



Capital Projects Management

Addendum #1

Request for Proposal for

Consultant Services

for the

Dakota County

**County-Wide Electrical Systems
Replacement Program**

Addendum #1 Issued October 2, 2025

RFP Issued September 19, 2025

Due Date: October 10, 2025 by 1:00 pm

This addendum includes questions asked or submitted by various consultants (Q) and the county's response (A). Questions are listed in the order in which they were received. Questions may be combined with similar topics, paraphrased or reworded slightly from the original submission.

Q1. Is the county willing to extend the timeline for completion when considering the time needed to complete background checks and the number of facilities to be assessed?

A1. We do not intend to change or extend the schedule listed in the RFP. However, we recognize that the time needed to complete background checks will delay the start of on-site reviews. It is the county's expectation that the selected consultant begins the background check process immediately upon selection. There are tasks that can be performed prior to on-site visits. Specifically, the county's project manager can arrange for access so the consultant can complete a limited number of on-site reviews to inform the 5% draft report. If/When the consultant is ready to complete on-site reviews and does not yet have completed background checks, the county's project manager will arrange access.

Q2. How will access to the buildings be coordinated?

A2. Site visits shall be coordinated in advance with the county's project manager. Once onsite, the consultant team will meet with county staff familiar with the facility to assist with orientation.

Q3: Can you clarify the requested information in RFP Section E. 5? Are consultants to provide a total of three previous projects (three previous projects, plus references *for those projects*) or a total of six previous projects (three previous projects, plus three references with project information)?

A3: We are looking for three project examples or similar efforts AND three references with current contact information. References can be associated with the three example projects (three projects total) or can be for other projects. References do not need to be associated with the three example projects but should be associated with other similar work or efforts to this request. Formatting of this information in the proposal is up to the consultant.

Q4. Please confirm how electronic copies of proposals should be submitted.

A4. Digital copies of proposals and attachments shall be submitted to the county project manager:

trish.bremer@co.dakota.mn.us

Digital copies can be emailed if the attachment file sizes allow (typically under 15 MB). If digital copy files sizes do not allow for email transfer, files can be shared via electronic file transfer site, no site preference. It shall be the consultant's responsibility to ensure that proposals are delivered and received by the deadline. It is recommended to ask for a confirmation that items have been received.

Attachment A *Fee Proposal*, Hourly Rate Schedule and Attachment B *Non-Collusion and Conflict of Interest Statement* shall be submitted separately from the proposal. When submitting digital copies of these items, all items can be sent as attachments in one email or through one file/folder on an electronic file transfer site. Files should be named sufficiently to detail the contents and/or differentiate these items.

End of Addendum #1