

## **Addendum #01 for RFP #939100-01**

**Project Name:** DOC 1JD DPP Tuckpointing

**DAS Project #:** 939100-01

**DAS RFP #:** 9391.00

**Date:** 4/12/2024

Addendum #1:

### **This Addendum consists of:**

#### General Items:

1. Questions Received from contractors (2 Pages)
2. Meeting Minutes: RFP Pre-Proposal Meeting held on 4/5/2024 (3 Page)

#### QUESTIONS & ANSWERS:

Q1. In order to allow appropriate time for design/production and with a full summer schedule, can the end date of this project be shifted to the end of August?

A1. Yes, the deadline for the submission of the 100%Evaluation/Schematic Design Review can be shifted to August 30, 2024. All interim dates are preliminary until a designer has been selected. Once a design firm has been contracted then they will need to submit a design schedule to the team.

Q2. During the pre-proposal conference, I understood that a construction budget of \$200,000 has been established for the project. Please confirm.

A2. Correct. The current budget is \$200,000 but there is the potential of additional funding if needed.

Q3. Verify that the building is not listed on the historic register. My understanding is that it is only located in a historic district, contributing to that district.

A3. Correct.

Q4. Has the State Historic Preservation Office been made aware of this project?

A4. Yes, but it will be the selected design firm's responsibility to continue these conversations with SHPO.

Q5. Coordination of any work on shared party walls with adjacent building owners is understood and included. Please confirm that correction of party wall issues is not part of this project as was mentioned during the walk-through.

A5. The party wall to the north is not part of this project currently except for the triangle portion of the wall that supports the front wall on both sides. The parapet wall to the south is also not part of this project except for the portion that protrudes out. This portion is approximately 30' long and sticks out about 6".

Q6. Given that the scope of work under RFP 939000-01 DOC 1JD DPP Basement Water Infiltration Mitigation Evaluation and Design is to be completed at the same time as work under this project, we may be able to offer a reduction in fee if both projects are awarded to us and the work can be completed simultaneously. Confirm whether this is permissible and/or of interest.

A6. Yes. If both RFPs are awarded to the same designer, DAS would negotiate a reduction in fees with the selected designer. Please submit your pricing for each proposal as a standalone project but include what the reduction may be if awarded both projects.

Q7. What is the project budget and construction cost for this project?

A7. The project budget for 9391.00 is currently \$200,000.00. Construction costs have not been estimated and the project budgets may change after the scope is further defined.

Q8. Do you have current site surveys above grade like topography drawings of the site?

A8. No.

Q9. Do you have below the ground for utilities drawings around this building?

A9. No.

Q10. Do you have existing drawings and specs for this building?

A10. No.

## RFP Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Apr 5, 2024	<b>Meeting Time</b>	1:00 PM - 2:00 PM Central Time (US & Canada)
<b>Meeting Location</b>	745 Main St. Dubuque, Iowa 52001	<b>Video Conferencing Link</b>	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDExZTdjYmUtMmZIMS00NTNhLWE0MDgtN2Y4OGNhMGQ3ZDU5%40thread.v2/0?context=%7b%22Tid%22%3a%22705e7dc3-c582-4519-a026-3a1c9fd5fc88%22%2c%22Oid%22%3a%2232fc077f-7c0c-4059-94f0-09beb0a16bf6%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDExZTdjYmUtMmZIMS00NTNhLWE0MDgtN2Y4OGNhMGQ3ZDU5%40thread.v2/0?context=%7b%22Tid%22%3a%22705e7dc3-c582-4519-a026-3a1c9fd5fc88%22%2c%22Oid%22%3a%2232fc077f-7c0c-4059-94f0-09beb0a16bf6%22%7d</a>

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

**Notes**

**Attachments**

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jarrad Boever	Boyd Jones Construction Company		jboever@boydjones.biz	Present
Andrew Paleczny	Boyd Jones Construction Company	P: (402) 553-1804	apaleczny@boydjones.biz	For Distribution Only
Johnny Hill	DOC CBC #1	P: (319) 291-2087	johnny.hill@iowa.gov	Present
Jennifer Kleene	State of Iowa - Department of Administrative Services	P: (515) 725-0454	jennifer.kleene@iowa.gov	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
<p><b>Description</b> DAS - Owner Representative</p> <ul style="list-style-type: none"> <li>Jennifer Kleene</li> </ul> <p>Boyd Jones - Construction Manager</p> <ul style="list-style-type: none"> <li>Andrew Paleczny - Project Manager</li> <li>Jarrad Boever - Project Engineer</li> </ul> <p>DOC 1JD DPP</p> <ul style="list-style-type: none"> <li>Johnny Hill - Facilities Manager</li> <li>Christopher Matlock - Maintenance</li> </ul> <p><b>Official Documented Meeting Minutes</b> Also in attendance:</p> <ul style="list-style-type: none"> <li>Tammy Black - Stickley Morton Architects 563-500-8435 <a href="mailto:tammy@stickleymorton.com">tammy@stickleymorton.com</a></li> <li>Scott Allen - OPN 515-309-0722 <a href="mailto:sallen@opnarchitects.com">sallen@opnarchitects.com</a></li> </ul>						

- Ema Kuhlmann - FEH Design 563-583-4900 [emak@feharchitects.com](mailto:emak@feharchitects.com)
- Darrell Smith - EFC Midwest
- Edward Matt - Genesis 515-238-2146 [ematt@gendsm.com](mailto:ematt@gendsm.com)
- Bill Groh - Shive Hattery 563-635-7264 [bgroh@shive-hattery.com](mailto:bgroh@shive-hattery.com)

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p><b>Description</b>                      At a minimum, design for construction of the following:</p> <ul style="list-style-type: none"> <li>• Identify areas of damaged masonry and determine repair methods.</li> <li>• Evaluate if any structural repairs are needed. If needed, the design for structural repairs would be negotiated with the successful proposer.</li> <li>• Review recommendations with the State Historic Preservation Office and follow any applicable guidelines.</li> <li>• Coordinate any work on shared party walls with adjacent building owners.</li> </ul>						
<p><b>Official Documented Meeting Minutes</b>                      Clarifications:                      Bi-weekly meetings would only be held during construction.                      Areas of the building that have interior brick on the exterior walls need to be addressed as part of this projects scope.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p><b>Description</b>  <i>RFP-specific dates</i></p> <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: <b>4/11/2024 @ 4:00 PM</b></li> <li>• Addendum Issued:</li> <li>• Proposals Due: <b>4/18/2024 @ 2:00 PM</b></li> <li>• Selection of Designer/Issue NOI: <b>Week of April 22, 2024</b></li> <li>• Execution of 803 Contract: <b>Week of April 29, 2024</b></li> <li>• Tentative Design Kickoff Meeting: <b>Week of May 6, 2024</b></li> <li>• 50% CD and budget: <b>Week of June 17, 2024</b></li> <li>• 95% CD and budget: <b>TBD</b></li> <li>• 100% CD and budget: <b>Week of July 29, 2024</b></li> <li>• Contractor Bidding: <b>August 2024</b></li> <li>• Execution of Contractor's Contract(s): <b>September 2024</b></li> <li>• Submittals, Procurement and Construction: <b>October 2024 to August 2025</b></li> <li>• Closeout: <b>September 2025 to November 2025</b></li> </ul>						

**RFP Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• All questions to be directed to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a></li> <li>• DAS uses Procore online project management system for all projects, at no cost to the designer.</li> <li>• DAS uses a modified ConsensusDocs 803 Form of Agreement</li> </ul>						

- 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

**Conclusion**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<b>Description</b>						
Any questions?						
<b>Official Documented Meeting Minutes</b>						
Q1. Is the west parapet wall included in this project?						
A1. At this time the only area of the parapet wall that is included in this project is the area that sticks out about 6" and runs for about 30 feet closest to the alley. Also includes the triangle support wall that is connected to the front wall along Main Street.						
Q2. What is the decking made of?						
A2. 1/3 of the roof is concrete decking closest to the alley. The other 2/3 of the roof is wood decking.						
Q3. What is the project budget?						
A3. The current budget is \$200,000 all in but there potentially could be additional funding if needed.						

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.

END OF ADDENDUM #1