

Addendum 2 for RFP 939600-01

Project Name: FDCF Generator Switchgear-Master Controller Modification

RFP#939600-01

DAS Project #: 9396.00

Date: 4/18/2024

Pre-Proposal Conference Meeting Minutes & Questions:

1. See Attached meeting minutes from Pre-Proposal Conference dated 4/9/2024.
2. Procurement did not receive any questions pertaining to the RFP and/or Pre-Proposal Meeting.

END OF ADDENDUM

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Apr 9, 2024	Meeting Time	10:30 AM - 11:30 AM Central Time (US & Canada)
Meeting Location	On Site & Teams		
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
Jeremiah Johnson	Fort Dodge Correctional Facility	P: (515) 571-4874	jeremiah.johnson@iowa.gov	Present
Noah Thelen	McGough Construction	P: (515) 639-3853	noah.thelen@mcgough.com	Present
Brandon Adams	State of Iowa - Department of Administrative Services		brandon.adams@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description Attendance:						
Official Documented Meeting Minutes In Person: Noah Thelen, Jeremiah Johnston, Brandon Adams, Kevin Bruxvoort (Shive), On Call: Mohammed (Innovation), Eric. H (KCL), Tyson ?? (Shive)						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description Scope: Upgrading the Switchgear-Master Controller including potentially retrofitting the existing cabinet for the new DMC master controller, upgrades to the generator controls, and connections to the emissions monitoring system. - The modifications will be contracted directly with Cummins and needed to be coordinated with Cummins throughout the design process. - This switchgear controls power from MidAmerican Energy and three existing Cummins generators serving the FDCF. - Existing Generators 500DFED Serial #D970635111,D970635112,D970635113 - Maintain current sequence of operations and control points that are integrated into the Siemens BAS (building automation system) with the new system. - Minimum of (7) site visits to be included. Provide unit pricing to be added or deducted based on actual visits made. Some meetings will be virtual if on site not required.						

Official Documented Meeting Minutes

The contact information for Cummings main point of contacts is located on the proposal from Cummings and will be provided in Addendum.

It was discussed that one for the options wont fit in existing cabinet for a retro fit so Cummings provided two pricing options to consider.

The site visits requested might be more than needed since the scope of design/construction will be pretty limited. Unit pricing will be requested to be adjusted based on actual visits made. McGough will hold virtual meetings as needed.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p>Description</p> <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 4/16/2024 @10:00am • Addendum Issued: 4/17/23 or Following submissions. • Proposals Due: 4/23/2024 @2:00pm • Selection of Designer/Issue NOI: TBD • Execution of 803 Contract: Week of May 6th, 2024 • Tentative Design Kickoff Meeting: Week of May 13th, 2024 • 100% DD: N/A • 50% CD and budget: TBD (Design Professional to Propose) • 95% CD: TBD (Design Professional to Propose) • 100% CD and budget: July 8th, 2024 • Contractor Bidding: July 2024 • Execution of Contractor's Contract(s): July-August 2024 • Submittals, Procurement and Construction: August 2024 - January 2025 • Closeout: January 2025-February 2025 						
<p>Official Documented Meeting Minutes</p> <p>Schedule was reviewed and dates, it was discussed that some of these dates are estimations based on the actual procurement timelines and Designers ability for reach 100% CDs. It was asked that Designers provide dates for document review timelines and requesting input.</p> <p>Brandon informed that DAS will issue a NOI shortly after reviewing Proposals and this will be issued from Procurement.</p> <p>The construction timeline does not have a required completion date set from FDCF. Durations will be heavily influenced by the procurement dates from Cummings. Mohammed informed that DMC procurements have been around 40 weeks but a follow up with Cummings will be necessary to see if they have come down.</p> <p>No initial concerns from the group on these proposed dates at this time.</p>						

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p>Description</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ◦ 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

Official Documented Meeting Minutes

No issues with these requirements from the Group.

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description						
Any questions?						
Official Documented Meeting Minutes						
Mohammed had a few questions:						
<ol style="list-style-type: none"> 1. What is the voltage on the switch gears are they 480? YES. 2. What kind of spacing is there to fit the new equipment, would it need to be located in another area? Jeremiah said they have cleared some space to fit inside the room. The team on site will review and gather photos as well as some dimension. 3. What is the Budget for the Project? Brandon provided the quotes from Cummings, roughly around 490,000. 4. Have the Batteries been replaced? Jeremiah informed they have been replaced recently. 5. How many generators are there? Jeremiah informed they have 3. 6. Will the genset controllers be upgrading as well? Brandon informed that this depends on the requirement from DAS for the budget. Adding new items would not be included. Pending further investigation? 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Site Walk				Open
Description						
- Photography concerns with FDCF?						
Official Documented Meeting Minutes						
Noah, Brandon, Jeremiah and Kevin performed site walk to review.						
Photos are OK inside the powerhouse and photos taken will be provided in the Addendum.						

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.