



Addendum 01 for RFP937300-01

Project Name: TH Terrace Rd Retaining Wall Repairs
DAS RFP #: 937300-01
DAS Project #: 9373.00
Date: 3/01/2024

Proposals Due: March 7, 2024 at 2:00 PM CST

Contents:

- Cover Page – Table of Contents, Clarifications, Revisions, & Questions (1 page)
- Pre-Bid Meeting Minutes & Sign In Sheet (4 pages)

1. CLARIFICATIONS:

- 1.1. Designer shall assume conducting their own site topographic survey.
- 1.2. Design shall match the existing aesthetic of the retaining wall, including materials that match as closely as possible to existing materials.

2. REVISIONS:

2.1. **Revise section 1.3.27** to read “The Department requests lump sum pricing from the respondents to this RFP, with the lump sum base scope price being inclusive of all reimbursables, such as printing, mileage and travel expenses. The Department requests the fee proposal from the respondents to this RFP be broken down as follows. These breakdown prices will be used as the schedule of values for billing purposes.

- 1.3.1.1 Geotechnical Survey
- 1.3.1.2 Design Development Documents
- 1.3.1.3 50% Construction Documents
- 1.3.1.4 100% Construction Documents
- 1.3.1.5 Bidding or Negotiation Assistance
- 1.3.1.6 Construction Phase

2.2. The Department of Administrative Services is working with the State Historical Preservation Office (SHPO) to determine requirements from that office pertaining to the wall repair. Designer shall participate in up to two meetings with SHPO to review proposed work and design. At this time the designer shall not include any additional cost or time associated with potential archaeological surveys.

3. QUESTIONS:

- 3.1. Will the design include adding a railing to the top of the retaining wall?
 - 3.1.1.No railing is planned at this time.

RFP Pre-Proposal Minutes: Meeting #1

| | | | |
|-------------------------|---|---------------------|--|
| Meeting Date | Feb 27, 2024 | Meeting Time | 1:00 PM - 2:00 PM Central Time (US & Canada) |
| Meeting Location | Terrace Hill Parking Lot 2400 Grand Ave., Des Moines, IA 50312 | | |
| Overview | Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope. | | |
| Notes | | | |
| Attachments | Pre-Proposal Sign In Sheet.pdf , Exhibit A - Retaining Wall Evaluation.pdf , RFP937300-01 TH Retaining Wall Repairs.pdf | | |

Scheduled Attendees

| Name | Company | Phone Number | Email | Attendance |
|----------------|---|-------------------|----------------------------------|------------|
| Michael Steen | DCI Group | P: (515) 244-5043 | michaels@dcigroup-us.com | Present |
| James Trower | State of Iowa - Department of Administrative Services | | james.trower@iowa.gov | Present |
| Molly Thompson | Terrace Hill | P: (515) 281-7205 | molly.thompson@governor.iowa.gov | Present |

Introduction

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|-----|------------|--|------------|----------|----------|--------|
| 1.1 | 1 | Introductions | | | | Open |
| | | Description Attendance - Please Sign In | | | | |
| | | Official Documented Meeting Minutes See attached sign-in sheet | | | | |

Project Overview

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|-----|------------|--|------------|----------|----------|--------|
| 2.1 | 1 | Scope Review | | | | Open |
| | | Description | | | | |
| | | <ul style="list-style-type: none"> • An evaluation was conducted to review the retaining wall where signs of deterioration were observed. Through this study, approximately 75' of the brick retaining wall was recommended for repairs, including removal and replacement of this section. Project specific scope is anticipated to include: <ul style="list-style-type: none"> ◦ Review of evaluation (Exhibit A of RFP) ◦ Review of existing conditions and provide a recommendation for repairs. ◦ Complete design for removal replacement of deteriorated portion of wall including, but not necessarily limited to: <ul style="list-style-type: none"> ▪ Potential salvage and reuse of existing brick material. ▪ Identification and mitigation of contributing factors to wall failures. | | | | |

- Coordination with the State Historical Preservation Office on proposed repairs and materials.
 - The retaining wall is located in the City of Des Moines right of way. The designer shall be responsible for initial discussions with the city to establish requirements. Fees for further city coordination will be negotiated following initial coordination meeting with the City of Des Moines.
 - The designer shall include all site surveying necessary for design.
 - Design shall include the removal and replacement of existing construction as required to accommodate repairs or replacements. That shall include, but not necessarily be limited to, existing road, curbs, and fencing including intrusion detection on fencing.
 - If temporary shoring is required, fees for design of temporary shoring will be negotiated at a later time if necessary.
 - Site restoration
 - Geotechnical survey shall be the responsibility of the designer.
- Designers shall include coordination with Terrace Hill and the Department of Public Safety. Background checks may be required of all designers working on this project.

- Design review will be conducted at 100% design development documents, 50% construction documents, and 95% construction documents
- Review with the State Fire Marshal's office for approval of plans or exemption from review. All fees associated with the State Fire Marshal's office are the responsibility of the designer.
- Construction cost opinions provided by the Design Professional team during Design (at 100% design development documents, 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code.

Official Documented Meeting Minutes

- Design proposals shall include a separate cost for geotechnical services. If it is deemed geotechnical services are not necessary, the proposed cost will be deducted by change order.

| 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: 2/29/2024 at 2:00 PM • Addendum Issued: By 3/01/2024 • Proposals Due: 3/07/2024 at 2:00 PM • Selection of Designer/Issue NOI: Week of 3/11/2024 <ul style="list-style-type: none"> • Execution of Designer's Contract Week of March 25, 2024 • Tentative Design Kick-Off Meeting Week of April 1, 2024 • 100% Design Development Documents and Cost Opinion By To be determined by designer • 50% Construction Documents and Cost Opinion By To be determined by designer • 95% Construction Documents and Cost Opinion By June 7, 2024 • 100% Construction Documents and Cost Opinion By June 14, 2024 <ul style="list-style-type: none"> • Contractor Bidding June-July, 2024 • Execution of Contractor's Contract(s) July 2024 • Submittals, Procurement and Construction July 2024 to October 2024 • Close out October 2024 to Nov. 2024 | | | | | | |

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 | | | | | | |

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.

Meeting: Pre-Proposal 9373.00 Terrace Hill Retaining Wall Repairs

Date: 2/27/24 at 1:00 PM

Attendees

| Name | Company | Email |
|---------------------------------|--------------------|--|
| MICHAEL STEENI | DCI GROUP | MICHAEL S@DCIGROUP-US.COM |
| Calvin Martin | WIKS + Co. | cmartin@wks.com |
| Dannell Smith | ECS | jsmith@ecs/usa.com |
| Molly Thompson | Terrace Hill DAS | mthompson@governor.gov molly.thompson@governor.gov |
| JAMES TREASURE | DAS | james.treasure@icva.gov |
| SCOTNEY FENTON | RDG | SFENTON@RDGUSA.COM |
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