

## **ADDENDUM # 1**

**Project Name: DOC 5JD FT DM Bldgs 65/66 Restroom Renovation**  
**DAS# 9375.00**  
**RFB 937500-02**  
**Addendum # 1**  
**Dated: 01/21/2025**

This Addendum forms a part of the Request for Proposal documents. This Addendum supersedes and supplements all portions of the original Request for Bid dated November 01, 2024, with which it conflicts.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE REQUEST FOR PROPOSAL. FAILURE TO DO SO MAY SUBJECT TO DISQUALIFICATION.

**1. Questions:**

1. N/A

**2. Clarifications:**

1. Section 00 1113 NOTICE TO BIDDERS:
  - a. Bids must be received no later than **2:00pm, Tuesday, January 28, 2025.**
  - b. Bid Opening will be at **03:00pm on January 28<sup>th</sup>, 2025.**
2. Addendum #2 will be issued on **Thursday, January 23, 2025.**

**3. Attachments:**

1. Pre-Bid #1 Meeting Minutes
2. Pre-Bid #1 Sign-In Sheet
3. Pre-Bid #2 Meeting Minutes
4. Pre-Bid #2 Sign-In Sheet

**END OF ADDENDUM**

## RFB Pre-Bid #1 Minutes: Meeting #1

**Meeting Date** Jan 7, 2025 **Meeting Time** 2:00 PM - 3:30 PM Central Time (US & Canada)

**Meeting Location** ONSITE - 68 Thayer St., Des Moines, IA 50315

**Overview** Meeting to allow prospective bidders to visit the site, when possible, and learn more about the project.

**Notes**

**Attachments**

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Taylor Cook	Fifth Judicial District - Department of Correctional Services	P: (515) 242-6900	taylor.cook@iowa.gov	
Robert Drake	Fifth Judicial District - Department of Correctional Services	P: (515) 242-6900 ext. 26599	robert.drake@iowa.gov	
Matt Doidge	KCL Engineering	P: (515) 724-7938	mdoidge@kclengineering.com	
Andy Versluys	KCL Engineering	P: (515) 724-7938	aversluys@kclengineering.com	
Ruth Kuswara	OPN Architects	P: (515) 724-5493	rkuswara@opnarchitects.com	
Nate Stieler	OPN Architects	P: (515) 309-0722	nstieler@opnarchitects.com	
Jeff Curtis	Samuels Group, Inc.	P: (515) 288-0467	jcurtis@samuelsgroup.net	
Jerry Dehnke	Samuels Group, Inc.	P: (515) 288-0467	jdehnke@samuelsgroup.net	
Mac McKeever	Samuels Group, Inc.		mmckeever@samuelsgroup.net	
Bill Reynolds	Samuels Group, Inc.	P: (515) 288-0467	breynolds@samuelsgroup.net	
Chitrangi Shastri	Samuels Group, Inc.		cshastri@samuelsgroup.net	
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Attendees				
		Sign In Sheet				
		Certificate of Site Visit samples				

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<p><b>Description</b>                      The project includes a renovation of the existing Level 2 shower and toilet facilities in a residential correctional facility, as well as relocation of existing laundry room to Level 2. Renovations include reconfiguration of restrooms and shower room layouts and addition of accessible toilet, lavatory and shower fixtures. Mechanical, plumbing and electrical services will be reconfigured for the new layout.</p> <ul style="list-style-type: none"> <li>• Base bid</li> <li>• Alternates                             <ul style="list-style-type: none"> <li>◦ #1 - Windows</li> </ul> </li> <li>• Unit prices                             <ul style="list-style-type: none"> <li>◦ None</li> </ul> </li> </ul>						

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: <b>January 31, 2025</b></li> <li>• Submittals: <b>February 3, 2025 - March 14, 2025</b></li> <li>• Construction: <b>March 17, 2025 - July 31, 2025</b></li> <li>• Closeout: <b>August 2025</b></li> </ul> <p>A pull-plan session will be held with the successful bid package contractors to finalize the construction schedule.</p> <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</p>						

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.</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> </ul> <p><b>Fire Control Systems coordination</b>  <b>Siemens coordination.</b></p> <p><b>Site Logistics Plan</b></p> <p><b>Building Occupancy during Construction? (Refer to Robert Drake)</b></p>						

**Robert Drake to advise on the following:**

- Temporary facilities
- Demolished equipment
- Tool control
- Cell phones
- Background checks
- Work hours
- View Specification 01 1200 - Contract Summary for more information.

**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>January 23, 2025 @ 2:00pm</b></li> <li>• The Bid shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System.                             <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>January 23, 2025 @ 3:00pm</b></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>***Please be sure to include Certificate of Site Visit!</b></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>January 16th, 2025</b></li> <li>• Addendum Issued: <b>January 17, 2025</b></li> <li>• Bids Due: <b>January 23, 2025 @ 2:00pm</b></li> <li>• Tentative NOI Issued: <b>January 29, 2025</b></li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
<p><b>Description</b></p> <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> </ul>						

- Project-specific P&P bonds must be provided prior to contract execution.
- Successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid.
- DAS will provide tax exempt certificates upon request.
- Procure will be used for all project management, at no cost to the trade contractor.
  - Submittals, Invoicing, RFIs, ASIs, PRs, RFQs
  - Contracts, Change Orders and Certificates of Substantial and Final Completion will also use Docusign
- Contractor Schedule of Values shall be broken out as specified in the project manual.
  - SOV must contain a closeout line item for at least 1% of the total contract value.
  - This line item can only be invoiced once the certificate of final completion has been signed by all parties.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
<b>Description</b> <b>2 Mandatory Pre-Bid Meetings</b> <b>Must attend</b> <b>Jan. 7th 7 Jan. 13th @ 2pm</b>  <b>Any additional pre-bid site visits must be coordinated with CM and Robert Drake.</b>						

**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> .						

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.



Design  
Construct  
Furnish

PROJECT NAME: 9375.00 DOC 5JD BLDGS 65-66 RENOVATION

MEETING LOCATION: 68 THAYER ST, DES MOINES, IA, 50315

MEETING TYPE: RFB PRE-BID #1

DATE AND TIME: 01/07/2025 02:00PM

Contact Person	Company Name	Phone Number	Email Address
MATT DAVIS	NEUMANN	515-494-5014	MDAVIS@NEUMANNBROS.COM
James Schellhorn	Neumann	319-483-8404	Schellhornj@neumannbros.com
Don Owens	NEUMANN	515-249-5817	Owensd@neumannbros.com
CJ Knoring	GTG Const	515-229-9268	cj@gtgcompanies.com
Jason Todd	Kline EL	515 707 4972	jtodd@klineelectrical.com
Blake Brown	AJ Allen Medway	515 202 2525	Blakeb@ajallen.com
Chris Ota	Contractor Inc	515 986-0100	Chris.Ota@ContractorInc.com
Kate Stieler	OPN Arch.	515-229-2766	kstieler@opnarchitects.com
Ruth Kuswara	"	<del>515-229-2766</del>	rkuswara@opnarchitects.com
Bill Reynolds	T.S.G.	515-346-7984	Draynolds@samuelsgroup.net
ROBERT DRAKE	5th D.	515-250-5128	robert.drake@iowa.gov
Andy Versluis	KCL	515 802 4644	aversluis@kclengineering.com
KYLE DAVIS	SAMUELS	515-822-6628	KDAVIS@SAMUELSGROUP.NET

## RFB Pre-Bid #2 Minutes: Meeting #2

**Meeting Date** Jan 13, 2025 **Meeting Time** 2:00 PM - 3:30 PM Central Time (US & Canada)

**Meeting Location** ONSITE - 68 Thayer St., Des Moines, IA 50315

**Overview** Meeting to allow prospective bidders to visit the site, when possible, and learn more about the project.

**Notes**

**Attachments**

### Scheduled Attendees

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Bill Reynolds	Samuels Group, Inc.	P: (515) 288-0467	breynolds@samuelsgroup.net	Present
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**Questions**

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<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> James Trower to address expectations and relationship of SG, Contractor and subcontractors.						

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.



