



ADDENDUM 1

TO:	All Prospective Firms	RFP No:	914300-01
PROJECT NAME:	WRC Birches Dock and Ramp Replacement	DATE:	12/11/2019
CLIENT NAME:	State of Iowa		
PROJECT LOCATION:	Woodward, IA	CONTACT:	Construction Procurement

This Addendum forms a part of the contract documents and modifies the original bidding documents as noted below. Acknowledge receipt of this Addendum in the RFP response. Failure to do so may subject the bidder to disqualification.

CLARIFICATIONS AND DOCUMENTS

1. Meeting minutes from the Design Pre-proposal Meeting that was held on 12/05/19.

2. Questions at Pre-proposal Meeting:

Q. What is the cost estimate?

A. The entire project budget, including design and construction administration, is \$264,000.

Q. Are there drawings of the existing docks?

A. No.

Q. Do you anticipate more than one bid package?

A. Not that this time, but that will be determined through design.

Q. Will all meetings be held in Woodward?

A. Yes with the exception of (1) conference call scheduled for the 50% Design Meeting on Feb. 4, 2020.

Q. What building/energy code/state fire marshal review is anticipated?

A. Designer needs to submit for review or exemption from the State Fire Marshal.

Q. Should the project include limited tuckpointing or brick repair for areas immediately adjacent to the dock?



A. This will be considered during design.

Q. Should the designer plan to re-route the roof drain pipe under the dock?

A. This will be considered during design.

3. Clarifications:

- a. Hazardous material testing will be done by the state
- b. Procore will be the project management software, instead of EADOC
- c. SHPO review is assumed, so 30 calendar days will be added between the 100% CDs completion and bidding phase period (refer to Meeting Minutes).

END OF ADDENDUM #1



Meeting #1

Ryan Companies
111 East Grand Suite 200
Des Moines, Iowa 50309
Phone: (515) 309-8500
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Project: 003069033 - State of Iowa CMA - Revenue 18-19
Iowa, Iowa

WRC Birches Dock and Ramp Replacement - Design Services Pre-proposal Meeting Minutes

MEETING DATE: 12/05/2019 MEETING TIME: 2:00 PM - 3:00 PM

MEETING LOCATION: Birches Building Conf. Room, Woodward
Resource Center

OVERVIEW:

Design Services Pre-proposal Meeting will review scope of work and RFP requirements followed by a field walk of the project.

NOTES:

ATTACHMENTS:

Meeting Commencement

No	Title	Assignment	Due Date	Priority	Status
1.1	Meeting Outline				Open
Description: <ul style="list-style-type: none">• Introductions• Review Schedule & Scope• Review RFP Response Requirements• Walk Facility					
1.2	Project Team				Open
Description: <p>WRC Representative - Rodney Carr</p> <p>DAS - Owner Representative</p> <ul style="list-style-type: none">• Jennifer Kleene <p>Ryan Companies - Construction Manager</p> <ul style="list-style-type: none">• Mark Nelson: (m) 515-370-0869; mark.nelson@ryancompanies.com					

RFP Schedule & Scope

No	Title	Assignment	Due Date	Priority	Status
2.1	Project Schedule				Open
Description:					

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 Ryan Companies if there are any discrepancies or questions with the content of these minutes.

- Questions Due: **December 9, 2019 at 2:00 P.M.**
- Addendum Issued: **December 11, 2019**
- Proposals Due: **December 17, 2019 at 2:00 P.M.**
- Selection of Designer: **December 19, 2019**
- Kick-off Meeting: **January 16, 2020**
- 100% CD's Complete: **March 10, 2020**
- Contractor Bidding Phase: **March 16, 2020 - April 9, 2020**
- CA Phase: **April 2020 - July 2020**

The Design Firm will work with the Facility and Construction Manager to develop a preliminary construction schedule/sequence, which will be shown/included on the 100% CD Drawings.

Official Documented Meeting Minutes:

It was noted that the State Historic Preservation Office (SHPO) has been notified of the project. It is assumed that SHPO will need to review the project, so 30 days has been added between the 100% CD's complete and contractor bidding phase period. The schedule has been revised as follows:

- Questions Due: **December 9, 2019 at 2:00 P.M.**
- Addendum Issued: **December 11, 2019**
- Proposals Due: **December 17, 2019 at 2:00 P.M.**
- Selection of Designer: **December 19, 2019**
- Kick-off Meeting: **January 16, 2020**
- 100% CD's Complete: **March 10, 2020**
 - + 30 Calendar Days for SHPO Review
- Contractor Bidding Phase: **April 9, 2020 - May 7, 2020**
- CA Phase: **May 2020 - August 2020**

2.2	Project Scope				Open
Description: The project consists of replacing the concrete loading dock, adjacent stairs, and concrete ramp at the Birches building: <ul style="list-style-type: none"> • Remove sloped ramp to overhead door in its entirety including support steel, associated footings, and handrails. Install new concrete ramp with concrete slab on grade in lieu of previous steel structure. Include concrete retaining wall and structure as needed. • Remove the existing concrete loading dock at the elevator loading dock area, including removal of railing and steel stairs. Install new concrete dock, steel handrail and steel stairs. Designer to evaluate the adjacent concrete stairs and provide recommendation to replace or leave in current condition. • The intent is to produce a single set of construction documents for the WRC work. 					

RFP Response

No	Title	Assignment	Due Date	Priority	Status
3.1	RFP Highlights				Open
Description: <ul style="list-style-type: none"> • Response to cover Sections 1.1-1.3 and Section 4 complete <ul style="list-style-type: none"> ◦ Response Highlights: Design firm qualifications, project team, estimating, organization chart, relevant experience, summary and total fee hourly rates for all team members and consultants, reimbursable costs if any ◦ Design Service Highlights: Site visits, consultants, budgets, cost opinions, design review meetings, field observations, CA • Proposals must be emailed to Procurement by 2:00 PM on December 17. <ul style="list-style-type: none"> ◦ construction.procurement@iowa.gov 					
3.2	RFP Questions & Addendum				Open
Description:					

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- Questions must be submitted to Procurement via email by 2:00 p.m. on December 9, 2019 in order to receive official response.
- Bid Addendum will be issued December 11, 2019 via email, and posted to the DAS procurement website.

Administrative

No	Title	Assignment	Due Date	Priority	Status
4.1	Administrative				Open

Description:

- Original Building Plans
- Hazardous Material Testing
- Modified Consensus 803 Design Contract - copy is available with the RFP on the DAS procurement website
- EADoc Project Management Software
- Professional Liability Insurance - \$2,000,000 per claim; \$25,000 deductible
 - Must note in RFP response if deductible amount needs to vary
- Cost opinions due at time of issuing Design Development drawings and Construction Documents
- If construction bids are over 20% of the designer cost opinion, designer will redesign to meet budget at no additional cost to DAS

Official Documented Meeting Minutes:

This project will be one of the first State projects to utilize their new project management software, Procore (in lieu of EADoc).

Questions & Tour

No	Title	Assignment	Due Date	Priority	Status
5.1	Walk Ramp Area/Questions				Open

Official Documented Meeting Minutes:

Questions:

- What is the current cost opinion for the project
- What meetings will be at the WRC and what meetings will be via Conference Call
 - Conference call to be held at 50% design (Feb. 4, 2020)
- Fire Marshal review required
- Noted that tuckpointing will likely be added as a requirement - to be issued in addendum

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
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