

## **Addendum 1 for RFP945900-01**

Project Name: HHS STS A.E. Shepard AC Replacement

RFP #: 945900-01

DAS Project #: 9459.00

Date: 10/3/2024

### **Proposals Due: October 15, 2024 @ 2pm**

1. See attached Meeting Minutes and Attendee List from the Pre-Proposal Meeting on Tuesday, October 1, 2024 @ 10 am.
  
2. QUESTIONS/CLARIFICATIONS
  - Q1. What is the age of the building?  
A1. It was built in 2000.
  
  - Q2. Are any hazardous materials expected to be present?  
A2. No, but it is the State's policy to conduct a hazardous materials survey on all buildings.
  
  - Q3. Does the existing electrical wire need to be replaced?  
A3. It is not expected to be replaced, unless the engineer recommends it.
  
  - Q4. What is the estimated budget?  
A4. The construction budget estimate is \$190,000.00
  
  - Q5. What is the controls scope?  
A5. Whatever is needed by the new system. It is expected to be integrated into the existing Siemens building automation system, with minimal changes in the sequence of operations.
  
  - Q6. Is the existing ACCU operational?  
A6. Yes, it is partially functional. One fan is not working, but it still provides enough cooling for the building.
  
  - Q7. Are there any energy efficiency requirements?  
A7. The new equipment should be eligible for any utility energy efficiency rebates, at a minimum.
  
  - Q8. What should be done with the existing pipe that runs inside the exterior wall?  
A8. It can be abandoned in place and new pipe run up the outside of the exterior wall.
  
  - Q9. Are there any concerns with how the space was cooled by the existing equipment?  
A9. No. The facility added a small return air opening to the AHU room and that solved previous humidity issues.

Q10. Do any other issues with the AHU need to be addressed?

A10. No. Any minor deficiencies found will be corrected outside the project.

## RFP Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Oct 1, 2024	<b>Meeting Time</b>	10:00 AM - 11:00 AM Central Time (US & Canada)
<b>Meeting Location</b>	STS/Teams	<b>Video Conferencing Link</b>	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTAzZDg1NTQtMzA0Yi00MjJhLWFjN2EtYmYxZTVhZWl3ZWMyMzA0thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%2268b50b72-69be-4702-b867-64b92d76e44f%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTAzZDg1NTQtMzA0Yi00MjJhLWFjN2EtYmYxZTVhZWl3ZWMyMzA0thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%2268b50b72-69be-4702-b867-64b92d76e44f%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** [RFP945900-01 STS AE Shepard AC Replacement.pdf](#)

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	Present
Greg Evans	McGough Construction	P: (515) 344-1625	greg.evans@mcgough.com	Absent
Leilani Hammel	McGough Construction	P: (515) 344-8980	leilani.hammel@mcgough.com	Conference
Jennifer Kleene	State of Iowa - Department of Administrative Services	P: (515) 725-0454	jennifer.kleene@iowa.gov	Present
Christopher Olson	State Training School	P: (515) 242-6217	colson2@dhs.state.ia.us	Absent
Ryan Schrage	State Training School	P: (614) 858-7402 ext. 4103	ryan.schrage@hhs.iowa.gov	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>◦ Adam Douglas</li> <li>◦ Leilani Hammel</li> <li>◦ Greg Evans</li> </ul> </li> <li>• STS <ul style="list-style-type: none"> <li>◦ Ryan Schrage</li> </ul> </li> </ul>				

	<ul style="list-style-type: none"> <li>Chris Olson</li> </ul>
	<p><b>Official Documented Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>Kevin Shillinglaw, STS</li> <li>See attached Attendee List for design professionals.</li> </ul>

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		<p><b>Description</b></p> <ul style="list-style-type: none"> <li>Creation of construction drawings and specifications indicating the replacement of the existing exterior McQuay ALP037CY12 air cooled condensing unit and coils in the interior AHU, including electrical, controls, line sets, etc. needed for a full replacement.</li> <li>Documents to includes any ancillary work required for replacement such as removal of existing building components for mechanical replacement access.</li> </ul>				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
		<p><b>Description</b></p> <ul style="list-style-type: none"> <li>Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: 10/4/24 @ 2pm</li> <li>Proposals Due: 10/15/24 @ 2pm</li> <li>Selection of Designer/Issue NOI: 10/17/24</li> <li>Execution of 803 Contract: Week of 10/28/24</li>   <li>Tentative Design Kickoff Meeting: Week of 11/4/24</li> <li>50% CD and budget: Design professional to propose in RFP Schedule</li> <li>95% CD: Design professional to propose in RFP schedule</li> <li>100% CD and budget: January 10, 2025</li> <li>Contractor Bidding: January/February 2025</li> <li>Execution of Contractor's Contract(s): February 2025</li> <li>Submittals, Procurement and Construction: March 2025 to August 2025</li> <li>Closeout: September to October 2025</li> </ul>				
		<p><b>Official Documented Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>Early in design, the State would like to discuss possible pre-purchase of the ACCU through a master agreement if this would be beneficial due to lead times (then bidding out the installation and remainder of the equipment needed). Determining factors will include price, equipment lead time and refrigerant type.</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> </ul>				

- 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
<b>Description</b>						
Any questions?						
<b>Official Documented Meeting Minutes</b>						
<ul style="list-style-type: none"> <li>• Questions and answers included in Addendum #1.</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.



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**HHS STS AE Shepard AC Replacement  
Pre-Proposal Meeting – 10/01/2024**

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Derek Bond	MODUS	515-520-9349	dbond@modus-engineering.com
JAKE Cuntliffe	KCL Engineering	515-564-9360	jcuntliffe@KCLEngineering.com
Jennifer Keene	DAS		
ERIC HENDRICKSON	IMEG		
MOHAMMED ABU-HASAN	INNOVATIVE		
Ryan Schrage	STS	319-404-7110	