

Addendum 01 for RFP946400-01

Project Name: CC Parking Garage SE Stair Repair
DAS RFB #: 946400-01
DAS Project #: 9464.00
Date: 1/30/2024

Proposals Due: February 06, 2025 at 2:00 PM CST

Contents:

- Cover Page – Revisions, Clarifications, and Photo (1 page)
- Pre-Proposal Meeting Minutes (4 pages)

1. Revisions

- 1.1. In the request for proposals, a time was not included with the due date for the submission of proposals. **Proposals shall be submitted by 2:00 PM CST on 02/06/2025.**
- 1.2. **ADD 1.3.5.6** Design shall include evaluation and repairs for one landing on the northwest set of stairs. A picture has been included with this addendum of current conditions.
- 1.3. **ADD 1.3.5.7** As part of the designer's review, the design team shall identify any apparent issues with structural metal and hand railings. Design and repairs for these deficiencies are not currently part of this scope. If significant issues are identified, scope may be added to accommodate repairs.

2. Clarifications

- 2.1. Damaged or deteriorated conduit is not part of this scope.
- 2.2. The area of scope for stairs includes connection to the landing between the stairwell and ramp. The landing itself is not part of this scope.

3. Photo:

- 3.1. NW Stairwell Landing Deterioration



RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Jan 22, 2025	Meeting Time	2:00 PM - 3:00 PM Central Time (US & Canada)
Meeting Location	109 SE 13th St., Des Moines, IA 50319		
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	Sign-In Sheet.pdf , RFP946400-01 - CC Parking Garage SE Stair Repair.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Brad Meister	Capitol Complex Maintenance		brad.meister@iowa.gov	Present
Kurt Fisher	DCI Group	P: (515) 244-5043	kurtf@dcigroup-us.com	For Distribution Only
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Present
Jennifer Kleene	State of Iowa - Department of Administrative Services	P: (515) 725-0454	jennifer.kleene@iowa.gov	Present
Oliver Shimp	State of Iowa - Department of Administrative Services		oliver.shimp@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
<p>Description Attendance - Please sign-in</p> <p>Jennifer Kleene - State of Iowa, Owner's Rep. Oliver Shimp - State of Iowa, Owner's Rep. Brad Meister - Capitol Complex Maintenance Michael Steen - DCI Group Kurt Fisher - DCI Group</p>						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> See sign-in sheet 						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p>Description</p> <ul style="list-style-type: none"> • Project Specific Scope: <ul style="list-style-type: none"> ◦ The successful design firm shall review the existing conditions of the southeast stairs of the Capitol Complex Parking Ramp structure to determine extent of disrepairs. ◦ Design shall include recommendations for repairs as well as recommendations for mitigating or slowing down future deterioration. Designer shall review and provide recommendation if x-raying of the existing concrete structure would provide value to the design of repairs. ◦ The successful design firm shall visit the site to review, document, and design for the repairs of concrete deterioration. Designer shall include a hierarchy for repairs of concrete based on level of severity. Design shall address all exposed or deteriorated rebar to mitigate further damage. ◦ Design shall include recommendations and parameters for structural shoring if determined necessary. ◦ Construction will not begin until the 2025 legislative session is complete. ◦ Existing PDF and CAD files of the garage floor plan are available to the successful design firm. • Review with the Department of Inspections, Appeals, and Licensing's Building Code Bureau for approval of plans or exemption from review. All fees associated with the Bureau are the responsibility of the designer. 						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • Addendum will include review of northwest stairwell landing. • Conduit repairs will be by Owner • Cleaning and painting of steel will be by Owner • Designer shall include identifying deterioration at structural steel and handrails. Design and construction administration for repairs is not currently part of this scope. If significant deficiencies are identified, scope may be added at a later time. • Area of scope includes the connection to the landing between the stairwell and ramp. 						

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: 01/27/2025 • Addendum Issued: Final addendum by 01/31/2025 • Proposals Due: 02/06/2025 at 2:00 PM CST • Selection of Designer/Issue NOI: By 2/14/2025 • Execution of Designer's Contract Week of February 24, 2025 • Tentative Design Kick-Off Meeting Week of March 03, 2025 • 50% Construction Documents and Cost Opinion By TBD by Designer in Proposal • 95% Construction Documents and Cost Opinion By April 14, 2025 • 100% Construction Documents and Cost Opinion By May 05, 2025 • Contractor Bidding May, 2025 • Execution of Contractor's Contract(s) June 2025 • Submittals, Procurement and Construction June, 2025 to July, 2025 <ul style="list-style-type: none"> ◦ No onsite work to begin until after Legislative Session • Close out July, 2025 to August, 2025 						

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: <ul style="list-style-type: none"> ◦ 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). <ul style="list-style-type: none"> ◦ 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
<p>Description Any questions?</p>						

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.

Pre-proposal Meeting

Project: 9464.00 CC Parking Garage SE Stair Repair

Address: 650 East Grand Avenue, Des Moines, Iowa 50319

Meeting Date: 01/22/2025 at 2:00 PM

Questions Due: 01/27/2025

Proposals Due: 02/06/2025 at 2:00 PM CST



Attendees

Name	Company	Email	Phone
Michael Steen	DCI Group	MichaelS@dcigroup-us.com	(515) 975-8348
Jennifer Kleene	State of Iowa	jennifer.kleene@iowa.gov	(515) 822-8197
Oliver Shimp	State of Iowa	Oliver.shimp@iowa.gov	(515) 675-4741
Brad Meister	State of Iowa	brad.meister@iowa.gov	(515) 720-6262
Chris Merwin	Shive-Hattery	cmerwin@shive-hattery.com	515-223-8104
Jones Lydon	Shive-Hattery	JLydon@shive-hattery.com	815-307-4214
Alex Bease	SHIVE-HATTERY	abease@shive-hattery.com	515-223-8104
Name	Company	Email	Phone