

Addendum 1 for RFP #937600-01

Project Name: Capitol Complex Parking Lot 15 Replacement & Tunnel Drainage Piping Repairs

DAS RRP #: 937600-01

DAS Project #: 9376.00

Date: 12/07/2023

Addendum 1:

- Cover Page – Clarifications, Questions, & Answers (2 Pages)
- Existing Conditions Photos (4 pages)
- Meeting Minutes & Sign-In (5 Pages)

1 CLARIFICATIONS

- 1.1 There are existing bollards near the North entrance from the parking lot to the Lucas building. These bollards should be replaced as part of this project. Final location of bollards shall be determined during design. See pictures included as part of this addendum.
- 1.2 Curb and gutter replacement should be part of this project.
- 1.3 The quantity and location of handicap stalls shall be reviewed as part of design.
- 1.4 Design shall include grinding for inset parking lot stripping.
- 1.5 The State has similar light poles that have been salvaged from previous projects. See pictures included in this addendum for clarification on light pole construction.
- 1.6 There is a concrete section of the parking lot in one of the east entrances into the Lucas lot. It appears this concrete was part of an access to the tunnel. Replacement, repair, or maintaining this should be part of this project. See pictures included with this addendum for clarification.

2 REVISIONS

- 2.1 **REVISE 1.3.10** to read “Geotechnical survey and topographic survey will be performed by others and provided to the successful design firm. Any other surveying required for design shall be the responsibility of the designer.”
- 2.2 **ADD 1.3.6.4** “Design shall include the replacement of bollards. Location of bollards shall be determined during design.”

3 QUESTIONS & ANSWERS

- 3.1 1.3.7 states "Site surveying and geotechnical investigation will be contracted by the State of Iowa and results provided to the successful design firm." while 1.3.10 states "Designer shall include any and all survey work requirement for completion of project." Please clarify
- 3.1.1** Geotechnical and topographic survey will be completed by others and provided to the successful design firm. Designer should not need to perform additional survey work for topographic or geotechnical.
- 3.2 Is there a preference of concrete or asphalt?
- 3.2.1** Intent is for concrete.
- 3.3 Any need for truncated domes for ADA at sidewalks?
- 3.3.1** Designers shall include the addition of detectable warning panels at the sidewalks at E 12th St. and E 13th St. for a total of four locations.
- 3.4 Where will the construction area extend on the east side and west side?
- 3.4.1** There are natural joints in the asphalt between the parking lot and road beyond the sidewalks on the east and west. Replacements should extend to stable asphalt beyond these joints. See photos included with addendum for clarification.

END OF ADDENDUM 1



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Michael Steen

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State of Iowa - Department of Administrative Services

Printed on Wed Dec 6, 2023 at 02:44 pm CST

Job #: 9376.00 DAS CC Parking Lot 15 Replacement
109 SE 13th Street
Des Moines, Iowa 50319
5153607718



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Michael Steen

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State of Iowa - Department of Administrative Services
 109 SE 13th St.
 Des Moines, Iowa 50319
 P: (515) 281-7260

Project: 9376.00 DAS CC Parking Lot 15 Replacement
 109 SE 13th Street
 Des Moines, Iowa 50319
 P: 515-360-7718

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Dec 6, 2023	Meeting Time	11:00 AM - 12:00 PM Central Time (US & Canada)
Meeting Location	FMC 109 SE 13th St., Des Moines, IA 50319	Video Conferencing Link	https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTcyODQxYzMyZyYyNS00OTdILTk4NmQtMzhhNTdmZjl1ZjZj%40thread.v2/0?content=%7b%22id%22%3a%2253f2f9ee-ba23-4c21-ac85-5776fb004a49%22%2c%22oid%22%3a%2233633937-6386-4570-a498-305d5540a589%22%7d

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

Notes

Attachments [RFP937600-01 Exhibit B.pdf](#), [RFP937600-01 Exhibit A.pdf](#), [RFP937600-01.docx](#)

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
Travis Hoyle	DCI Group	P: (515) 244-5043	travish@dcigroup-us.com	For Distribution Only
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Present
Parkes Wilterdink	DCI Group	P: (515) 244-5043	parkesw@dcigroup-us.com	For Distribution Only
Brad Tonyan	State of Iowa - Department of Administrative Services	P: 515-360-7718	brad.tonyan@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendance - Please sign in				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description				
		<ul style="list-style-type: none"> • Scope of work for the parking lot replacement to include: <ul style="list-style-type: none"> ◦ Complete removal of existing pavement, signage, light poles, bases, and associated existing construction necessary for complete pavement replacement. 				

- Removal of damaged sidewalks adjacent to construction or where removals are necessary to accommodate other work.
 - Storm water management
 - Subgrade preparation
 - Pavement replacement
 - Sidewalk replacement
 - Pavement stripping and signage
 - Erosion control measures
 - Site Restoration
 - Light poles and fixtures are to be salvaged and reinstalled. Designer shall include design for new light pole bases, pathways, and circuiting. Designer shall evaluate existing light levels throughout parking lot to ensure they meet current code.
 - Phasing plan. Designers shall be aware the construction will need to be phased to accommodate Lucas staff parking and staging for other ongoing construction projects. It is anticipated this project will be phased east and west with roughly 50% of the pavement being replaced at a time but may be up to three phases. Final phasing plan to be developed during design.
- Scope of work for tunnel drainage piping repairs to include:
 - A review of existing documentation as it relates to the tunnel and tunnel drainage, including work recently completed. See attached Exhibit B for Pipe Repair As-Builts.
 - Provide recommendations for methods and limits of excavation during construction for further evaluation and design.
 - Review unearthened drainage piping and provide documentation for a proposal request to the contractor for repairs and site restoration. A proposal for the design and construction administration for this work to be provided following investigation. Designer shall include in their fee and allowance of \$7,500 for this design and construction administration.
 - Provide construction administration for identified repairs.
 - Site surveying and geotechnical investigation will be contracted by the State of Iowa and results provided to the successful design firm.
- Other scope requirements (not inclusive of all items):
 - Design review will be conducted at 50% construction documents and 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum. Drawings, specifications and cost opinions (if applicable) shall be provided at least five days prior to each review meeting. An additional review meeting may be required at the end if there are discrepancies in cost opinions or constructability review questions.
 - 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 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code.
 - Include at a minimum, nine (9) site visits. Design kick off and onsite evaluation, Pre-bid meeting, Tunnel Drainage Excavation Review, Construction Field Observation (3), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 50% construction documents and 95% construction documents will be conducted via web conference. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit. This unit price will be additive or deductive based on the number of actual visits made.

Official Documented Meeting Minutes

- Design should include grinding surface for parking lot stripping.
- SFM submittal will be part of the designers responsibility. A documented response (email, letter, or form) shall be provided from the SFM with exemption or approval of plans.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
		Description				
		<ul style="list-style-type: none"> • Questions Due - 12/11/2023 by 2:00 PM CST • Proposals Due - 12/20/2023 by 2:00 PM CST • Designer NOI - 12/22/2022 • Execution of Designer's Contract - Week of January 8, 2023 				

- Tentative Design Kick-Off Meeting - Week of January 8, 2023
- 50% Construction Documents and Cost Opinion By February 2, 2024
- 95% Construction Documents and Cost Opinion By February 23, 2024
- 100% Construction Documents and Cost Opinion By March 15, 2024
- Contractor Bidding - March – April 2024
- Execution of Contractor's Contract(s) - April 2024
- Submittals, Procurement and Construction - April 2024 to September, 2024
- Close out - September 2024

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 						

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"> • 1.3.7 states "Site surveying and geotechnical investigation will be contracted by the State of Iowa and results provided to the successful design firm." while 1.3.10 states "Designer shall include any and all survey work requirement for completion of project." Please clarify <ul style="list-style-type: none"> ◦ Geotechnical and topographic survey will be completed by others and provided to the successful design firm. Designer should not need to perform additional survey work for topographic or geotechnical. • Is there a preference of concrete or asphalt? <ul style="list-style-type: none"> ◦ Intent is for concrete • Any need for truncated domes for ADA at sidewalks? <ul style="list-style-type: none"> ◦ Designers shall include the addition of detectable warning panels at the sidewalks at E 12th St. and E 13th St. for a total of four locations. 						

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 Capitol Complex Parking Lot 15 Replacement & Tunnel Drainage Piping Repairs

Date: 12/06/2023 at 11:00 AM

Attendees

Name	Company	Email
Kyle Lawson	Shive-Hattery	klawson@shive-hattery.com
KURT HACKETT	FARNSWORTH GROUP	khage@f-w.com
JUSTIN ERNST	BOLTON & MERRIT	JUSTIN.ERNST@BOLTON-MERRIT.COM
Brad Meisler	DA5-CCM	Brad.Meisler@Tower.gov
Brad Tanyan	DA5-Design & construction	Brad.Tanyan@Tower.gov
MICHAEL STEEL	DCI GROUP	MICHAEL@DCIGROUP-US.COM
JUSTIN STROM	SNYDER & ASSOCIATES	JSTROM@SNYDER-ASSOCIATES.COM
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