Certification of Compliance.

If claiming the veteran-owned preference, responders must submit:

2. Exhibit C. Veteran-Owned Preference Form.

If claiming resident vendor status, responders must submit:

2. Exhibit D. Resident Vendor Form.

Question Number 8:

I thought the last info I received stated the deadline was the 25th. I am out of state on vacation and was planning to submit on the 25th.

Answer Number 8:

As stated on our [website](#) and page 6 of the RFP, applications must be received online via the CaFÉ™ system no later than 11:59 P.M. (MT), June 29, 2017. The deadline to submit questions about this RFP was 4:30 PM (CT), June 20, 2017.

Question Number 9:

Are you expecting a finished concept of the artwork with this submission? Or this is an application to participate including my previous artwork?

Answer Number 9:

Up to three responders from Phase I of this RFP will be selected to develop a schematic design proposal. During Phase II, the finalists will enter into a contract with the State, and will receive \$5,000 upon completion of all professional services and deliverables of the schematic design proposal. Please refer to Section III. Proposal Evaluation beginning on page 11 of the RFP for more information on this process. During Phase I of the RFP, responders are evaluated on their Statement of Interest, Work Samples, Resume, and a Sample Budget from a past project. During Phase II, three finalists will create schematic design proposals for the Veterans Home. These Phase II requirements are outlined on page 12 of the RFP.

Question Number 10:

It appears that the large outdoor space option for the sculpture is on a slight incline / hill ? from what I can see by the drawings?

Answer Number 10:

Yes, the outdoor space available for artwork placement includes a hillside. More information about the outdoor plants and landscaping planned for the Veterans Home is [available here](#).

Question Number 11:

How do I access the followings documents for RFP #169 Minnesota Veterans Home, Minneapolis

Exhibit A. Affirmative Action Certification (required)

Exhibit B. Affidavit of Non-Collusion (required)

Answer Number 11:

These documents are located on pages 20 and 21 of the RFP.

Follow these steps for the Affirmative Action Certification:

1. Print the Affirmative Action Certification.
2. Fill it out and sign it.
3. Scan the document as a PDF.
4. Upload it to your CaFÉ application by clicking the “Choose File” button in that section of the application.

Follow these steps for the Affidavit of Non-Collusion:

1. Print the Affidavit of Non-Collusion.
2. Sign it in the presence of a notary public and get their signature and stamp.
3. Scan the document as a PDF.
4. Upload it to your CaFÉ application by clicking the “Choose File” button in that section of the application.

Question Number 12:

I am struggling to understand 2 proposals that you have announced for artists.

Number one is the new Veterans home and two is a home for the deaf.

I am also hearing impaired and I am 81 and have recently had a hip replacement.

This may take a lot of time to guide me through the proposals, but what I need to know now is what kind of space these art pieces are going to occupy. Then if they are appropriate for my work I can chose to hire someone to help me go on to apply.

Answer Number 12:

The application for public art at Minnesota State Academy for the Deaf (RFP #168) closed on June 9 and has moved on to the finalist selection phase. The application for public art at the Minnesota Veterans Home (RFP

#169) is due Thursday, June 29.

All of the information about artwork placement and how to apply is contained in the Request for Proposals document for the Veterans Home. Here is a link: http://www.arts.state.mn.us/pubs/pubs/RFP169_MVH-Building22_v003.pdf

This is a competitive bidding process for a State of Minnesota contract to provide the goods and services necessary to design, fabricate, and install a work of public art for display at the Minnesota Veterans Home, Minneapolis. Information on Opportunities for Artwork Placement at the site is explained on page 4 of the RFP.

Question Number 13:

I would be happy to participate in your competition. I've made a small scale model to the monument I would choose to make for you which is both strong and Timely. I would like to show it to you now but my camera and sculpture is back at the studio or where I will be taking the photograph and sending it to you by email so you can see the full liminary sketch in a clay model so you can see the full figurative composition. I would be delighted to know when your comments and thoughts are about this figure composition. It is a figurative composition that hasn't ever been done and I made a specifically for this competition.

Answer Number 13:

Please do not submit concept drawings, models, or sketches during Phase I of this RFP. During Phase II, finalists selected by the committee will enter into a contract with the State, and will receive \$5,000 upon completion of all professional services and deliverables of the schematic design proposal. Please refer to Section III. Proposal Evaluation beginning on page 11 of the RFP for more information on this process. During Phase I of the project, responders are evaluated on their Statement of Interest, Work Samples, Resume, and a Sample Budget from a past project. During Phase II, three finalists will create schematic design proposals for the Veterans Home. These Phase II requirements are outlined on page 12 of the RFP.