



Addendum 02 for RFP942600-01

Project Name: Hoover 5th Floor IDALS Renovation
DAS RFB #: 942600-01
DAS Project #: 9426.00
Date: 10/14/2024

Proposals Due: October 17th, 2024, at 2:00 PM CST

Contents:

- Cover Page – Clarifications (1 page)
- Pre-Proposal Meeting Minutes & Sign-In Sheet (5 pages)

1. Clarifications:

- 1.1. The anticipated construction budget is \$1,580,000. The following owner provided costs are excluded from this number:
 - 1.1.1. Electrical and low voltage demolition
 - 1.1.2. Low voltage cabling, testing, and terminating (rough-ins by this project)
 - 1.1.3. AV conference room technology (backing and rough-ins by this project)
 - 1.1.4. Furniture
- 1.2. The State of Iowa will provide all finish selections to the designer for incorporation in the design documents.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Oct 9, 2024	Meeting Time	10:00 AM - 11:30 AM Central Time (US & Canada)
Meeting Location	1305 E. Walnut Street Des Moines IA 50319		
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	Sharp Copier_20241009_112819.pdf , Addendum #01 RFP942600-01.pdf , RFP942600-01 Hoover 5th Floor Renovation - DRAFT.pdf , Exhibit A – Schematic Design Development.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Brad Meister	Capitol Complex Maintenance		brad.meister@iowa.gov	Present
Barbara Bendon	DAS Space Management & Leasing Division	P: (515) 281-8887	barbara.bendon@iowa.gov	Present
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.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
Description Attendance Please Sign-In Jennie Elliott - Owner's Representative, State Design & Construction Resources Bureau Barb Bendon - Bureau Chief, Statewide Space Management & Leasing Bureau Brad Meister - Project Manager/Energy Associate Michael Steen - DCI Group Vice President Kurt Fisher - DCI Group Superintendent Jarrad Boever - DCI Group Project Manager						
Official Documented Meeting Minutes See attached sign-in sheet						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description - Complete design, including all design disciplines, for the renovation of approximately 30,245 SF of office space on the 5th Floor of the Hoover Building. Project scope is anticipated to include: - Demolition including carpet, base, miscellaneous wall removals, electrical, low voltage, mechanical, and fire alarm. In floor electrical and low voltage will be removed by the Owner prior to the start of construction. - New wall construction from floor to ceiling and patching where removals occurred. Ceiling system is a metal lay in panel system. - New doors, frames, borrow lights. - Painting of walls, door frames, and metal acoustical ceiling system. - New flooring including carpet, LVP, tile, and vinyl base. - Reception millwork and window. - New plumbing for restroom and kitchenette space. Modifications to lower floors to accommodate new plumbing shall be part of this scope. - Complete electrical, low voltage, and fire alarm. Access controls is assumed to be able to remain as existing. - Coordination with Owner provided access controls vendor for incorporation into project drawings. - Design shall include a construction alternate for the incorporation of a new white noise system. - Design for pathways and rough-ins for Owner provided AV. Owner will procure a third-party for AV design, procurement, and installation. - Coordination with Owner provided furniture layout and furniture vendor. - HVAC modifications to accommodate new construction. The existing light fixtures are also a diffuser for the mechanical supply. Designer shall look into potential salvage options for duct work/diffusers salvaged from previous State projects with similar system. - Sprinklers to be modified to accommodate new construction. - New electrical and low voltage. - Owner will provide new LED bulbs for installation by contractors. Designer shall coordinate requirements with the State during design. - Iowa Communication Network will provide, pull, terminate, label, and test all low-voltage wiring. It will be the responsibility of the designer to coordinate documents accordingly and design pathways and rough-ins. - Design shall include an early release package for long lead items such as mechanical equipment, controls, and door and borrow light frames. - Coordination and incorporation into documents for Owner provided work including: - Electrical and low voltage demolition - Capping of existing floor duct penetrations - Low voltage testing and terminating - Furniture - AV supply and installation. - Supply of LED bulbs for existing fixtures - See Exhibit A for schematic design developed by the State of Iowa. - The following shared spaces on the floor are not part of the current scope aside from what is required to accommodate adjacent work: - Women's and Men's Restrooms - Elevators - Corridor and Elevator Lobby - Break Room - Equipment, Janitorial, IT Storage, and Server Room - Vending - Designer shall anticipate a bi-weekly conference call during design to review progress and open items. - Existing CAD/PDF drawings will be provided to the successful design firm. Accuracy of drawings shall be verified by the design firm. - Construction cost opinions provided by the Design Professional team during Design (at 100% design development documents, 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code. - Include at a minimum, eight (8) site visits. Design kick off/Building evaluation, Pre-bid meeting, Construction Field Observation (3), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit.						

Design Review at 100% design development documents, 50% documents, and 95% construction document 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

- The State of Iowa will provide all finish selections to the designer for incorporation into the design documents.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description - Questions Due to construction.procurement@iowa.gov: 10/11/2024 at 2:00 PM CST - Addendum Issued: 10/14/2024 - Proposals Due: 10/17/2024 at 2:00 PM CST - Selection of Designer/Issue NOI: by 10/25/2024 - Execution of Designer's Contract Week of November 4, 2024 - Tentative Design Kick-Off Meeting Week of November 4, 2024 - Onsite Investigation & 100% Design Development Documents and Cost Opinion By To Be Proposed by Designer 50% Construction Documents and Cost Opinion By To Be Proposed by Designer 95% Construction Documents and Cost Opinion By December 23, 2025 100% Construction Documents and Cost Opinion By January 08, 2025 - Contractor Bidding February 2025 - Execution of Contractor's Contract(s) February 2025 - Submittals, Procurement and Construction February 2025 to May 2025 - Close out May 2025 to June 2025						

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
Description - All questions to be directed to construction.procurement@iowa.gov - DAS uses Procore online project management system for all projects, at no cost to the designer. - DAS uses a modified ConsensusDocs 803 Form of Agreement - DAS requires a project-specific Certificate of Insurance and specifies a Professional Liability policy of \$2,000,000 with a deductible of \$25,000 - Must note in proposal if deductible is different and provide a letter of financial stability from bank - Must provide COI prior to contract execution - Ensure the following items are included in the proposal: - Project-specific schedule - Resumes for all technical staff that will be assigned to the project - Anticipated hours and rates for each person on the design team - Lump sum broken down by schedule of values - Proposals shall be uploaded through the IMPACS Electronic Procurement System (do not email to Procurement). - Link and information is in the RFP - Designers will need to register prior to submission						

- Designer should complete the registration process and ensure the ability to log in as soon as possible to ensure proposals can be submitted on the due date.
- Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description Any questions?						
Official Documented Meeting Minutes • What is the construction budget? ◦ The anticipated construction budget is \$1,580,000. The following owner provided costs are excluded from this number: ▪ Electrical and low voltage demolition ▪ Low voltage cabling, testing, and terminating (rough-ins included) ▪ Furniture						

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.

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