

# Addendum 1 for RFQ926200-02

Project Name: WRC Elevator Work  
DAS RFB #: 926200-02  
DAS Project #: 9262.00  
Date: 11/15/2023

**Questions Due: November 14, 2023, at 10:00am**

**Bids Due: November 21, 2023, at 2:00pm**

## **TO: PROSPECTIVE BIDDERS:**

THIS ADDENDUM FORMS A PART OF THE BIDDING AND CONTRACT DOCUMENTS AND MODIFIES THE BIDDING DOCUMENTS DATED 11-3-2023, WITH AMENDMENTS AND ADDITIONS NOTED BELOW. THIS ADDENDUM SUPERSEDES AND SUPPLEMENTS ALL PORTIONS OF THE ORIGINAL BIDDING AND CONTRACT DOCUMENTS WITH WHICH IT CONFLICTS. ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE IMPACS ELECTRONIC PROCUREMENT SYSTEM. FAILURE TO DO SO MAY DISQUALIFY THE BIDDER.

## **GENERAL NOTES**

1. Notice of Intent to Award will be Monday 11/27/2023.
2. Submit quote via email to [construction.procurement@iowa.gov](mailto:construction.procurement@iowa.gov)
3. RFQ will result in 2 separate 802 contracts – one for Medical Center and one for Myers Hall.

## **QUESTIONS AND ANSWERS FROM PRE-BID MEETING**

**Q1.** Is there any preference on which building to do first?

**A1.** All things equal, do the Medical Center first, but don't wait to do Myers Hall if that is ready to be installed before Medical Center.

**Q2.** Will performance and payment bonds be required for the Myers Hall work?

**A2.** It is unlikely that they will be needed for the Myers Hall contract, as performance and payment bonds will only be required if the contract total is \$25,000.00 or greater.

## **ATTACHMENTS**

1. Minutes from the Pre-Bid meeting.
2. Pre-Bid Sign in Sheet held on 11/9/2023.

**END OF ADDENDUM**



**AGENDA**  
**PRE-BID MEETING**

WRC Elevator Work  
DAS Project No. 9262.02  
Woodward, Iowa

*10:00 am on November 9, 2023*

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**I. Introductions**

- a. Please register your attendance on the sign-in sheet.

**II. Project Overview**

- a. **Project Description:** Make alterations to two (2) hydraulic elevators located on the campus of the Woodward Resource Center, Woodward, IA.

- b. **Bid Packages**

- i. **Medical Center Elevator**

1. Install a code approved panel in the mechanical room to add Phase One recall to the elevator. All wiring shall be included and installed in code approved wireways.
    2. Install a new hall fixture at Floor 1, mounted at ADA height and includes an FEO-K1 fire switch and Fire indicator. Provide a keyed switch with three positions, Bypass, Off, On. The key shall be removeable in the Off and On positions only.
    3. Install a Fire Buzzer and Indicator in the elevator cab that signals activation of any recall device.
    4. Install fire signage at all landings. The signage made of white plastic with red and black symbols containing three (3) flame emblems and "In Case Of Fire Emergency Use Exit Stairs". The signage at the Phase One switch shall include instructions for Phase One recall.
    5. There shall be a pretest prior to scheduling the acceptance test with the State of Iowa Elevator Division.
    6. Provide all necessary materials, labor and permits.

- ii. **Myers Hall Elevator**

1. Install a new FEO-K1 fire recall switch and bezel in the hall station. The bezel shall be Red with the following markings:  
Bypass, Off, On.  
The key shall be removeable in the off and on positions only.
    2. Connect the relay signals (provided by others) to the controller to enable recall by the fire detection system.
    3. Install fire signage at all landings. The signage made of white plastic with red and black symbols containing three (3) flame emblems and "In Case Of Fire Emergency Use Exit Stairs".
    4. The signage at the Phase One switch shall include instructions for Phase One On, Off and Bypass positions.

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5. There shall be a pretest prior to scheduling the acceptance test with the State of Iowa Elevator Division.
6. Provide all necessary materials, labor and permits.

### c. Schedule

- i. Anticipated Notice of Intent to Award – ~~11/22/23~~ 11/27/2023
- ii. Submittals/Procurement – December 2023 to February 2024
- iii. Construction – February 2024 through March 2024
- iv. Substantial completion date of - 03/29/2024

### d. Site Rules

- i. Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractor/suppliers is taking place.
- ii. Contractor shall provide daily logs for each day they are on site.
- iii. Construction progress meeting will be established once construction starts.
- iv. Clean debris, materials, and bring all finishes back to existing conditions in the area they were working prior to moving to the next area.
- v. Each person must pass a State of Iowa background check prior to working at this campus. There is no cost to the Contractors. We recommend that two weeks be allowed for this process.
- vi. Each person must attend a 15-minute WRC/Story Construction orientation prior to working at this campus.
- vii. Ladders and scaffolding must be taken down when not in use and at the end of each shift. Fuel cans are always to be secured.
- viii. During an emergency, follow the instructions of the security staff.
- ix. Secure all tools at the end of each day. Never leave tools unattended. All tools shall be checked in at the beginning of the day and checked out at the end of the day. If security officers find loose tools, they are under orders to turn them in to their supervisor.
- x. Company and personal vehicles are to be parked, windows up, and locked in designated or authorized area of the work and never leave keys in the vehicle.
- xi. All state properties are tobacco free. No smoking will be permitted or tolerated on campus unless in designated areas.
- xii. Wearing hardhats, safety glasses, work boots, long pants, and shirts with sleeves are a requirement of this project.
- xiii. Work Hours
  1. Work hours are not limited at the Medical Center except when working in the pharmacy rooms. Please provide the facility with one week notice before performing any work at the pharmacy, and one of two people at the facility will need to be present during work. All other areas do not have work hour restrictions.

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### xiv. Temporary Facilities and Controls

1. The Contractor will be allowed to utilize existing utilities. However, the Contractor shall install, maintain, and remove temporary utilities as necessary to suit their needs. Temporary utilities shall not disrupt the Facility's need for continuous service. If using the permanent electrical and water utilities, the Owner will pay for the cost of consumption. (Section 01 5000-1.02)
2. The Construction Manager/Owner will provide the following:
  - a. Sanitary facilities.
  - b. Temporary gravel parking, laydown, and trailer area.
3. Contractor to provide:
  - a. Dumpsters /waste haul-off
  - b. Plastic barriers for dust control.

### xv. Safety

1. Proper PPE (hard hat, safety glasses, long pants, shirts with sleeves)
2. Fall protection
3. Hazardous Materials
4. Silica
5. Lock Out, Tag Out

## III. RFQ Overview

### a. Quote Submission

- i. Quotes are due at **2:00 pm on Tuesday November 21<sup>st</sup>, 2023.**
- ii. Quotes shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System. **Submit quotes via email to [construction.procurement@iowa.gov](mailto:construction.procurement@iowa.gov)**
  1. Link and information is in the project manual.
  2. Contractors will need to register prior to bidding.
  3. Bidders will need to register regardless of whether it has already done business with the State of Iowa.
  4. 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.
  5. Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.
  6. Do not send a qualified bid. Bid the contract drawings and specifications as written.
- ~~iii. Bid Opening will be held via conference call on Tuesday, November 21<sup>st</sup> at 3:00 pm.~~
- ~~iv. Contractor shall reference section 00 0116 for the bid submittal checklist.~~
  - ~~1. Bid Proposal Information~~
  - ~~2. Non-Discrimination Clause Information~~
  - ~~3. Contractor Targeted Small Business Enterprise Pre-Bid Contract Information~~
  - ~~4. Bid Security – 5% of total Bid amount~~

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- ~~v. Apparent low bidder will be required to submit subcontractor/supplier list 48 hours after bid opening.~~
- b. Bid Schedule
  - i. Questions/Substitutions Due in Writing to [Construction.Procurement@iowa.gov](mailto:Construction.Procurement@iowa.gov): 11/14/2023 at 10:00 am
  - ii. Addendum Issued: ~~12/3/2023~~ **Week of 11/17/2023**
  - iii. **Quotes Due: Tuesday November 21<sup>st</sup>, 2023 at 2:00 pm**
  - iv. Tentative NOI Issued: ~~11/22/2023~~ **11/27/2023**
- c. Administrative Details
  - i. The contract between the State of Iowa and the Contractor will be for a lump sum amount, utilizing a modified ConsensusDOCS 802 Standard Form of Agreement. An example of the contract is included in Division 00 of the specifications.
  - ii. The project is exempt from Sales Tax. See Section 00 2113-3.02.
  - iii. Davis-Bacon rules do not apply to this project.
  - iv. Project-specific P&P bonds must be provided prior to contract execution.
  - v. Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802.
  - vi. The successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid.
  - vii. DAS will provide tax exempt certificates upon request.
  - viii. Procure will be used for all project management, at no cost to the trade contractor.
    - 1. Submittals, Invoicing, RFIs, ASIs, PRs, RFQs
    - 2. Contracts, Change Orders and Certificates of Substantial and Final Completion will also use DocuSign.
  - ix. Contractor Schedule of Values shall be broken out as specified in the project manual.
    - 1. SOV must contain a closeout line item for the greater value of 1% of the total contract value or \$1,000.
    - 2. The line item can only be invoiced once the certificate of final completion has been signed by all parties.

#### IV. Questions/Clarifications

- RFQ will result in two separate 802 contracts – one for Medical Center and one for Myers Hall
- Q1. Is there any preference of which building to do first?
  - o All things equal, do the Medical Center first, but don't wait to do Myers Hall if that is ready to be installed before Medical Center.
- Q2. Will performance and payment bonds be required for the Myers Hall work?
  - o It is unlikely that they will be needed for the Myers Hall contract, as performance and payment bonds will only be required if the contract total is \$25,000.00 or greater.

#### V. Walkthrough

WRC Medical Center & Myers Hall Elevator Work  
Pre-Bid Meeting

11/9/2023



Sign-in Sheet

Name	Company	Email Address	Telephone
Elijah Ralston	Story Construction Co.	<a href="mailto:elijah.ralston@storycon.com">elijah.ralston@storycon.com</a>	515-290-1135
Sam Vorrie	Story Construction Co.	<a href="mailto:sam.vorrie@storycon.com">sam.vorrie@storycon.com</a>	515-291-4483
✓ Jennifer Kleene	DAS	<a href="mailto:jennifer.kleene@iowa.gov">jennifer.kleene@iowa.gov</a>	515-822-8197
MIKE BROWN	ATIS	<a href="mailto:mikedbrown@atis.com">mikedbrown@atis.com</a>	319-429-3403
Matt Malm	OTIS ELEVATOR	<a href="mailto:Matthew.Malm@otis.com">Matthew.Malm@otis.com</a>	515-732-7472
Kim Kovacic	OTIS		515 218 3437
Tim Schofield	WRC	<a href="mailto:Tschafi@dhs.state.IA.US">Tschafi@dhs.state.IA.US</a>	515-419-2004
Andrew Dumbauld	TK Elevator	<a href="mailto:Andrew.Dumbauld@TKElevator.com">Andrew.Dumbauld@TKElevator.com</a>	515-897-9830