

## **Addendum 1 for RFB937700-01**

Project Name: DOC 6JD IC Hope-Stratton HVAC Phase 1

RFB #: 937700-01

DAS Project #: 9377.00

Date: 09/27/2024

**Questions/Substitutions due to [construction.procurement@iowa.gov](mailto:construction.procurement@iowa.gov) by Oct. 1, 2024 @ 12 pm**

**Bids Due: October 9, 2024 @ 2 pm**

1. See attached Pre-bid Meeting Minutes from the Pre-Bid Walkthrough on September 26, 2024 @ 11:00 am and Attendee List.
  
2. QUESTIONS
  - Q1: What is the estimated construction budget?  
A1: \$158,300.00.
  
  - Q2: Are the Lennox 410A units still available?  
A2: It was confirmed that they were available in early September when the documents were being finalized, and at that time there were no units with new refrigerants available. Contractors are welcome to propose substitution requests for different equipment with new refrigerants if they find they are now available.
  
  - Q3: Will we run new line sets?  
A3: Yes.
  
  - Q4: Is painting to be done by contractors?  
A4: Yes.
  
  - Q5: Is the electrical work outside?  
A5: Yes, exterior panelboards will be added and fed from the existing wireway.
  
  - Q6: Do we need to pull new wire?  
A6: No, the existing wire can handle the load.

## RFB Pre-Bid Minutes: Meeting #1

**Meeting Date** Sep 26, 2024 **Meeting Time** 10:00 AM - 11:00 AM Central Time (US & Canada)

**Meeting Location** Hope House

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

**Notes**

**Attachments**

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	Conference
Leilani Hammel	McGough Construction	P: (515) 344-8980	leilani.hammel@mcgough.com	Present
Zach Stoner	McGough Construction	P: (515) 639-3853	zach.stoner@mcgough.com	Present
Barry Voelker	McGough Construction	P: (515) 639-3853	barry.voelker@mcgough.com	For Distribution Only
Brian Mullinix	Sixth Judicial District - Department of Corrections	P: (319) 398-3675	brian.mullinix@iowa.gov	Present
Cory Snyder	Sixth Judicial District - Department of Corrections	P: (319) 398-3675	cory.snyder@iowa.gov	Present
Jennifer Kleene	State of Iowa - Department of Administrative Services	P: (515) 725-0454	jennifer.kleene@iowa.gov	Conference
Mike Drahos	West Plains Engineering Inc.	P: (319) 365-0030	mike.drahos@westplainsengineering.com	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> <ul style="list-style-type: none"> <li>• DAS - Owner's Rep <ul style="list-style-type: none"> <li>◦ Jennifer Kleene</li> </ul> </li> <li>• McGough - CM <ul style="list-style-type: none"> <li>◦ Leilani Hammel</li> <li>◦ Zach Stoner/Barry Voelker</li> <li>◦ Adam Douglas</li> </ul> </li> <li>• 6JD <ul style="list-style-type: none"> <li>◦ Cory Snyder</li> </ul> </li> </ul>				

	<ul style="list-style-type: none"> <li>◦ Brian Mullinnix</li> <li>• West Plains</li> <li>◦ Mike Drahos</li> </ul>
<p><b>Official Documented Meeting Minutes</b> See attached attendee list.</p>	

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• <b>Base bid:</b> HVAC Replacement Complete</li> <li>• <b>Alternate 01:</b> Ceiling Diffuser Insulation - install 1-1/2" thick blanket insulation on top of ceiling diffusers at 58 locations in areas with lay-in ceilings (this does not include double resident rooms). Prove 24"x24" square piece of insulation with round cut out for diffuser duct connections. Tape new insulation to existing insulated flex duct connection.</li> <li>• <b>Alternate 02:</b> Furnace F-2 Replacement - replace furnace F-2 with new unit.</li> <li>• <b>Alternate 03:</b> Furnace F-3 Replacement - replace furnace F-3 with new unit.</li> <li>• <b>Unit price 01:</b> Supply Diffuser Insulation - provide cost to install additional insulation at a single supply diffuser location where the existing exterior insulation on the flex duct cannot be stretched for proper connection to diffuser connections. Insulation to be 1-1/2" thick blanket insulation approximately 12" W by 30" L to wrap around 8'-10" duct.</li> </ul>						

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: 10/10/2024</li> <li>• Submittals: October - November 2024</li> <li>• Construction: December 2024 - February 2025</li> <li>• Closeout: March 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></p> <ul style="list-style-type: none"> <li>• Any other dates that are added a State Holidays will be communicated with the project team as soon as possible.</li> </ul>						

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> </ul>						

- Construction progress meeting will be established once construction starts.
- It is of the utmost importance to show respect and courtesy to all staff at all times.
- 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.
- No smoking, vaping or smokeless tobacco use onsite.
  
- Temporary Sanitary facilities - no needed, contractors can use Hope House's facilities.
- Tool control - There is no tool check-in/out. Contractors are responsible for keeping track of their tools and never leaving them unattended. Tools shall be secured at the end of each work day.
- Cell phones - The foreman will be allowed to have one cell phone.
- Background checks/PREA Training will be required for all contractors that will be onsite.
- Work hours - 7:00am - 5:00pm, Monday through Friday, unless arrangements are made in advance.
- View Specification 01 1200 - Contract Summary for more information.

**Official Documented Meeting Minutes**

- There are no cell phone restrictions, contractors just need to be mindful/respectful of staff and residents.
- Background checks are at no cost to the contractor. They will be filled out at least 2 weeks in advance and sent directly to the facility. PREA training will need to be completed prior to work starting or contractors will not be allowed on the job site.

**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>Wednesday October 9, 2024 @ 2pm</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>10/09/2024 @ 3pm</b></li> <li>• Contractor shall reference section 00 0116 for the bid submittal checklist                             <ul style="list-style-type: none"> <li>◦ Bid Proposal Information</li> <li>◦ Non Discrimination Clause Information</li> <li>◦ Contractor Targeted Small Business Enterprise Pre-Bid Contract Information</li> <li>◦ Bid Security – 5% of total Bid amount</li> </ul> </li> <li>• Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
<p><b>Description</b></p> <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>: by 12pm on October 1, 2024</li> <li>• Addendum to be issued week of 9/30</li> <li>• Bids Due: 10/9/2024 @ 2pm</li> <li>• Tentative NOI Issued: 10/10/2024</li> </ul>						

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>• Procore 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>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• <i>Mechanical Rooms</i></li> <li>• <i>Resident Areas</i></li> <li>• <i>Exterior</i></li> <li>• <i>Others?</i></li> </ul>						

**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> <ul style="list-style-type: none"> <li>• The overall scope of the project is to reduce the ongoing humidity issues within the facility. This is phase 1 of the project due to costs at this time.</li> <li>• There are existing pads outside for the condensing units.</li> <li>• The facility requested a radius duct elbow to not have sharp edges by the smoking area to lessen the risk of someone getting hurt.</li> </ul>						

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.