

Addendum 1 for RFP #917300-001

Project Name: Wallace South Elevators Modernization

DAS RFP #: 917300-01

DAS Project #: 9173.00

Date: 9/17/2020

Proposals Due: **September 22nd, 2020 at 2:00 pm**

Addendum 1:

- Cover Page – Table of Contents, Revisions, Supplemental Information, Questions & Answers
- Pre-Proposal Meeting Minutes (4 pages)
- Conceptual Schedule (3 pages)

1 REVISIONS

- 1.4 Proposals shall be submitted to construction.procurement@iowa.gov by **2:00 PM CST** on 9/22/2020.

2 SUPPLEMENTAL INFORMATION

- 2.4 Existing 360° photos are available at the following StructionSite Link
- 2.4.1** <https://app.structionsite.com/vp/c0dff268-55cf-42f7-b4a9-d9296994a4c0>
- 2.4.2** Select the floor plan and then select the orange icon to view the 360° photos
- 2.4.2.1** If multiple photos are in a similar location, they will appear as a green circle. Zoom in to reveal the orange icons.
- 2.5 See Attached Conceptual Schedule

3 QUESTIONS AND ANSWERS

- 3.4 What type of elevators were put in the previously completed phase?
- 3.4.1** All passenger elevators are traction.
- 3.5 Are there any known building electrical issues?
- 3.5.1** All four elevators are on generator power. Transfer switch was a potential concern during update of the north elevators, but it was resolved with the replacement of existing contacts.
- 3.6 Are there any known water issues in the pit?
- 3.6.1** No known issues
- 3.7 What is the estimated value of the project?
- 3.7.1** Total budget is \$700,000. Includes A/E, CM, Construction, Soft Costs, etc.
- 3.8 Do you have information regarding the existing access control system that these elevators will be integrated with?
- 3.8.1** Andover is the current system in the building.
- 3.9 Are there any known structural modifications needed for this modernization?
- 3.9.1** This will need to be evaluated by the successful design firm. Items like existing hoist beams should be evaluated for replacement if necessary.

- 3.10 Were there any structural modifications done on the north bank of elevators that was recently completed?
- 3.10.1** No building structural modifications were completed in the pervious phase.
- 3.11 Will there be other security measures needed to coordinate aside from card readers and communication through the phone system?
- 3.11.1** No additional modification known at this time.
- 3.12 Is there an existing elevator machine room, intended for reuse, that is adjacent to the existing hoist way?
- 3.12.1** The existing hoist way is located in the penthouse. Pictures are available via StructionSite in the previously provided link.

END OF ADDENDUM 1



Meeting #1

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

Project: 9173.00 - DAS CC Wallace South Elevators Modernization
502 East 9th Street
Des Moines, Iowa 50319

RFP917300-01 Pre-Proposal Minutes

MEETING DATE: 09/08/2020 **MEETING TIME:** 1:00 PM - Central Time (US & Canada)
MEETING LOCATION: Web Conference **VIDEO CONFERENCING LINK:** <https://us02web.zoom.us/j/84041540705>

OVERVIEW:

Pre-Proposal meeting for designer RFP917300-01.

NOTES:

ATTACHMENTS:

[RFP917300-01 - Wallace South Elevators Modernization.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Jennie Elliott	Capitol Complex Maintenance	Tel: (515) 242-5120	jennie.elliott@iowa.gov	Conference
Garrett Arganbright	DCI Group	Tel: (515) 244-5043	garretta@dcigroup-us.com	Conference
Michael Steen	DCI Group	Tel: (515) 244-5043	michaels@dcigroup-us.com	Conference
Josh Herman	State of Iowa - Department of Administrative Services	Tel: (515) 725-1293	josh.herman@iowa.gov	Conference

Project Overview

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Description				Open
	Description: <ul style="list-style-type: none">• Modernization of two existing passenger elevators in the Wallace Building on the Capitol Complex• Scopes and project characteristics include, but are not necessarily limited to:<ul style="list-style-type: none">◦ Complete design for full modernization of two elevators with 5 stops each.◦ Access controls integration◦ Integration with existing generator for emergency backup power◦ Connection to the existing Siemens building automation system for any new equipment, excluding the elevators◦ Incorporation of cell service repeaters for emergency services◦ Coordination with Iowa Communications Network (ICN) for incorporation of phone service to elevators◦ Coordination with Owner's lock set and keying requirements◦ Phasing of elevator construction◦ SFM and IWD coordination					
	Official Documented Meeting Minutes:					

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.



Meeting #1

- Attendees
 - Aaron Twedt
 - Matt Jahnke
 - Mindy Aust
 - Seth Shannon
 - S Huston
- Previous project brought elevators up to code .. as required by IWD
- Cell service repeaters needed as Fire Department has noted spotty cell coverage in certain areas of the Capitol Complex.
- One elevator needs to be operable at all times
 - Work to be sequenced for one elevator to be down at a time.

Proposal Process

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Submission Process				Open
Description: <ul style="list-style-type: none">• State Issuing Officer:<ul style="list-style-type: none">◦ Bobbi Pulley Issuing Officer Iowa Department of Administrative Services -Central Procurement Hoover State Office Building, Level 3 1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515/322-2893 Email: construction.procurement@iowa.gov• Procurement Timetable:<ul style="list-style-type: none">◦ Pre-Proposal Conference Location and Address: 09/08/2020 at 1:00 PM by web conference at the following link: https://us02web.zoom.us/j/84041540705 Questions Due 09/15/2020 - 2:00 PM Proposals Due 09/22/2020 - 2:00 PM• Relevant Websites:<ul style="list-style-type: none">◦ Website where Addenda to this RFP will be posted http://bidopportunities.iowa.gov Website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf						

Schedule

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Design Schedule				Open
Description: <ul style="list-style-type: none">• Execution of Designer's Contract Week of October 12th, 2020• Tentative Design Kick-Off Meeting Week of October 12th, 2020• 100% Design Development Documents By November 10th, 2020• 50% Construction Documents By December 10th, 2020• 95% Construction Documents By January 18th, 2021• 100% Construction Documents By February 8th, 2021						

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.



Meeting #1

3.2	1	Construction Schedule				Open
	Description: <ul style="list-style-type: none">• Contractor Bidding February – March 2021• Execution of Contractor's Contract(s) March 2021• Submittals, Procurement and Construction March, 2021 to November, 2021• Close out November, 2021 to December, 2021• See attached conceptual schedule for further detail					
	Attachments: 20.08.26 9173.00 Wallace Elevators Modernization - Concpetual Schedule.pdf					
	Official Documented Meeting Minutes: <ul style="list-style-type: none">• DCI Group has created a conceptual schedule based on information from past projects<ul style="list-style-type: none">◦ Will be shared via addendum					

Scope of Work

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Design Services				Open
	Description: <ul style="list-style-type: none">• The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.• All design disciplines necessary to complete the scope of work.• Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.• Use of the State of Iowa's construction management software program for uploading all documents, submitting and approving pay apps, and construction administration. The cost for the use of the software is paid by the Owner.• Changes throughout construction will be evaluated and categorized into the following categories:<ul style="list-style-type: none">◦ Unforeseen Condition◦ Allowance◦ Owner Directed Change◦ Design Deficiency - Value Add◦ Value Engineering◦ Design Deficiency – No Value Add◦ Changes related to design deficiency – no value add will be evaluated and if deemed foreseeable prior to bidding, responsibility for costs may be borne by the design firm.◦ Contractor Delay◦ Contractor Defective Work• The following scopes and project characteristics have been identified for this project:<ul style="list-style-type: none">◦ The complete design for full modernization of two passenger elevators.◦ Access controls integration to elevators◦ Integration with existing generator for emergency backup power◦ Connection to the existing Siemens building automation system for any new equipment, excluding the elevators.◦ Coordination with Owner's lock set and keying requirements.◦ The construction of the elevators will be phased to allow one passenger elevator to remain operation at all times.• Existing CAD drawings of floor plans only and PDF drawings of original construction and misc. renovations will be provided to the successful design firm. Accuracy of drawings shall be verified by the design firm.• Field examination of the existing buildings. Designer shall include all services necessary to perform thorough evaluation including operation of elevator, opening of electrical panels, and operation of					

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.



Meeting #1

equipment.

- Design for scope of work. Provide material recommendations based on experience, quality, and price. Recommendations for replacements and upgrades shall include non-proprietary equipment and systems.
- **Provide minor drawing work to assist the Construction Manager in the development of hazardous materials bid package. This shall include providing PDF backgrounds for identification, by others, of hazardous materials removal.**
- Designer shall include any and all survey work required for completion of project.
- Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
- Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- Designer shall assist Construction Manager in the evaluation of long lead times.
- Quality control during Design, Preconstruction and Construction.
- Compliance with all Federal, State, and applicable Local codes.
- Completion of State building and energy code documents, as required.
- **Design review will be conducted at 100% design development documents, 50% construction documents, and 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum.**
- **Review with State Fire Marshal's office for approval of plans or exemption from review. All fees associated with the State Fire Marshal's office are the responsibility of the designer.**
- Develop and distribute agendas and meeting minutes for all meetings during the design phase.
- Designer shall provide any information necessary to obtain utility rebates where applicable.
- Construction cost opinions during Design (at 100% design development and 50% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code.
- Construction drawings, specifications **(the Construction Manager will produce Divisions 00 and 01)**, and addenda.
- Provide bid alternates as determined during course of design and bid package development.
- Assist Owner and Construction Manager in obtaining bids from qualified contractors.
- Construction administration, including creation of the submittal log, review of and responses to submittals, RFIs, proposal requests, change orders, pay applications, periodic site visits, attendance at project meetings as required, participation / development of contractor punch list, closeout documentation, certificates of substantial completion, and certificates of final completion, as well as development of Architectural Supplemental Instructions for design revisions and punch lists within the construction management software program.
- Participation with project team during construction progress meetings as required. **Designer shall participate in bi-weekly conference calls during the construction period.**
- Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.
- Acknowledgement that all documents are copyright to the State of Iowa and shall be turned over to the State of Iowa in their native computer format. Any ASIs/RFIs/PRs and addendums will be expected to be incorporated before final posting. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the project.
- The Department requests lump sum pricing from the respondents to this RFP, with the **lump sum base scope price being inclusive of all reimbursables, such as printing, mileage and travel expenses.** The Department requests the fee proposal from the respondents to this RFP be broken down as follows. These breakdown prices will be used as the schedule of values for billing purposes.
 - Design Development Documents
 - Construction Documents
 - Bidding or Negotiation Assistance
 - Construction Phase
 - Closeout Phase
- **Include at a minimum, nine (9) site visits. Design kick off/Building evaluation, 100% design development document review meeting, 50% document review, 95% document review, Pre-bid meeting, Construction Field Observation (4), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 100% DDs, 50% CDs, and 95% CDs development will be conducted via conference call. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit. This unit price will be additive or deductive based on the number of actual visits made.**

Official Documented Meeting Minutes:

- CAD floor plan files are available
 - No MEP CAD files are anticipated to be available
- Designer is responsible to field verification. Designer to consider time for field verification when creating proposal.

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.



Meeting #1

- Designer is responsible to include elevator operator for all field verification. DAS can help with access to mechanical/electrical rooms but will not operate elevator for field verification.
- DAS request lump sum pricing include all reimbursables. No separate reimbursable line is needed for billing purposes.
- Insurance requirements listed in the RFP documents
- Contract will have a 20% design clause
 - At no additional costs, Designer will redesign to get project within budget if bids come in 20% higher than final cost opinion.

Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Questions & Comments				Open
Official Documented Meeting Minutes: <ul style="list-style-type: none">• What type of elevators were put in previously completed phase<ul style="list-style-type: none">◦ All 4 elevators are traction• Is there any known building electrical issues?<ul style="list-style-type: none">◦ All 4 elevators are on generator power. Transfer switch was a concern during update of north elevators but it was not an issue at the end of the project.• Is there any known water issues in the pit?<ul style="list-style-type: none">◦ No known issues• What is the estimated value of the project?<ul style="list-style-type: none">◦ Budget will be provided in the upcoming addendum• Do you have information regarding the existing security system that will be integrated with?<ul style="list-style-type: none">◦ Andover is currently in the building.• Existing 360° photos will be shared in upcoming addendum• Site visits can be made upon request						

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.

9173.00 Wallace South Elevator Modernization				DCI - Print										17-Sep-20 10:10 AM											
#	Activity Name	Remaining Duration	Start	Finish	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A		
1	9173.00 Wallace South Elevator Modernization																								
2	Milestones																								
3	Start of Design	0	14-Oct-20		◆ Start of Design																				
4	Design Development Complete	0		24-Nov-20	◆ Design Development Complete																				
5	50% CDs Complete	0		24-Dec-20	◆ 50% CDs Complete																				
6	100% Bid Documents	0		25-Jan-21	◆ 100% Bid Documents																				
7	95% CDs Complete	0		01-Feb-21	◆ 95% CDs Complete																				
8	Contractors under Contract	0	23-Mar-21		◆ Contractors under Contract																				
9	Construction Start	0	23-Jun-21		◆ Construction Start																				
10	Elevator 1 Out of Service	0	09-Jul-21		◆ Elevator 1 Out of Service																				
11	Elevator 1 Back in Service	0		09-Sep-21	◆ Elevator 1 Back in Service																				
12	Elevator 2 Out of Service	0	10-Sep-21		◆ Elevator 2 Out of Service																				
13	Elevator 2 Back in Service	0		01-Nov-21	◆ Elevator 2 Back in Service																				
14	Substantial Completion	0		08-Nov-21	◆ Substantial Completion																				
15	Final Completion	0		08-Dec-21	◆ Final Completion																				
16	Preconstruction																								
17	RFP Procurement	4	02-Sep-20	22-Sep-20	RFP Procurement																				
18	RFPs Due	0		22-Sep-20	RFPs Due																				
19	RFP Evaluation	5	23-Sep-20	29-Sep-20	RFP Evaluation																				
20	Designer NOI	0	30-Sep-20		Designer NOI																				
21	Designer 5 Day Appeal Period	5	30-Sep-20	06-Oct-20	Designer 5 Day Appeal Period																				
22	Design Contract Execution	5	07-Oct-20	13-Oct-20	■ Design Contract Execution																				
23	100% Design Development	20	14-Oct-20	10-Nov-20	■ 100% Design Development																				
24	Design Kick-Off Meeting	0	14-Oct-20		◆ Design Kick-Off Meeting																				
25	100% DD Constructability Review	5	11-Nov-20	17-Nov-20	■ 100% DD Constructability Review																				
26	100% DD Budget Development	5	11-Nov-20	17-Nov-20	■ 100% DD Budget Development																				
27	100% DD Submittal	0		17-Nov-20	◆ 100% DD Submittal																				
28	100% DD Review	5	18-Nov-20	24-Nov-20	■ 100% DD Review																				
29	Design Development Review Mtg.	0		24-Nov-20	◆ Design Development Review Mtg.																				
30	50% CD Development	10	25-Nov-20	10-Dec-20	■ 50% CD Development																				
31	50% CD Constructability Review & Bid Packaging	5	11-Dec-20	17-Dec-20	■ 50% CD Constructability Review & Bid Packaging																				
<div><div></div> Actual Work</div> <div><div></div> Remaining Work</div>				Page 1 of 3										TASK filter: Hide Done Activities.										© Oracle Corporation	
<div><div>◆</div> Milestone</div>																									

9173.00 Wallace South Elevator Modernization			DCI - Print										17-Sep-20 10:10 AM											
#	Activity Name	Remaining Duration	Start	Finish	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	
32	50% CD Budget Development	5	11-Dec-20	17-Dec-20																				
33	50% CD Submittal	0		17-Dec-20																				
34	50% CD Review	5	18-Dec-20	24-Dec-20																				
35	50% CD Review Meeting	0		24-Dec-20																				
36	95% CD Development	15	28-Dec-20	18-Jan-21																				
37	95% CD Constructability Review & Bid Packaging	5	19-Jan-21	25-Jan-21																				
38	95% CD Budget Development	5	19-Jan-21	25-Jan-21																				
39	95% CD Review	5	26-Jan-21	01-Feb-21																				
40	95% CD Submittal	0	26-Jan-21																					
41	95% CD Review Meeting	0		01-Feb-21																				
42	100% Bid Doc Coordination	5	02-Feb-21	08-Feb-21																				
43	100% CD Submittal	0		08-Feb-21																				
44	Post RFB to TSB	2	09-Feb-21	10-Feb-21																				
45	RFB Procurement	13	11-Feb-21	01-Mar-21																				
46	Bids Due	0		01-Mar-21																				
47	Contractor NOIs	0	02-Mar-21																					
48	Contractor 5 Day Appeal Period	5	02-Mar-21	08-Mar-21																				
49	Contractor Contract Execution	10	09-Mar-21	22-Mar-21																				
50	Construction																							
51	Submittals	30	23-Mar-21	03-May-21																				
52	Material Procurements	55	04-May-21	21-Jul-21																				
53	Hoistway Lighting (Both Shafts)	10	23-Jun-21	07-Jul-21																				
54	Floor Protection	1	08-Jul-21	08-Jul-21																				
55	Temp Barricades	2	09-Jul-21	12-Jul-21																				
56	Temp Power	2	09-Jul-21	12-Jul-21																				
57	Electrical Disconnect (Saturday Work)	1	13-Jul-21	13-Jul-21																				
58	Elevator Demo - Car 1	5	13-Jul-21	19-Jul-21																				
59	Mini Split Install	10	13-Jul-21	26-Jul-21																				
60	Modernization - Car 1	30	22-Jul-21	01-Sep-21																				
61	Sump Pump - Pit 1	3	27-Jul-21	29-Jul-21																				
62	Electrical Distribution	5	12-Aug-21	18-Aug-21																				
63	Fire Alarm Rough-In	1	19-Aug-21	19-Aug-21																				

Actual Work

Remaining Work

Critical Remaining ...

Milestone

Page 2 of 3

TASK filter: Hide Done Activities.

© Oracle Corporation

9173.00 Wallace South Elevator Modernization			DCI - Print												17-Sep-20 10:10 AM											
#	Activity Name	Remaining Duration	Start	Finish	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A			
64	Condenser Connection	1	20-Aug-21	20-Aug-21																						
65	Fire Alarm Trim Out	1	23-Aug-21	23-Aug-21																						
66	Fire Extinguisher & MR Signage	1	24-Aug-21	24-Aug-21																						
67	Elevator Flooring - Car 1	1	25-Aug-21	25-Aug-21																						
68	Inspection - Car 1	0		01-Sep-21																						
69	Punch List - Car 1	5	02-Sep-21	09-Sep-21																						
70	Floor Protection	1	02-Sep-21	02-Sep-21																						
71	Temp Barricades	2	10-Sep-21	13-Sep-21																						
72	Elevator Demo - Car 2	5	14-Sep-21	20-Sep-21																						
73	Modernization - Car 2	20	21-Sep-21	18-Oct-21																						
74	Sump Pump - Pit 2	3	05-Oct-21	07-Oct-21																						
75	Drip Pans	2	08-Oct-21	11-Oct-21																						
76	BAS Controls	10	08-Oct-21	21-Oct-21																						
77	Elevator Flooring - Car 2	1	12-Oct-21	12-Oct-21																						
78	Laminate Elevator Frames - Lobby	1	13-Oct-21	13-Oct-21																						
79	Replace Door & Frame - Machine Room	1	14-Oct-21	14-Oct-21																						
80	Paint Door & Frame - Machine Room	1	15-Oct-21	15-Oct-21																						
81	Adjusting - Cars 1 & 2	5	19-Oct-21	25-Oct-21																						
82	Inspection & Fire Alarm Testing	0		25-Oct-21																						
83	Punch List & Final Clean	5	26-Oct-21	01-Nov-21																						
84	Weather Days	5	02-Nov-21	08-Nov-21																						
85	Closeout																									
86	Final Completion	30	09-Nov-21	08-Dec-21																						

Actual Work

Remaining Work

Critical Remaining ...

Milestone

Page 3 of 3

TASK filter: Hide Done Activities.

© Oracle Corporation