
Addendum 1 for RFP #928100-01

Project Name: IVC Irrigation System Improvements

DAS RFP #: 928100-01

DAS Project #: 9281.00

Date: 09/19/2022

Addendum 1:

- Cover Page – Table of Contents, Clarifications, Revisions, and Questions (1 page)
- Pre-Proposal Meeting Minutes and Sign-In Sheet (4 pages)

1 CLARIFICATIONS

- 1.1 Evaluation and design shall take into consideration of IVCs future growth.
- 1.2 Water sampling of the well shall be included as part of the design services during evaluation.
- 1.3 PDFs of the original construction, including the well and pump house, will be made available to the successful design firm.
- 1.4 Evaluation shall include identifying the approximate location of sprinkler valve boxes and heads. A survey or exact locations is not required.

2 REVISIONS

- 2.1 **REVISE the proposal due date to 09/29/2022 at 2:00 PM CST.** Proposals should be emailed to construction.procurement@iowa.gov.
- 2.2 Designer shall provide a survey document to accurately locate the location of the existing well.
- 2.3 Designer shall include as part of their evaluation research for any agreement and/or easement that may be in place for the well and water use on property to the West.

3 QUESTIONS

- 3.1 Will design need to meet National Cemetery Administration standards?
 - 3.1.1 Yes, the Veterans Cemetery follows we follow the NCA handbook 3420 turfgrass and landscaping maintenance.
- 3.2 Are there any records of existing water usage?
 - 3.2.1 There are approximate numbers but no official records. As part of the evaluation, the designer shall evaluate anticipated water needs.
- 3.3 Would IVC and the State be open to an irrigation pond?
 - 3.3.1 All options will be considered. Options should take into account initial cost, life cycle cost, water quality, and ease of maintenance and repair.

END OF ADDENDUM 1



State of Iowa - Department of Administrative Services
 109 SE 13th St.
 Des Moines, Iowa 50319
 P: (515) 281-7260

Project: 9281.00 DVA IVC Irrigation System Improvements
 34024 Veterans Memorial Dr
 Van Meter, Iowa 50003

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Sep 14, 2022 **Meeting Time** 1:00 PM - 2:00 PM Central Time (US & Canada)

Meeting Location 34024 Veterans Memorial Dr, Adel, IA 50003

Overview Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.

Notes

Attachments [RFP Pre-Proposal Sign-In.pdf](#), [RFP921800-01.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Kurt Fisher	DCI Group	P: (515) 244-5043	kurtf@dcigroup-us.com	Present
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Present
Blake Uhlken	DCI Group	P: (515) 244-5043	blakeu@dcigroup-us.com	Present
David Haines	Iowa Veterans Home	P: (641) 753-4411	david.haines@ivh.state.ia.us	For Distribution Only
Doug Carper	State of Iowa - Department of Administrative Services		douglas.carper@iowa.gov	For Distribution Only

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendance Please sign-in				
		Official Documented Meeting Minutes See attached sign-in sheet				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description				
		<ul style="list-style-type: none"> • Evaluation Specific Scope: <ul style="list-style-type: none"> ◦ The Iowa Veterans Cemetery's irrigation is currently served by a well located across Veterans Memorial Drive. Water is pumped from this well to a pump house on the IVC campus. Within the pump house the water is filtered and pumped to sprinkler heads on campus. ◦ Automatic sprinklers serve a portion of the campus. Other areas are served by hoses and manually located and adjusted sprinklers. 				

- The successful designer shall meet with the staff of the Iowa Veterans Cemetery to understand existing operations and Owner requirements.
- The successful design firm shall investigate and document the existing system, including:
 - Existing well location, construction, and condition
 - Quality of water supplied from well
 - Filtration and pumping equipment, condition, and capabilities to serve the needs of the Iowa Veterans Cemetery.
 - Sprinkler equipment types and conditions
 - Map areas served by automatic sprinklers
 - Feasibility of providing automatic sprinkler service to areas not currently being served by automatic sprinklers.
- Designer shall provide a report that at a minimum includes the follow:
 - Documentation of existing system investigation including condition assessment from section 1.3.5.4.
 - Evaluation of the adequacy of the existing system to provide and sufficiently filter water to serve the IVCs irrigation needs.
 - Evaluation, including life cycle cost analysis, of transferring services from well provided water to rural water provided by Xenia. Initial investigations including design for switching to Xenia water has been conducted and will be provided to the successful design firm.
 - Evaluation of feasibility to provide automatic sprinkler service to all areas requiring irrigation on the IVC campus.
 - Designer shall include the feasibility to service and maintain systems in their recommendations.
 - Designer shall provide cost opinions will all recommendations.
- Designer shall include as part of their proposal the option to negotiate for design services based on recommendations provided in the evaluation.

Official Documented Meeting Minutes

- It was mentioned by the Iowa Veterans Cemetery that the existing water pump pressure was only substantial enough to water two small zones simultaneously. Preference in new design would provide for more pressure.
- IVC is unable to wash the head stones or sidewalks with the water provided from the well due to staining.
- Pump is currently not operable.
- The equipment supplier for the filtration system is no longer in business per IVC.
- It is anticipated that a survey would be conducted to identify the existing well location
- Evaluation and design should take into consideration IVCs future growth. A PDF of the campuses master plan will be provided via addendum.
- Evaluation shall include a water sample testing
- Evaluation shall include the review of any agreement and/or easement that may be in place for the well use on property to the West.
- Existing drawings of the original construction of the cemetery, including the well and pump house, were reviewed during the site walk and will be made available to the successful design firm.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description						
<ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 9/16/2022 by 2:00 PM • Addendum Issued: 9/19/2022 • Proposals Due: 9/22/2022 by 2:00 PM • Selection of Designer/Issue NOI: by 9/29/2022 • Execution of 803 Contract: week of 10/10/2022 						
<ul style="list-style-type: none"> • Tentative Evaluation Kick-Off Meeting Week of October 10, 2022 • Initial Report Findings By November 11, 2022 • 50% Report and Cost Opinion By November 29, 2022 • 95% Report and Cost Opinion By December 13, 2022 • 100% Construction Documents and Cost Opinion By December 20, 2022 						

- Tentative Design Negotiation December 2022
- Tentative Design December thru February 2023
- Tentative Construction Bidding February thru March 2023
- Tentative Construction Starting April 2023

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
Description						
<ul style="list-style-type: none"> • All questions to be directed to construction.procurement@iowa.gov • DAS uses Procore online project management system for all projects, at no cost to the designer. • DAS uses a modified ConsensusDocs 803 Form of Agreement • DAS requires a project-specific Certificate of Insurance and specifies a Professional Liability policy of \$2,000,000 with a deductible of \$25,000 <ul style="list-style-type: none"> ◦ Must note in proposal if deductible is different and provide a letter of financial stability from bank ◦ Must provide COI prior to contract execution • Ensure the following items are included in the proposal: <ul style="list-style-type: none"> ◦ Project-specific schedule ◦ Resumes for all technical staff that will be assigned to the project ◦ Anticipated hours and rates for each person on the design team ◦ Lump sum broken down by schedule of values 						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description						
Any questions?						
Official Documented Meeting Minutes						
<ul style="list-style-type: none"> • Will irrigation design need to meet National Cemetery Administration standards? • Any records of existing water usage will be provided to the successful design firm. • Would IVC and the State be open to an irrigation pond? <ul style="list-style-type: none"> ◦ All options will be considered. Options should take into account initial cost, life cycle cost, water quality, and ease of maintenance and repair. 						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting. Please contact State of Iowa - Department of Administrative Services if there are any discrepancies or questions with the content of these minutes.



Purpose: IVC Irrigation RFP Pre-Proposal

Date: 9/14/2022 at 1:00 PM

Attendees

Name	Company	Email	Phone #
MICHAEL STEEN	DCI GROUP	MICHAEL@DCIGROUP.US.COM	515-975-8348
CHRIS BAUER	SHIVE-NATTERY.COM		
ERIK CHRISTIANSEN	EC DESIGN GROUP	erik@ecdesigngroup.com	515.240.6621
Salvador Villarreal	JA VETS	Salvador.Villarreal@ja.vets	515-357-0378
GARRETT TOW	JA VET CEM	garrett.tow@ja.vet.cem	515-306-7332
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