



# ADDENDUM 1

RE: Request for Proposals - TH 371B (S. 6<sup>th</sup> Street) & Willow Street Roundabout Project  
Due 5/24/23 at 12:00 p.m.

FROM: City Engineer/Public Works Director Jessie Dehn

DATE: May 8<sup>th</sup>, 2023

PURPOSE: Clarification of Proposal Requirements

This Addendum revises Page 10 of the Request for Proposals regarding the PROPOSAL REQUIREMENTS. Requirement #4 details that the proposal shall include hours and cost breakdown for the work plan under each Phase. As described in Requirement #10 on Page 11, the hours and cost breakdown are to be included in a separate submission with the proposed cost of services. Addendum 1 clarifies that the number of hours and cost breakdown should NOT be included in the Proposal document and rather included in the separate proposed cost submission, as per Requirement #10 on Page 11. The following sheet in this Addendum 1 replaces Page 10 in the original document clarifying this change.

END OF ADDENDUM 1

Jessie Dehn, P.E.  
City Engineer/Public Works Director  
City of Brainerd, MN

21. 100% Specifications and Special Provisions
22. Delegated Contract Process (DCP) Documents and Materials
23. ORD Design Files
24. Permit files

## SCHEDULE

25. Proposal submittals due on **Wednesday, May 24<sup>th</sup>, 2023, at 12:00 p.m.** No late submissions will be accepted.
26. Consultant recommended and selected by City Council on June 5, 2023.
27. Level 1 Layout – September 29, 2023
28. 60% Design Plans – December 29, 2023
29. 90% Design Plans – March 29, 2023
30. 100% Design Plans and submitted for MnDOT Central Office Review – June 28, 2024
31. City Council Approve Plans and Specifications/Bidding – October 7, 2024
32. Bids Opened and Recommendation Letter – November 6, 2024
33. Bids tabulated and award recommended to City Council – November 18, 2024
34. Construction Occurs – 2025 Construction Season

## PROPOSAL REQUIREMENTS

1. A narrative describing the proposer's understanding of the project scope, in their own words.
2. An outline of the responder's background and experience with particular emphasis on federal, state and local government work.
3. Identification of the principal staff and team members that will be working on the project, their role on the project, and their experience, training, qualifications, and availability. No change in personnel assigned to the project will be permitted without approval of the City.
4. A detailed work plan identifying the work tasks to be accomplished within each Phase, ~~and the budget hours to be expended on each anticipated task.~~ A cost breakdown to complete each phase of the project should be included in the ~~proposal.~~ separate submission of the proposed cost of services.
5. A Proposed Project schedule.
6. Approach to managing cost controls on both engineering and construction services including approach to balancing the scope and cost of preliminary engineering services and controlling the unexpected construction cost overruns from change orders and supplemental agreements.
7. Past performance of key team members and firm to deliver quality work within the time constraints and budget.