



Project Name: HHS CHMHI Gym Ceiling Repair

DAS RFP #: 937400-01

DAS Project #: 9374.00

Date: 5/10/2024

Addendum 1:

- Cover Page – Clarifications (1 Pages)
- Meeting Minutes & Sign-In (4 Pages)

1 **CLARIFICATIONS**

There are no known issues with the existing AC unit at this time.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date May 8, 2024 **Meeting Time** 11:00 AM - 12:00 PM Central Time (US & Canada)

Meeting Location

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

Notes

Attachments [RFP937400-01 Final.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jeff Miller	Cherokee Mental Health Institution		jmiller2@dhs.state.ia.us	Present
Jason Pigott	Cherokee Mental Health Institution	P: (712) 225-6949	jpigott@dhs.state.ia.us	Absent
Travis Hoyle	DCI Group	P: (515) 244-5043	travish@dcigroup-us.com	Present
Jennie Elliott	State of Iowa - Department of Administrative Services		jennie.elliott@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendance				
		Official Documented Meeting Minutes Ed Matt - Genesis Jake Cunliffe - KCL Engineering Dan Strain - KPE Leslie Whitehill - KPE				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description Complete design for renovations including all design disciplines necessary to complete the scope of work below. Anticipated scope of services: See Exhibit B for an existing report conducted by Genesis Architecture, evaluating the plaster ceiling deterioration. Evaluation of existing Owner provided air-conditioning unit and condensing unit for				

use on this project. Units were manufactured in 2011 and 2012 but have never been installed. Model numbers are as follows and pictures can be found in Exhibit C.

Air Conditioner:

Thermal Zone
 Model Number TZHGL240ZL
 208/230/460 Volts, 3-Phase, 60 Hertz

Condensing Unit:

Thermal Zone
 Model Number TZAL-240CA
 208/230 Volts, 3-Phase, 60 Hertz

Design shall include all electrical, mechanical, plumbing, and controls installations.
 Design shall include architectural and structural construction as needed to accommodate placement of air conditioning and condensing units.
 Includes architectural modifications to interior and exterior walls as necessary for ducting and piping of units.

The existing ceiling plaster has begun to deteriorate. It is assumed this deterioration is due to lack of cooling and humidity control within the space. Design shall include repairs to ceiling plaster. See Exhibit B for existing report with recommendations.
 Designer shall review the existing conditions and provide a recommendation based on best value.

Field examination of the existing buildings.

Design for scope of work. Provide material recommendations based on experience, quality, and price. Recommendations for replacements and upgrades shall include non-proprietary equipment and systems.

Provide minor drawing 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.

Designer shall include any and all survey work required for completion of project.
 Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
 Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
 Designer shall assist Construction Manager in the evaluation of long lead times.

Review with the Department of Inspections, Appeals, and Licensing's (DIAL) Building Code Bureau for approval of plans or exemption from review. All fees associated with the Bureau are the responsibility of the designer.

Official Documented Meeting Minutes

- AC unit was bought to spend excess money, there are no known issues with it.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description						
<ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: by 2:00 PM on 5/9/24 • Addendum Issued: by 5/17/24 • Proposals Due: 5/21/24 at 2:00 pm • Selection of Designer/Issue NOI: 5/24/24 						

	<ul style="list-style-type: none"> • Execution of 803 Contract: Week of 6/3/24 • Tentative Design Kickoff Meeting: Week of 6/3/24 • 100% DD: TBD by design firm • 50% CD and budget: TBD by design firm • 95% CD: July 9th, 2024 • 100% CD and budget: July 23, 2024 • Contractor Bidding: July-August 2024 • Execution of Contractor's Contract(s): August 2024 • Submittals, Procurement and Construction: August 2024 - December 2024 • Closeout: January, 2025
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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 • Proposals must be submitted on the Iowa IMPACS Electronic Procurement System before 2:00 pm on 5/21/24. Prospective companies are solely responsible for timely submission. • 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 						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description						
Any questions?						
Official Documented Meeting Minutes						
<ul style="list-style-type: none"> • There are not any existing drawings 						

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.

END OF ADDENDUM 1