

## **ADDENDUM #2**

**Project Name: DAS MEBS House Structural Repairs**

**DAS# 9364.00**

**RFP936400-01**

**Addendum #2**

**Dated: April 29, 2024**

This Addendum forms a part of the Request for Proposal documents. This Addendum supersedes and supplements all portions of the original Request for Proposal dated January 22, 2024, with which it conflicts.

**ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE REQUEST FOR PROPOSAL. FAILURE TO DO SO MAY SUBJECT TO DISQUALIFICATION.**

**1. RFP Section 1.3.5. Replace with the following sections:**

1.3.5 At a minimum, design for construction for the following:

1.3.5.1 Repair the structural deflection in the floor, which includes repair of beams and chimney that the floor is bearing on.

1.3.5.2 Repair/replace basement access.

1.3.5.3 Foundation evaluation and make repairs.

1.3.5.4 Evaluate the chimney in NE room and make recommendations for repair and stabilization.

1.3.5.5 Evaluate and repair rim joist on East side of building. Include replacement of exterior siding as needed.

1.3.5.6 Evaluate and repair front entrance porch on Sout East side.

1.3.5.7 Submission of documents to State Historical Preservation Office (SHPO) on proposed repairs and materials. DAS to negotiate with the design firm for additional fees if any further coordination is required.

**2. Attachments:**

a. RFP Pre-Proposal meeting sign in sheet.

b. Pre-Proposal Meeting Minutes

**END OF ADDENDUM**



## RFP Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Apr 24, 2024	<b>Meeting Time</b>	10:00 AM - 11:00 AM Central Time (US & Canada)
<b>Meeting Location</b>	MEBS House		
<b>Overview</b>	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
<b>Notes</b>			
<b>Attachments</b>	<a href="#">936400-01 DAS MEBS House Structural Repairs RFP 04.12.2024.pdf</a>		

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Michael Plummer	Department of Cultural Affairs	P: (515) 281-4221	michael.plummer@iowa.gov	
Kyle Davis	Samuels Group, Inc.	P: (515) 288-0487	kdavis@samuelsgroup.net	
Jason McLendon	Samuels Group, Inc.		jmclendon@samuelsgroup.net	
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Attendance				

### Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		<b>Description</b> DAS is currently seeking design services from qualified firms for a project consisting of structural repairs to the ground floor and basement of the MEBS House.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
		<b>Description</b> <ul style="list-style-type: none"> <li>• Questions Due 4-30-2024 at 2pm CST</li> <li>• Selection of Designer/Issue NOI: Week of May 13, 2024</li> <li>• Execution of 803 Contract: Week of May 20, 2024</li> </ul>				

- Tentative Design Kickoff Meeting: Week of 5-27-2024
- 100% DD: Coordinate with DAS/CM
- 50% CD and budget: Coordinate with DAS/CM
- 95% CD: Coordinate with DAS/CM
- 100% CD and budget: Coordinate with DAS/CM
- Contractor Bidding: August 2024
- Execution of Contractor's Contract(s): September 2024
- Submittals, Procurement and Construction: Sept to Dec 2024
- Closeout: Dec 2024 to Jan 2025

**RFP Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<b>Description</b>						
<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> <li>• 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"> <li>◦ Must note in proposal if deductible is different and provide a letter of financial stability from bank</li> <li>◦ Must provide COI prior to contract execution</li> </ul> </li> <li>• Ensure the following items are included in the proposal:                             <ul style="list-style-type: none"> <li>◦ Project-specific schedule</li> <li>◦ Resumes for all technical staff that will be assigned to the project</li> <li>◦ Anticipated hours and rates for each person on the design team</li> <li>◦ Lump sum broken down by schedule of values</li> </ul> </li> </ul>						

**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>						
None						

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.