

## **Addendum 1 for RFB 939200-02**

Project Name: DOC ASP Front Admin Building Entry Porch Repairs

RFB#939200-02

DAS Project #: 9392.00

Date: 1/16/2025

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

1. No Questions Received from Procurement.

See attached Meeting Minutes & Sign In Sheet from the January 8<sup>th</sup>, 2025 Pre-Bid Meeting and Site Walk.

END OF ADDENDUM

## RFB939200-02 Pre-Bid (RE-BID) Minutes: Meeting #2

<b>Meeting Date</b>	Jan 8, 2025	<b>Meeting Time</b>	11:00 AM - 12:30 AM Central Time (US & Canada)
<b>Meeting Location</b>	Anamosa State Pen.	<b>Video Conferencing Link</b>	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmNiZDQ5NWMtY2JjNC00Y2U5LThiOTUtNGZjYTYxOWNjYWFj%40thread.v2/0?context=%7b%22id%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22oid%22%3a%22ad237dea-5ff5-4be7-999b-c513373d00a8%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmNiZDQ5NWMtY2JjNC00Y2U5LThiOTUtNGZjYTYxOWNjYWFj%40thread.v2/0?context=%7b%22id%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22oid%22%3a%22ad237dea-5ff5-4be7-999b-c513373d00a8%22%7d</a>

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

**Notes**

**Attachments** [Re-Bid 9392.00 ASP Porch Repair Bid Meeting Sign In.pdf](#), [Project Manual RFB939200-02.pdf](#), [2024\\_1203\\_9392.00\\_ASP Admin Bldg Entry Porch Repairs - Rebid Set.pdf](#)

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Boyd Hoyt	Anamosa State Penitentiary	P: (319) 462-3504 ext. 2250	boyd.hoyt@iowa.gov	Present
Lisa Oswald	Anamosa State Penitentiary	P: (319) 462-3504	lisa.oswald@iowa.gov	Present
Noah Thelen	McGough Construction	P: (515) 639-3853	noah.thelen@mcgough.com	Present
Scott Allen	OPN Architects	P: (515) 309-0722	sallen@opnarchitects.com	Present
Brandon Adams	State of Iowa - Department of Administrative Services		brandon.adams@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>Noah Thelen - McGough Construction Brandon Adams - DAS Owners Rep Boyd Hoyt - ASP Facility Scott Allen- OPN Architects</p> <p>Include sign in sheet for bidders.</p> <p><b>Official Documented Meeting Minutes</b> See Sign In Sheet Attached</p> <p>DAS - Oliver Shimp Peak - Cassidy Harrison Portzen - Ben Mumm</p>						

Bi State Masonry - Mark Luebbers McGough - Barry V.
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**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<p><b>Description</b> Repairs and Corrections to the administration building front entry at Anamosa State Penitentiary. Work regarding the Front Porch includes removal of the existing flooring structure and arch supports. Removal and replacement of the marble tiles to be re-installed on top of new concrete formed floor structure. The Floor structure will include new foundations, poured concrete walls, beams and columns to support the new floor.</p> <p>Alternate #01 - All work regarding the retaining wall includes removal of the existing façade blocks and installation of new lime stone blocks. In addition to replacing the retaining wall face the stairwell and handrail system adjacent to the wall will need to be modified to allow installation of the new blocks.</p> <ul style="list-style-type: none"> <li>• Base bid - Front Porch repairs complete for all plans and specifications.                             <ul style="list-style-type: none"> <li>◦ Not limited to dumpsters, temporary fencing, demolition, excavations, concrete and structure, site work and seeding, limestone repointing &amp; repairs, installing new marble flooring &amp; sealing.</li> </ul> </li> <li>• Alternates - Retaining Wall Work                             <ul style="list-style-type: none"> <li>◦ Drawing sheet A302 and relevant specifications.</li> </ul> </li> <li>• Unit prices - None</li> </ul>						
<p><b>Official Documented Meeting Minutes</b> Reviewed Project and discussed changes to the drawings including the newly added Alternate #01 which includes the retaining wall being pulled from Base Bid.</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: End of January 2025 following Bidding</li> <li>• Submittals: February 2025 - March 2025</li> <li>• Construction: April-August 2025 (Spring work pending weather)</li> <li>• Closeout: September 2025</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>						
<p><b>Official Documented Meeting Minutes</b> Schedule was reviewed and it was discussed that if the Alternate #01 would be approved both areas would be conducting work at the same time under the construction schedule.</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>   <li>• Temporary facilities by prime for their workers.</li> <li>• Tool control - 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>• Cell phones - Cell phones, weapons, and cameras/camcorders are not allowed inside the facility.</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.</li> </ul> </li> <li>• In addition to background checks all contractors who will be working onsite will need to take the PREA test which can be found here: <a href="https://docs.google.com/presentation/d/1_8lcvvpMCYdqasseVuOxzy2ISqjS3RUi6Oups7t6-zA/pub?start=false&amp;loop=false&amp;delayms=3000&amp;slide=id.p">https://docs.google.com/presentation/d/1_8lcvvpMCYdqasseVuOxzy2ISqjS3RUi6Oups7t6-zA/pub?start=false&amp;loop=false&amp;delayms=3000&amp;slide=id.p</a></li> <li>• Work hours: 7am - 4pm, Monday through Friday unless arrangements are made in advance.                         <ul style="list-style-type: none"> <li>◦ 10 hour days available and weekends outside the facility.</li> </ul> </li> <li>• View Specification 01 1200 - Contract Summary for more information.</li> </ul> <p><b>Official Documented Meeting Minutes</b></p> <p>Reviewed ASP rules for working on site. Since work is outside of the facility some of the requirements are not the same as inside.</p> <p>Inmates are working outside the grounds so site cleanup needs to happen daily. It was informed that the crews working on site should not be wearing RED as this is what colors the inmates outside will be wearing.</p>						

**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>Tuesday, January 23rd, 2025 at 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 23rd, 2025 at 3:00pm (See Notice to Bidders Section 00 1113)</b></li> </ul>						

- Contractor shall reference section 00 0116 for the bid submittal checklist
  - Bid Proposal Information
  - Non Discrimination Clause Information
  - Contractor Targeted Small Business Enterprise Pre-Bid Contract Information
  - Bid Security – 5% of total Bid amount
- Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening

**Official Documented Meeting Minutes**

The attendees understand the bidding dates and process. It was informed by Noah the bidders should get access to IMPACS and set up prior to the bid date to insure they are familiar and dont have issues logging in and setting up a profile.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
<b>Description</b>						
<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>: January 13th, 2025 by 2:00pm</li> <li>• Addendum Issued: Following questions week January 13th.</li> <li>• Bids Due: Tuesday, January 23rd, 2025 at 2:00pm</li> <li>• Tentative NOI Issued: Week of 27th following Bid Opening.</li> </ul>						
<b>Official Documented Meeting Minutes</b>						
as of 1/16/2025 no questions received from contractors.						

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>						
Attendees aware of the requirements for DAS and contracts.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
<b>Description</b>						
<i>Review and walk proposed construction area outside the facility.</i>						

**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> no questions received.						

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.

