

## **ADDENDUM #1**

**Project Name: DOC 5JD Admin Office BAS Replacement**

**DAS# 9400.00**

**RFP940000-01**

**Addendum #1**

**Dated: April 8, 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 March 18, 2024, with which it conflicts.

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

**1. Questions:**

- a. None

**2. Attachments:**

- a. RFP Pre-Proposal meeting sign in sheet.
- b. Meeting minutes.

**END OF ADDENDUM**



## RFP Pre-Proposal Agenda: Meeting #1

<b>Meeting Date</b>	Mar 28, 2024	<b>Meeting Time</b>	11:00 AM - Central Time (US & Canada)
<b>Meeting Location</b>	5JD Admuin Building 1000 Washington Ave Des Moines, Iowa 50314		
<b>Overview</b>	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
<b>Attachments</b>	<a href="#">9400 DOC 5JD Admin Office BAS Replacement RFP.pdf</a>		

### Scheduled Attendees

Name	Company	Phone Number	Email
Robert Drake	Fifth Judicial District - Department of Correctional Services	P: (515) 242-6900 ext. 26599	robert.drake@iowa.gov
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> Project consisting of replacement of the current building automation system (BAS) at the 5th Judicial District Administration Office. The BAS will control the HVAC system at the facility and BAS should be controlled locally and remotely from Fort Des Moines Correctional, located at 68 Thayer St, Des Moines, IA 50315.				

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 to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: 4-02-2024 at 2:00 pm</li> <li>• Addendum Issued:</li> <li>• Proposals Due: 4-09-2024 at 2:00 pm</li> <li>• Selection of Designer/Issue NOI: 4-12-2024</li> <li>• Execution of 803 Contract: Week of April 15, 2024</li> </ul>				

Tentative Design Kick-Off Meeting	Week of April 22, 2024
100% Design Development Documents and Cost Opinion By	May 15, 2024
50% Construction Documents	May 29, 2024
95% Construction Documents and Cost Opinion By	June 10, 2024
100% Construction Documents and Cost Opinion By	June 24, 2024
Contractor Bidding	July 2024
Execution of Contractor's Contract(s)	July 14, 2024
Submittals, Procurement and Construction	Aug 1 to October 31, 2024
Close out	November 1 to November 30, 2024

**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> <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
<p><b>Description</b> Any questions?</p>						