

# **Addendum 1 for RFB 945300-01**

Project Name: DOC FDCF IPI Roof Replacement

RFP#945300-01

DAS Project #: 9453.00

Date: 2/18/2025

## **Pre-Bid Meeting Minutes & Questions:**

### 1. Questions Received from Procurement.

- a. Can an 8” thick vapor-retarder faced fiberglass batt insulation manufacturer/specific product be recommended?

Answer:

#### **GLASS-FIBER BLANKET INSULATION**

A. Glass-Fiber Blanket, Polypropylene-Scrim-Kraft Faced: ASTM C 665, Type II (nonreflective faced), Class A (faced surface with a flame-spread index of 25 or less); Category 1 (membrane is a vapor barrier).

B. Vapor-Retarder Facing: ASTM C 1136, with permeance not greater than 0.02 perm (1.15 ng/Pa x s x sq. m) when tested according to ASTM E 96/E 96M, Desiccant Method.

C. Available Manufacturers: CertainTeed Corporation, Guardian Fiberglass, Inc., Johns Manville, Lam-Tec Corporation, or Owens Corning.

D. Where glass-fiber blanket insulation is indicated by the following thicknesses, provide blankets in batt or roll form 8 inches thick with a minimum thermal resistance of R-25.

#### **1.2 AUXILIARY INSULATING MATERIALS**

A. Vapor-Retarder Tape: Pressure-sensitive tape of type recommended by insulation manufacturers for sealing joints and penetrations in vapor-retarder facings.

See attached Meeting Minutes & Sign In Sheet from the February 13<sup>th</sup>, 2025 Pre-Bid Meeting and Site Walk.

**END OF ADDENDUM**



## RFB Pre-Bid Minutes: Meeting #1

<b>Meeting Date</b>	Feb 13, 2025	<b>Meeting Time</b>	10:00 AM - 11:00 AM Central Time (US & Canada)
<b>Meeting Location</b>	FDCF Admin Conference Room		
<b>Overview</b>	Meeting to allow prospective bidders to visit the site, when possible, and learn more about the project.		
<b>Notes</b>			
<b>Attachments</b>	<a href="#">scan_noah.thelen_2025-02-17-14-40-37.pdf</a> , <a href="#">RFB 945300-01 Project Drawings.pdf</a> , <a href="#">RFB 945300-01 BID FORM INFORMATION.pdf</a> , <a href="#">RFB 945300-01 Project Manual.pdf</a>		

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jeremiah Johnson	Fort Dodge Correctional Facility	P: (515) 571-4874	jeremiah.johnson@iowa.gov	Present
Edward Matt	Genesis Architectural Design	P: (515) 440-1681	ematt@gendsn.com	Present
Noah Thelen	McGough Construction	P: (515) 639-3853	noah.thelen@mcgough.com	Present
Jennie Elliott	State of Iowa - Department of Administrative Services		jennie.elliott@iowa.gov	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
<p><b>Description</b> Attendees</p> <p>DAS - Jennie Elliott (Owners Rep)</p> <p>McGough - Noah Thelen (CMA)</p> <p>FDCF - Jeremiah Johnson (Facility Contact)</p> <p><b>Official Documented Meeting Minutes</b> See attached sign in sheet for full list and details,</p> <p>Contractors: KG For sure Roofing Academy Roofing Central States Roofing</p> <p>FDCF - Jeremiah Genesis - Ed Matt DAS - Jennie Elliott , Jenifer Kleene (Online) McGough - Noah Thelen, Adam Douglas (Online)</p>						

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Base bid                             <ul style="list-style-type: none"> <li>◦ Bid Package 01 Complete - Drawings and Specifications                                     <ul style="list-style-type: none"> <li>▪ Overlay a new EPDM roof on the existing standing seam metal roof as shown in the contract documents. Including adding wood perimeter blocking, removing and reinstalling the existing lightning protection system, patching the interior metal building fiberglass insulation with linear, and removing/replacing existing fascia and gutters.</li> </ul> </li> </ul> </li> <li>• Alternates                             <ul style="list-style-type: none"> <li>◦ NONE</li> </ul> </li> <li>• Unit prices                             <ul style="list-style-type: none"> <li>◦ UNIT 01 - Additional Interior Insulation Replacement:                                     <ul style="list-style-type: none"> <li>▪ Removal and replacement of 8 inch thick vapor-retarder faced fiberglass batt insulation under roof inside building where stained.</li> <li>▪ Unit of measurement: 4 Sqft</li> </ul> </li> </ul> </li> </ul>						
<p><b>Official Documented Meeting Minutes</b>                      Reviewed Project and scope.</p> <p>Replacement of metal openings from Exhaust Fan Removal will need patched insulation inside the facility. This will require lift or ladders to get access, space is limited, but should be able to use small man lift.</p> <p>Facia/Rake and Gutter receiving all new metal.</p> <p>Two types of insulation on the roof, EPS and Polyiso (24" Rib to Rib) these widths need to be verified. Standing seam is truncated dome and will require cutting to fit between.</p> <p>Weather heads for the lightning protection will need to be installed, this will involve splicing existing system. New clips and mounting of the existing lightning protection will be needed.</p> <p>Fasteners will need to follow the specifications and spacing as this is a big concern. Review the Length to hit the eve struts.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Contract(s) Issued: March 07th-March 13th</li> <li>• Submittals: March-June</li> <li>• Construction: June 3rd 2025</li> <li>• Closeout: August 2025</li> </ul> <p>A pull-plan session will be held with the successful bid package contractors to finalize the construction schedule.</p>						

State Holidays: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving and day after Thanksgiving, Christmas Day

**Official Documented Meeting Minutes**

Schedule was reviewed and discussed with Bidders. It was brought up that a June start date but earlier should not be an issue if weather and materials are cooperative.

There was concern about the end date for substantial completion in August, This will be extended to September to accommodate current schedules and other projects. Later than September will not be considered due to weather.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Site Rules				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place.</li> <li>• Contractors shall provide daily logs for each day they are on site.</li> <li>• Construction progress meeting will be established once construction starts.                             <ul style="list-style-type: none"> <li>◦ Bi-Weekly meetings or monthly during construction.</li> </ul> </li> <li>• It is of the utmost importance to show respect and courtesy to all staff at all times.</li> <li>• Clean all debris, materials, and bring all finishes back to existing conditions in the area they were working in prior to moving to the next area.</li> <li>• No smoking, vaping or smokeless tobacco use onsite.</li> <li>• Temporary facilities</li> <li>• Tool control                             <ul style="list-style-type: none"> <li>◦ Contractor shall provide all equipment and tools for Contractor's own cleanup. Clean up shall be done at end of every shift or more frequently if required for the Contractor to perform their work, for other Contractors to perform their work, as required by the Owner's operations, and at the discretion of the Construction Manager.</li> <li>◦ Workers will be required to bring a list of tools they will be taking inside the facility. These tools will be inventoried going into the facility and again when the worker is leaving the facility. All tools will be accounted for throughout the day.</li> </ul> </li> <li>• Cell phones                             <ul style="list-style-type: none"> <li>◦ Cell phones, weapons, and cameras/camcorders are not allowed inside the facility. The foreman will be allowed to have one cell phone.</li> </ul> </li> <li>• Background checks                             <ul style="list-style-type: none"> <li>◦ Must be performed on all on site employees, including sub-contractors.</li> <li>◦ The Contractor hereby explicitly authorizes the Iowa DAS to conduct criminal history and/or other background investigation(s) of the Contractor, its officers, supervisory personnel, employees, and other staff retained by the Contractor or their sub-contractors for the performance of the contract.</li> <li>◦ A State of Iowa record check request form will be provided at the pre-construction meeting of successful bidder.                                     <ul style="list-style-type: none"> <li>▪ contractors will submit each employee's name, birthdate, and last four of their social security number. Only more recent felony's are considered when doing backgrounds.</li> <li>▪ Submit more employees or crews than what is needed for an event someone is not approved.</li> </ul> </li> </ul> </li> <li>• Work hours - 7:30 am - 5:00 pm, Monday through Friday, unless arrangements are made in advance.                             <ul style="list-style-type: none"> <li>◦ 4 - 10 hour days need to be reviewed prior by FDCF.</li> </ul> </li> <li>• View Specification 01 1200 - Contract Summary for more information.</li> </ul>						
<p><b>Official Documented Meeting Minutes</b></p> <p>Job Box / Storage back by green house would be OK but inventory list will be needed.</p>						

Count time is from 12:00-12:30/45 daily so no equipment or vehicles will be allowed to leave and show up around this time. Contractors will need to plan lunch accordingly.

Trailers/dumpsters will be OK to bring into the facility and left but will need to be inventoried. Chain and locked up daily. Equipment will be allowed to access the roof (Forklift) but will be removed daily and when not operating keys will need to be pulled.

FDCF will remove razor wire in areas that need worked.

No storage on the roof ! Area behind building and green house can be used for material staging.

Vehicles need to be removed after loading and unloading, contractor parking is outside the facility in parking lot.

Safety requirements need to meet OSHA and reviewed with FDCF prior to work starting. FDCF personnel will be watching work take place and comment on unsafe work.

**RFB Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Submission				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Bids are due <b>Thursday, February 27th, 2025 by 2:00pm.</b></li> <li>• The Bid shall be submitted to the Issuing Officer through the <b>Procure Bidding Tool</b>. (IMPACS will not be used).                             <ul style="list-style-type: none"> <li>◦ Link and information is in the project manual</li> <li>◦ Contractors will need to register prior to bidding</li> <li>◦ Bidders will need to register regardless of whether it has already done business with the State of Iowa.</li> <li>◦ Bidders should complete the registration process and ensure the ability to log in as soon as possible to ensure Bids can be submitted on the due date.</li> <li>◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.</li> </ul> </li> <li>• Bid Opening will be held via conference call on <b>Thursday, February 27th at 3:00pm.</b> <ul style="list-style-type: none"> <li>◦ <b>Information in NOTICE TO BIDDERS section.</b></li> </ul> </li> <li>• Contractor shall reference section 00 0116 for the bid submittal checklist                             <ul style="list-style-type: none"> <li>◦ Bid Proposal Information</li> <li>◦ Non Discrimination Clause Information</li> <li>◦ Contractor Targeted Small Business Enterprise Pre-Bid Contract Information</li> <li>◦ Bid Security – 5% of total Bid amount</li> </ul> </li> <li>• Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening</li> </ul> <p><b>Official Documented Meeting Minutes</b></p> <p>Bid submission was discussed regarding the Procure Bidding Tool for this project and not the typical IMPACS. Noah informed all bidders to review project manual and information on how to access.</p> <p>Procure requires entering the Bid Number, but they wont take the Unit Price. This needs to be uploaded in a seperate document attached.</p> <p>List of the documents to upload are as follows: Bidder Certificate (Signed), Bid Form, Unit Pricing.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Questions/Substitutions Due in Writing to <a href="mailto:Construction.Procurement@iowa.gov">Construction.Procurement@iowa.gov</a>: <b>February 17th 2025</b></li> </ul>						

- Addendum Issued: Week of 2/17 following questions.
- Bids Due: **2/27/2025 by 2:00pm (Submitted in PROCORE BIDDING TOOL)**
- Tentative NOI Issued: Week follow bids (March 3rd)

**Official Documented Meeting Minutes**

Reviewed.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
<b>Description</b>						
<ul style="list-style-type: none"> <li>• Contractors will sign a modified ConsensusDocs 802. Example in the project manual.</li> <li>• Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802.</li> <li>• Project-specific P&amp;P bonds must be provided prior to contract execution.</li> <li>• Successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid.</li> <li>• DAS will provide tax exempt certificates upon request.</li> <li>• Procure will be used for all project management, at no cost to the trade contractor.                             <ul style="list-style-type: none"> <li>◦ Submittals, Invoicing, RFIs, ASIs, PRs, RFQs</li> <li>◦ Contracts, Change Orders and Certificates of Substantial and Final Completion will also use DocuSign</li> </ul> </li> <li>• Contractor Schedule of Values shall be broken out as specified in the project manual.                             <ul style="list-style-type: none"> <li>◦ SOV must contain a closeout line item for at least 1% of the total contract value.</li> <li>◦ This line item can only be invoiced once the certificate of final completion has been signed by all parties.</li> </ul> </li> </ul>						
<b>Official Documented Meeting Minutes</b>						
Reviewed.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
<b>Description</b>						
Review IPI Building Roof and Site.						
<b>Official Documented Meeting Minutes</b>						
Schedule additional site visits with Jeremiah if needed. Unable to walk roof due to weather.						

**Questions**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions				Open
<b>Description</b>						
Submit all questions in writing to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a> .						
<b>Official Documented Meeting Minutes</b>						
Questions discussed in meeting,						
Wind requirements for warranty, was questioning if it was 72 MPH and 25 Year warranty. Need to verify specifications and manufacture. Could require pull testing for fasteners if 100mph rating needed.						
Official questions to be submitted to procurement by 2/17.						

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.