

ADDENDUM #1

Project Name: HHS IMHI Boiler #3 Replacement

DAS#9474.00

RFP947400-01

Addendum #1

Dated: June 12, 2025

This Addendum forms a part of the Request For Bids documents. This Addendum supersedes and supplements all portions of the original Request For Bids with which it conflicts.

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

1. Questions:

Q1. • Is this a 1:1 replacement or is there a system reevaluation/revision anticipated?

A. This is not a 1 for 1 replacement. The existing boiler #3 for replacement is undersized to handle the full load of the facility; it is anticipated that the replacement boiler will match existing boiler #2 in size, but this should be confirmed by the design team.

Q2. • Is this scope just for boiler replacement or will it involve replacement of specialty equipment, i.e.- feedwater pump, deaerator, flash tank, feedwater treatment, etc.?

A. Equipment specific to the individual boiler will need to be replaced due to the resizing of the boiler. It is not anticipated that equipment serving all three boilers will need replacement.

Q3. • Are they anticipating replacement or renovation of the existing fuel oil tank?

A. No work for the existing fuel oil tank will be included in this project.

Q4. • Aside from any piping adjustments to accommodate new boilers, is there any extensive re-piping of the steam system anticipated and are there any multiple existing valve replacements anticipated?

A. Equipment specific to the individual boiler will need to be replaced due to the resizing of the boiler. It is not anticipated that equipment serving all three boilers will need replacement. No additional steam piping or existing valve replacements are anticipated outside of those necessary to serve the new boiler.

Q5. • Will there be any requirements for including asbestos abatement in the project?

A. Provide minor drawings work to assist the Construction Manager in the development of hazardous materials bid package. This shall include providing PDF backgrounds for identification, by others, of hazardous materials removal.

2. Drawings:

a. None.

3. Attachments:

a. Pre-proposal Meeting Sign In Sheet

b. Pre-proposal Meeting Minutes

END OF ADDENDUM



Design
Construct
Furnish

Project Name: 9474.00 HHS IMHI Boiler #3 Replacement

Meeting Location: IMHI 2277 Iowa, Ave., Independence, IA 50644

Meeting Type: Pre-Proposal Meeting

Date and Time: Wednesday, June 4, 2025 @ 10:00 AM

| Contact Person | Company Name | Phone Number | Email Address |
|------------------|---|--------------|---------------------------|
| Brian Polzin | Samuels Group Present | 515-218-0227 | bpolzin@samuelsgroup.net |
| Jennie Elliott | DAS – OR Call in | 515-745-3244 | Jennie.elliott@iowa.gov |
| Mike Cook | POM Not Present | 563-608-6633 | mcook@dhs.state.ia.us |
| Keith Stone | KCL Engineering Present | 309-235-6263 | Kstone@kclengineering.com |
| Mohamad Aeuhasan | Innovative Engineers Call in | | |
| Jimmy McAllister | Bankroft Arch. & Engineers – Call in | | |
| Eric Henderson | IMEG Call in | | |
| Andrew Bennett | System Works Call in | | |
| Nick Callison | IMEG Call in | | |
| Roger Leshner | Modus Call in | | |
| Creek Kamby | STB Engineering Call in | | |
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RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Jun 4, 2025 **Meeting Time** 10:00 am - 11:30 am Central Time (US & Canada)

Meeting Location Independence Mental Health Institute (IMHI) 2277
Iowa Ave, Independence, IA 50644

Overview **Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.**

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 213 271 851 134

Passcode: CU72Wz7c

Dial in by phone

[+1 515-598-7333,,759934112#](#) United States, Ames

[Find a local number](#) 934 112#

Phone conference ID: 759 934 112#

Notes

Attachments [RFP947400-01_HHS_IMHI_Boiler_#3_Replacement_-_Final\(2\).pdf](#)

Scheduled Attendees

| Name | Company | Phone Number | Email | Attendance |
|-------------------|---|-------------------|-----------------------------|------------|
| Mike Cook | Independence Mental Health Institution | | mcook@dhs.state.ia.us | |
| Jeff Curtis | Samuels Group, Inc. | P: (515) 288-0467 | jcurtis@samuelsgroup.net | |
| Brian Polzin | Samuels Group, Inc. | P: (715) 841-1982 | bpolzin@samuelsgroup.net | Present |
| Bill Reynolds | Samuels Group, Inc. | P: (515) 288-0467 | breynolds@samuelsgroup.net | |
| Chitrangi Shastri | Samuels Group, Inc. | | cshastri@samuelsgroup.net | |
| Brian Shindelar | Samuels Group, Inc. | P: (515) 288-0467 | bshindelar@samuelsgroup.net | |
| Jennie Elliott | State of Iowa - Department of Administrative Services | | jennie.elliott@iowa.gov | Conference |

Introduction

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|-----|------------|---|------------|----------|----------|--------|
| 1.1 | 1 | Introductions | | | | Open |
| | | Description Attendance Brian Polzin - Samuels Group | | | | |

Mike Cook - IMHI
Jennie Elliot - DAS

Official Documented Meeting Minutes

Brian Polzin was present at the meeting.

Mike Cook could not attend but did have the boiler tech with the facility attend the meeting

Jennie Elliot was on the call in for the meeting.

Project Overview

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|--|------------|--------------|------------|----------|----------|--------|
| 2.1 | 1 | Scope Review | | | | Open |
| <p>Description DAS is currently seeking design services from qualified firms for a project consisting of the replacement of Boiler #3 which is a smaller boiler (100 HP) at the Independence Mental Health Institution (IMHI) in Independence, IA. IMHI has (3) boilers of which only (2) are in operation that provide steam for heating purposes at the facility in Independence, IA. Boiler #1 was installed in 1962 and is a Murray Boiler. This boiler has a capacity of 25,000 #/hr @ 250 psig. This boiler runs on Natural Gas only. Boiler #1 is large enough to run the entire facility. Boiler #2 dates to 1968 and is large enough to run the entire facility but due to the many repairs has been taken off - line and used very sparingly. Existing boiler #3 is a smaller boiler only producing 100 hp and not able to sustain the facility. This boiler will need to be removed and replaced with a large enough boiler to also run the entire facility. The new Boiler #3 will need to have an option to run on two different fuel sources (Natural Gas and Fuel Oil). The design firm shall verify boiler loads and sizing.</p> <p>Official Documented Meeting Minutes One clarification - The existing boiler #1 is a 750 BHP boiler. Propane can not be used for the new boiler.</p> | | | | | | |

| 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: June 10, 2025 @ 2:00 pm • Addendum Issued: June 13, 2025 • Proposals Due: June 24, 2025 @ 2:00 pm | | | | | | |

- Selection of Designer/Issue NOI: June 25, 2025
- Execution of 803 Contract: Week of June 30, 2025 - Verify with Jennie Elliot.

- Tentative Design Kickoff Meeting: July 15, 2025
- 100% DD and Cost Opinion: August 5, 2025
- 50% CD and Cost Opinion: August 26, 2025
- 95% CD and Cost Opinion: September 4, 2025
- 100% CD and Cost Opinion: September 11, 2025
- Contractor Bidding: September / October 2025
- Execution of Contractor's Contract(s): October 2025
- Submittals, Procurement and Construction: October 2025 to May 2026
- Closeout: June 2026

RFP Overview

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|--|------------|-------------------------|------------|----------|----------|--------|
| 3.1 | 1 | RFP Requirements Review | | | | Open |
| Description <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 |
| | | Description Any questions? | | | | |
| | | Official Documented Meeting Minutes Questions Due to construction.procurement@iowa.gov : June 10, 2025 @ 2:00 pm Site review of existing boilers and facility was conducted after the RFP meeting. | | | | |

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.