



Addendum 01 for RFB 944900-01

Project Name: Terrace Hill Carriage House Roof Replacement
DAS RFB #: 944900-01
DAS Project #: 9449.00
Date: 03/03/2025

Bids Due: March 13, 2025 at 2:00 PM CST

Contents:

- Cover Page –Revisions and Clarifications (1 page)
- Pre-Bid Meeting Minutes & Sign-In (5 pages)
- REVISED 00 4116R Bid Form (4 pages)
- REVISED drawing sheet A000 (1 sheet)
- REVISED drawing sheet A301 (1 sheet)

1. Revisions and Clarifications:

- 1.1. **REPLACE** Sheet A000. Added a pedestrian gate across the sidewalk for access to the construction area and removed note pertaining to no heavy traffic on North drive.
- 1.2. **REVISE** Sheet A202. Added General note “3. Paint existing wood fascia and crown molding at the eave and rake locations.”
- 1.3. **REPLACE** Sheet A301. Added Detail H17 for the demolition and replacement of the current crown molding.
- 1.4. **REPLACE** 00 4116R Bid Form. Added add or deduct unit pricing for crown molding removal and replacement.
- 1.5. Specification section 01 1200 Contract Summary **ADD 1.09.A.5.d** to read “This contractor shall be responsible for the painting of all crown molding along the roof line, including existing and new.”
- 1.6. Specification section 01 1200 Contract Summary **ADD 1.09.A.6 Carpentry:**
 6. Carpentry
 - a. This contractor shall be responsible for the removal of the existing 2-1/2” crown molding and replacement with new 3” crown molding to match existing 3” molding profile.
 - b. Contractor shall assume 210 LF for removal and replacement of crown molding and shall provide a unit price, on the bid form, per linear foot for additional replacement or for quantities under the 210 LF. Contractor shall submit documentation on actual removals and shall not proceed with additional removal and replacement over the 210 LF prior to the execution of a change order.
- 1.7. Contractors will be allowed to use the north drive for lift access as necessary. Precautions shall be taken to avoid damage to existing pavements, landscaping, or other existing conditions.

RFB Pre-Bid Minutes: Meeting #1

Meeting Date Feb 26, 2025 **Meeting Time** 11:00 AM - 12:00 PM Central Time (US & Canada)

Meeting Location 2300 Grand Avenue Des Moines, Iowa 50312

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

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Kurt Fisher	DCI Group	P: (515) 244-5043	kurtf@dcigroup-us.com	Present
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Present
Scott Allen	OPN Architects	P: (515) 309-0722	sallen@opnarchitects.com	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Present
Molly Thompson	Terrace Hill	P: (515) 242-5841	molly.thompson@governor.iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description Attendees - Please sign-in Molly Thompson - Administrator and Assistant to the First Gentleman James Trower - DAS Owners Representative Michael Steen - DCI Group Kurt Fisher - DCI Group Scott Allen - OPN Architects						
Official Documented Meeting Minutes See attached sign-in sheet						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
Description Includes replacement of existing wood shingled roof and EPDM roof as well as painting of gutters and downspouts on the Carriage House.						

- Bid Package #01 - Roof Replacement
 - Dumpster Service
 - Temporary Fencing
 - Wood Shingle and EPDM Roof Replacement
 - Infill of Abandoned Roof Curbs
 - Painting of Gutters, Downspouts, Fascia, Flashing, and Roof Vents
 - View Specification 01 1200 - Contract Summary for more information.
 - Building is National Historic Landmark - 01 3591 Historic Treatment Procedures must be followed
- Alternates
 - None at this time
- Unit prices
 - None at this time
- DCI Group will provide temporary toilet facilities

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
Description						
<ul style="list-style-type: none"> • Contract(s) Issued: Week of March 17th • Submittals: Submitted by April 11th • Construction: July 02 - July 29, 2025 • Closeout: August, 2025 <p>A pull-plan session will be held with the successful bid package contractors to finalize the construction schedule.</p> <p>State Holidays: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving and day after Thanksgiving, Christmas Day</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Site Rules				Open
Description						
<ul style="list-style-type: none"> • Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place. • Contractors shall provide daily logs for each day they are on site. • Construction progress meeting will be established once construction starts. • It is of the utmost importance to show respect and courtesy to all staff at all times. • Clean all debris, materials, and bring all finishes back to existing conditions in the area they were working in prior to moving to the next area. • No smoking, vaping or smokeless tobacco use onsite. • All construction workers must have a background check completed prior to entering the campus to perform work. Name, birth date, gender, and social security numbers will be required for these background checks. Contractors will be responsible for the cost associated with the background checks which is \$15.00 per request. • Parking and Staging <ul style="list-style-type: none"> ◦ Contractors may park on in the public parking along the road on at the Terrace Hill Event parking on Grand. ◦ Contractors may drop materials, tools, and equipment off at Carriage House drive, but should not be parked there. ◦ Site staging will be limited. Contractor staging will be located within the fence, south of the Carriage House drive. • Heavy equipment is restricted to the south drive of the Carriage House. 						

- View Specification 01 1200 - Contract Summary for more information.

Official Documented Meeting Minutes

- Contracts may mobilize each morning by 7:30 AM, but noise making activities shall not begin until 8:00 AM each morning.

RFB Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Submission				Open
Description						
<ul style="list-style-type: none"> • Bids are due Thursday, March 13, 2025 at 2:00 PM CST • The Bid shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System. <ul style="list-style-type: none"> ◦ Link and information is in the project manual ◦ Contractors will need to register prior to bidding ◦ Bidders will need to register regardless of whether it has already done business with the State of Iowa. ◦ Bidders should complete the registration process and ensure the ability to log in as soon as possible to ensure Bids can be submitted on the due date. ◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted. • Bid Opening will be held via conference call on Thursday, March 13, 2025 at 3:00 PM CST • Contractor shall reference section 00 0116 for the bid submittal checklist <ul style="list-style-type: none"> ◦ Bid Proposal Information ◦ Non Discrimination Clause Information ◦ Contractor Targeted Small Business Enterprise Pre-Bid Contract Information ◦ Bid Security – 5% of total Bid amount • Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
Description						
<ul style="list-style-type: none"> • Questions/Substitutions Due in Writing to Construction.Procurement@iowa.gov: by 2:00 PM CST, March 05, 2025. • Addendum Issued: Intention is to issue one this week to address pre-bid minutes and sign-in and another by 03/07 to address and questions received. • Bids Due: Thursday, March 13, 2025 at 2:00 PM CST • Tentative NOI Issued: March 14, 2025 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
Description						
<ul style="list-style-type: none"> • Contractors will sign a modified ConsensusDocs 802. Example in the project manual. • Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802. • Project-specific P&P bonds must be provided prior to contract execution. • Successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid. • DAS will provide tax exempt certificates upon request. 						

- Procure will be used for all project management, at no cost to the trade contractor.
 - Submittals, Invoicing, RFIs, ASIs, PRs, RFQs
 - Contracts, Change Orders and Certificates of Substantial and Final Completion will also use DocuSign
- Contractor Schedule of Values shall be broken out as specified in the project manual.
 - SOV must contain a closeout line item for at least 1% of the total contract value.
 - This line item can only be invoiced once the certificate of final completion has been signed by all parties.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
Description						
<ul style="list-style-type: none"> • Review of roof • Review of staging area 						

Questions

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions				Open
Description						
Submit all questions in writing to construction.procurement@iowa.gov .						

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.

SECTION 00 4116

**BID FORM
(Revised Addendum #01)**

The Bid Form must be submitted online through the State's [IMPACS Electronic Procurement System](#).

RFB #944900-01

BID FORM for CONSTRUCTION CONTRACT
for
Terrace Hill Carriage House
2300 Grand Avenue, Des Moines, IA
Project 9449.00

Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, Iowa 50319-0105

The following information is to be completed and submitted with your bid..

1. Bid Form - Completed and Signed (to be uploaded with bid submission)
2. Non Discrimination Clause Information
3. Contractor Targeted Small Business Enterprise Pre-Bid Contract Information
4. Bid Security – 5% of total Bid amount (to be uploaded with bid submission)

Authorized Representative:

The undersigned Bidder, in response to your Request for Bid for construction of the above project, having examined the Drawings, Specifications, and other Bidding Documents dated February 13, 2025, and Addenda issued and acknowledged below as received and being familiar with all the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, equipment and supplies to perform all work to construct the project in strict accordance with the proposed Contract Documents, within the time and at the prices stated below. Prices are to cover all expenses incurred in performing the work required under the proposed Contract Documents, of which this bid is a part.

Bidder acknowledges receipt of the following Addenda which are a part of the Bidding Documents and for which any effect on cost of the Work is included in the bid amounts indicated:

Number _____ _____ _____ _____ _____

Dated _____ _____ _____ _____ _____

Note that the State of Iowa is exempt from State and Local sales and use taxes (including local option and school option) for this project. Taxes on construction materials shall NOT be included in the bid amounts.

Amounts shall be indicated in both words and figures. In case of discrepancy, the amount indicated in words shall govern.

BID PACKAGES:

BP 01

Description: Roofing Replacement

Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of:

_____ Dollars
(\$_____).

BP 01 – ADD/DEDUCT UNIT PRICE 01

Description: Crown molding removal and replacement

_____ Dollars per linear foot.
(\$_____ per linear foot)

Bidder hereby certifies that:

1. This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation;
2. Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain any advantage over any other bidder or over the Owner.
3. Bidder hereby certifies that the Bidder is registered with the Iowa Labor Commissioner as a Contractor as required by Chapter 91C, Code of Iowa.
4. Bidder agrees to comply with all Federal and State Affirmative Action/Equal Employment Opportunity requirements concerning fair employment and will not discriminate between or among them by reason of race, color, religion, sex, national origin or physical handicap.
5. All construction under this Contract shall conform to the requirements of the *Iowa State Building Code*.
6. Bidder agrees that this bid shall remain valid and shall not be withdrawn for a period of thirty (30) calendar days after the date for receipt of bids.
7. Bidder agrees that if written notice of acceptance of this bid is mailed, emailed, or delivered to the undersigned within thirty (30) days after the date in which bids are due, or at any time thereafter before it is withdrawn, the undersigned will sign and return the Contract Agreement, prepared in accord with the Bidding Documents and this bid as accepted; and will also provide proof of insurance coverage and required surety bonds.
8. Bidder understands that the Owner reserves the right to reject any and all bids, and to waive irregularities or informalities and enter into a contract for the work, as the Owner deems to be in the best interest of the State.
9. Bidder understands that the Owner reserves the right to accept any, or no, Alternate Bid, if requested, and that the Alternate Bids may be considered in any order or combination, and the

low Bidder shall be determined on the basis of the sum of the base bid and any Alternate(s) accepted.

Subcontractors:

The Trade Contractor must identify all Subcontractors and Suppliers within 48 hours of the published date and time for which bids must be submitted, in accordance with Iowa Code Section 8A311, as amended by House File 646 in 2011. Subcontractors and suppliers may not be changed without the approval of the Owner. Requests for changing a Subcontractor or supplier must identify the reason for the proposed change, the name of the new Subcontractor or supplier, and the change in the subcontractor or supplier price as a result of the change. Any reduction in subcontractor or supplier price as a result of the change, if the change is approved by the Owner, shall be deducted from the Trade Contract Price via a deductive Change Order. Any such changes, if approved by the Owner, which result in an increase in the Trade Contract Price shall be borne by the Trade Contractor.

Enforcement of Reciprocal Resident Bidder Preference, per Iowa Code 73A.21.

All bidders shall either check the box next to "Resident Bidder" or check the box next to "Nonresident Bidder" and by doing so and signing thereafter certifies and attests to the same. All information requested must be provided. Seek out the advice of an attorney if you have questions.

"Resident Bidder" means a person or entity authorized to transact business in of the State of Iowa and having a place of business for transacting business within the State of Iowa at which it is conducting and has conducted business for at least three years prior to the date of the first advertisement for the public improvement. Note, however, that if a nonresident bidder's state or foreign country has a more stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country.

Resident Bidder

Name of Resident Bidder: _____

By: _____
Authorized Agent and Signatory of Resident Bidder

OR:

Nonresident Bidder

Name of Nonresident Bidder: _____

Name of State or Foreign Country of Nonresident Bidder: _____

Particularly identify and describe any preference, labor preference, or any other type of preferential treatment, in effect in the nonresident bidder's state or foreign country at the time of this bid:

NOTICE: Nonresident Bidders domiciled in a state or country with a resident labor force preference shall make and keep, for a period of not less than three years, accurate records of all workers employed on the public improvement. The records shall include each worker's name, address, telephone number when available, social security number, trade classification, and the starting ending time of employment.

By: _____
Authorized Agent and Signatory of Nonresident Bidder

REQUIRED: Bid Form shall be signed by an officer of the company with authority to bind in a contract. Notice of acceptance of this bid, or request for additional information by the Department of Administrative Services, may be addressed to the undersigned at the address set forth below:

Legal Name of Firm: _____

Date: _____

Signature of Bidder: _____

Title: _____

Typed Name of Signatory: _____

Email: _____

Business Address:

Telephone Number: _____ Fax Number: _____

Federal Tax Identification Number: _____

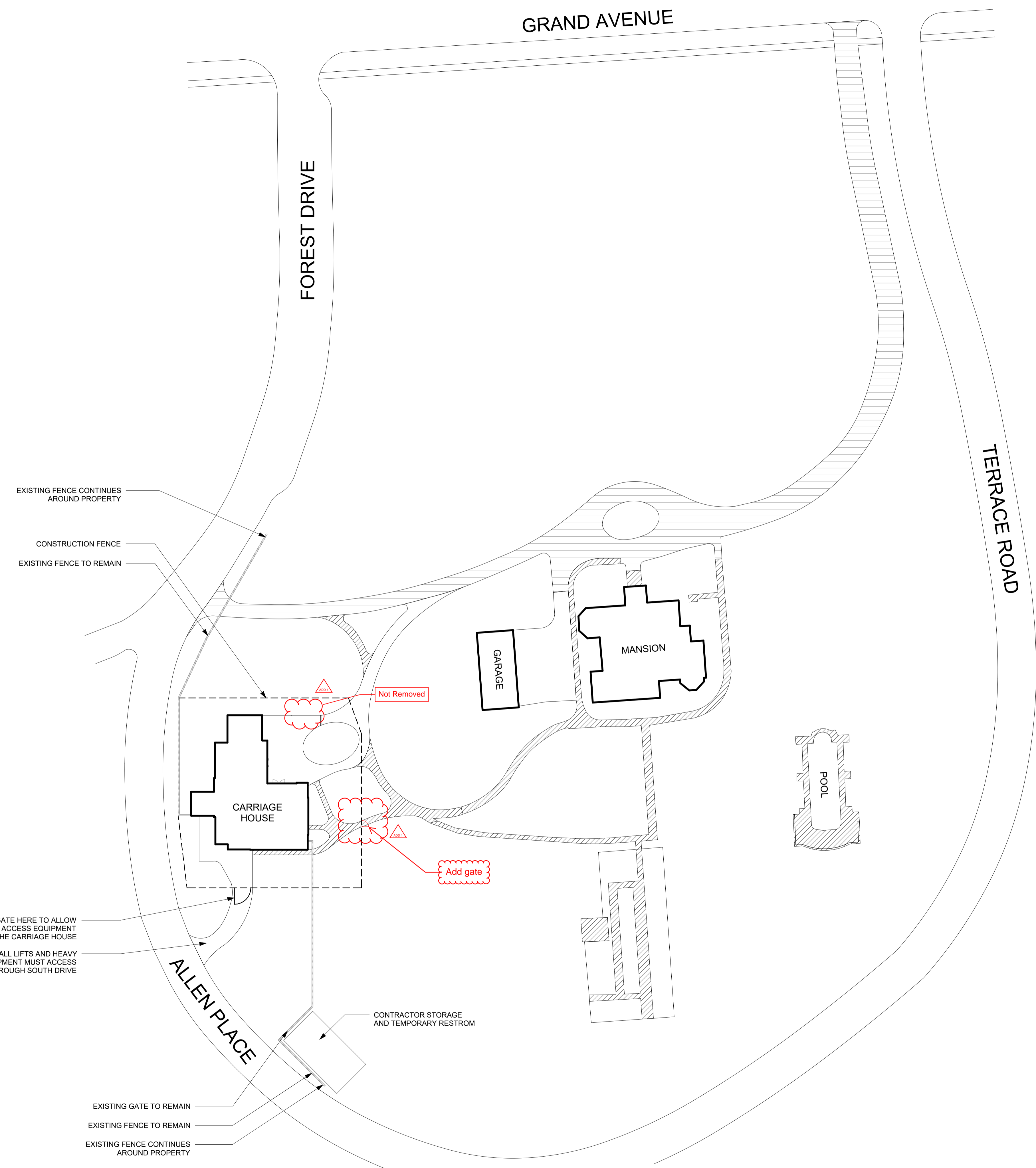
Iowa Contractor Registration Number: _____

Bidder Safety Manager Name: _____

For an out-of-state Bidder, Bidder certifies that the Resident Preference given by the State or Foreign Country of Bidder's residence, _____, is _____ %.

END OF SECTION

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B10 SITE PLAN
1" = 40'-0"

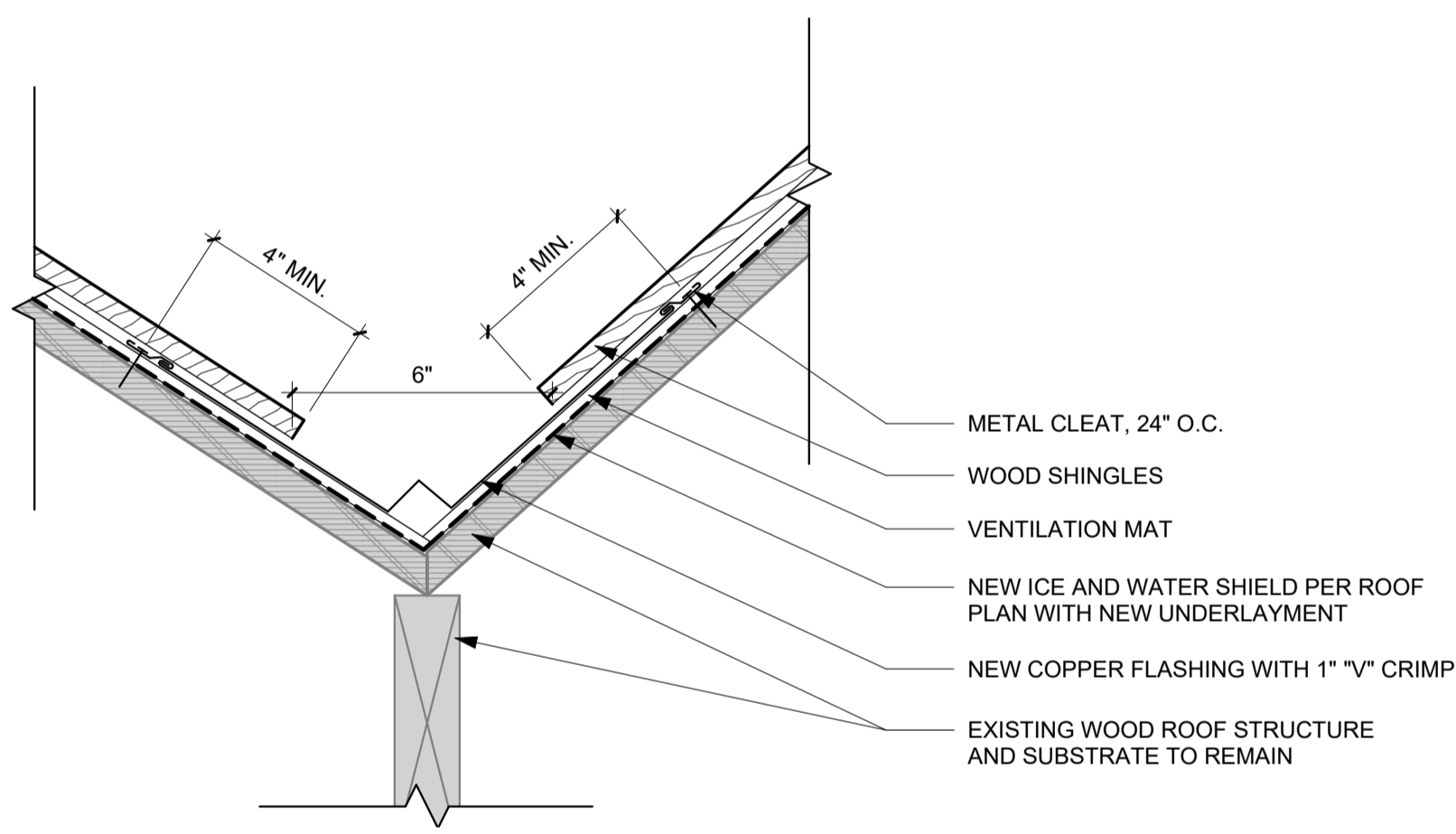
Owner
 Project
9449.00 - DAS TH Carriage House Roof Replacement
 2300 GRAND AVE
 DES MOINES, IA 50312

Construction Manager
DCI GROUP, INC.
 220 SE 6TH STREET #200
 DES MOINES, IA 50309
 P. 515-244-5043

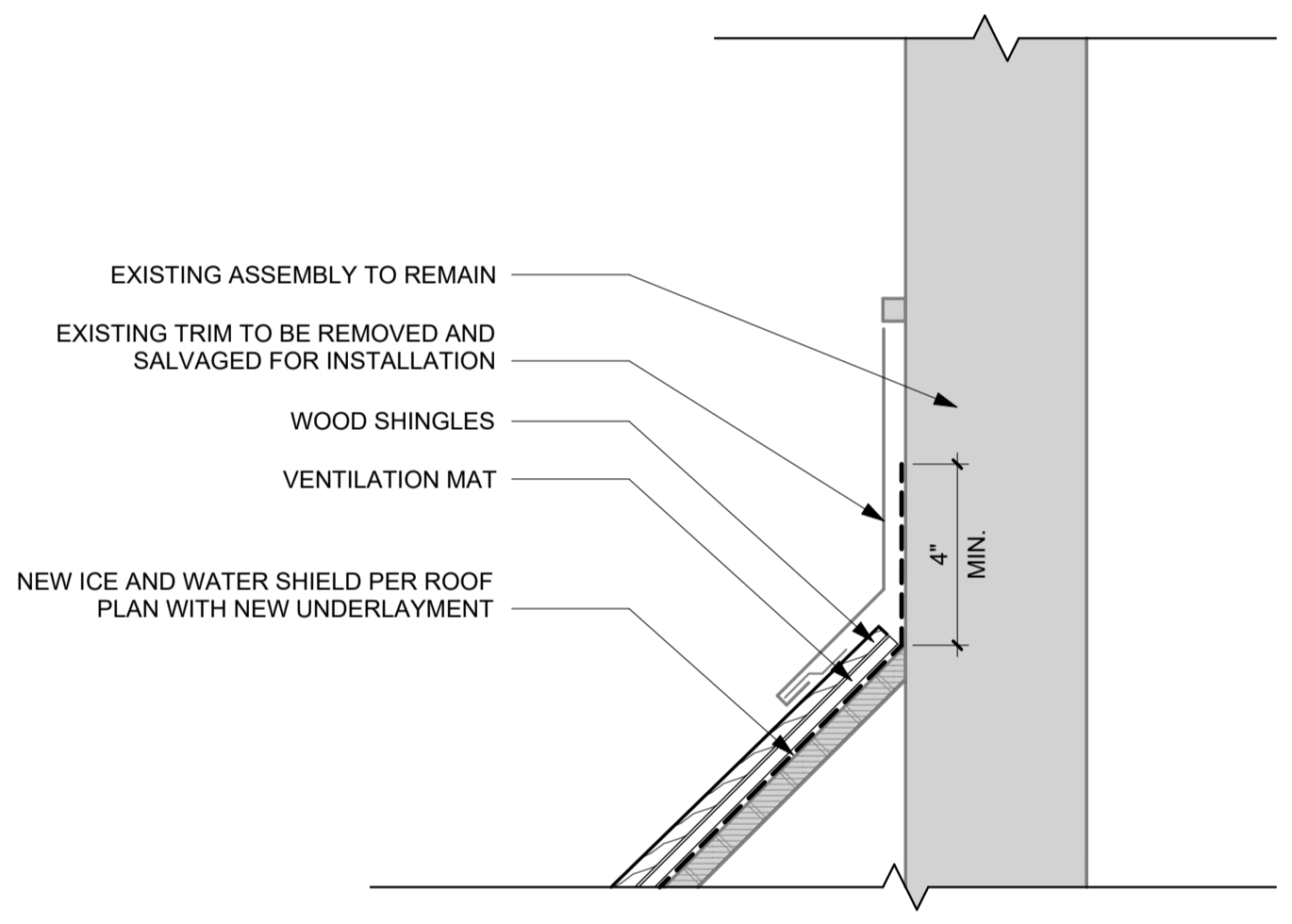
Key Plan

Revision	Description	Date

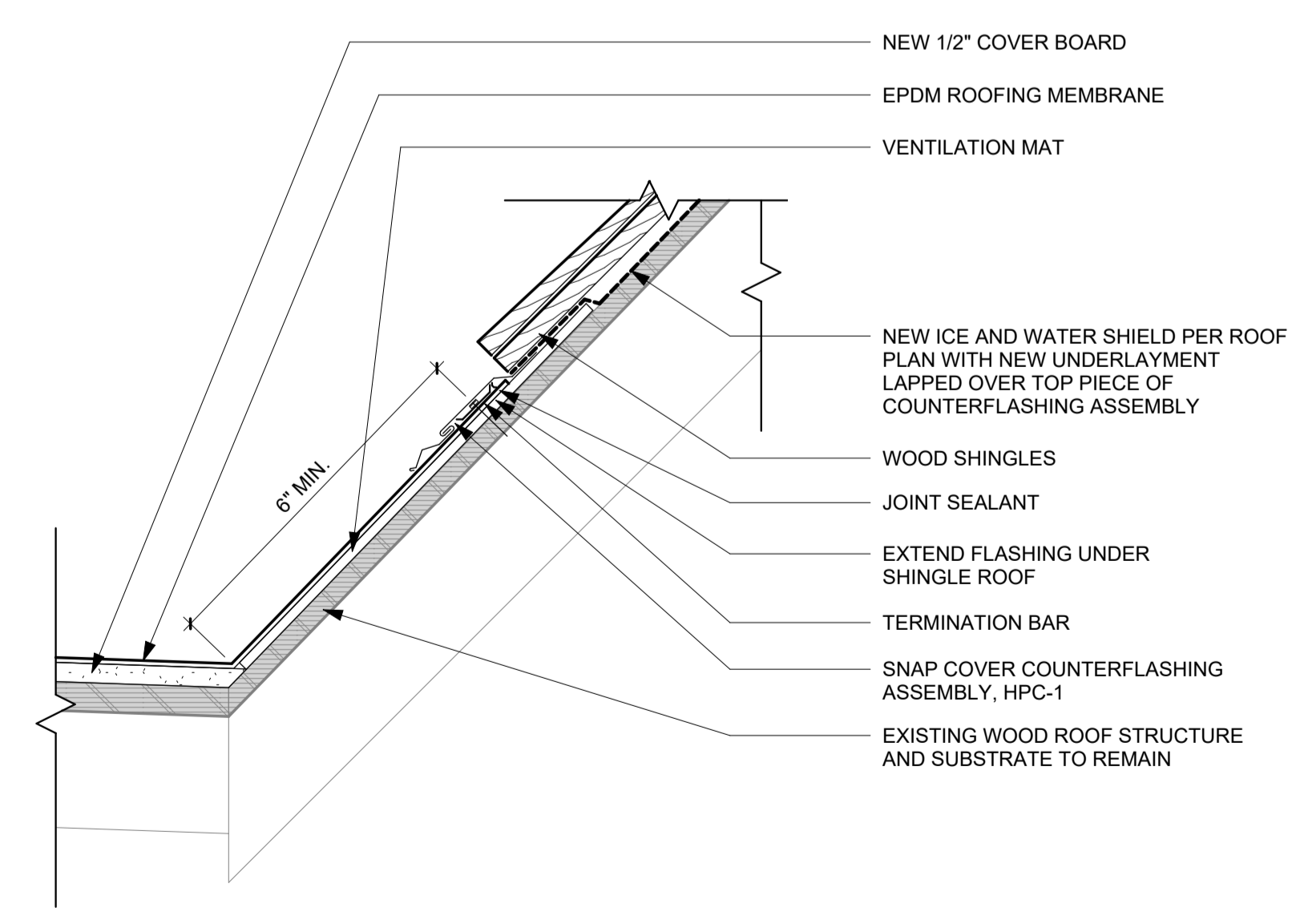
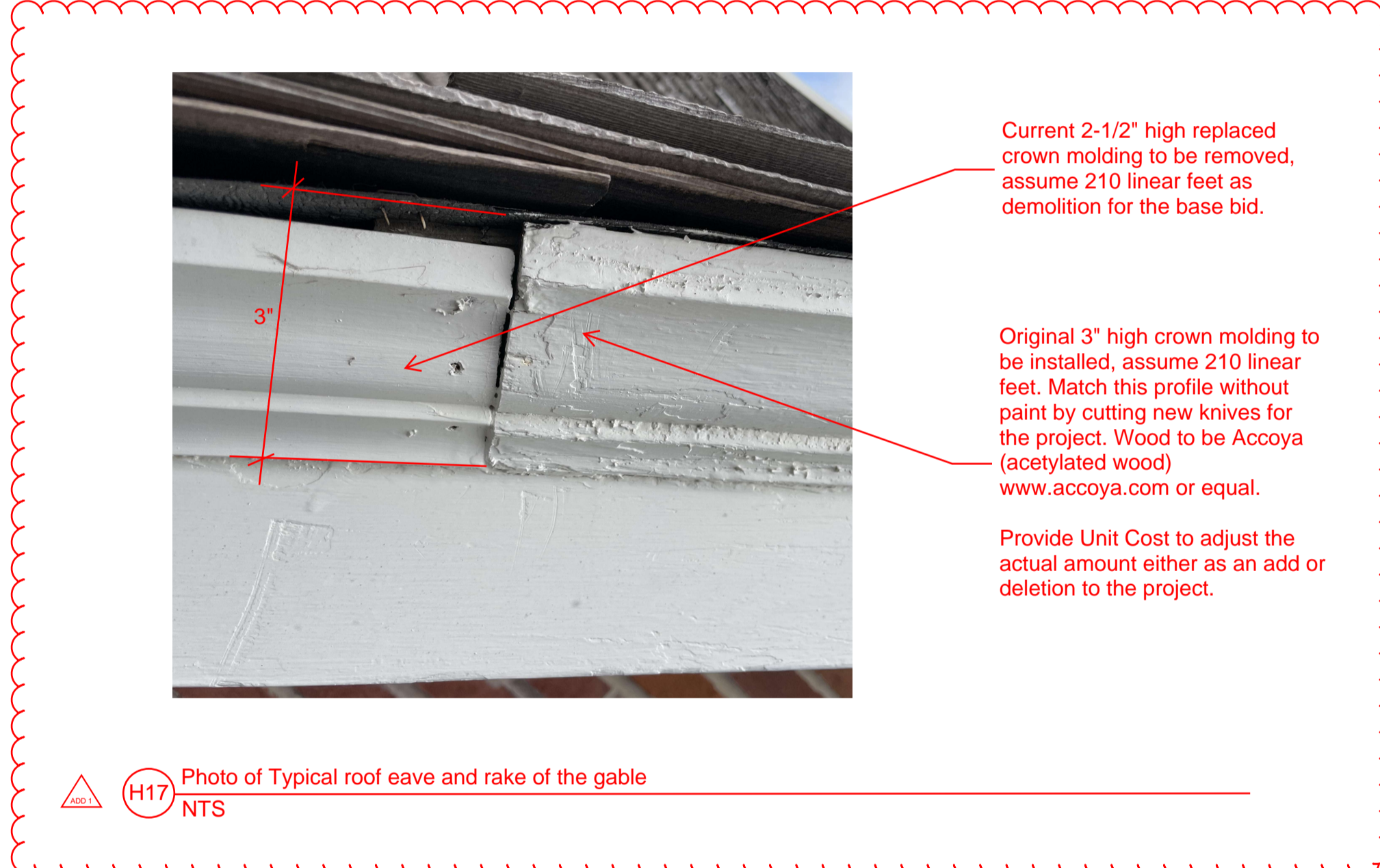
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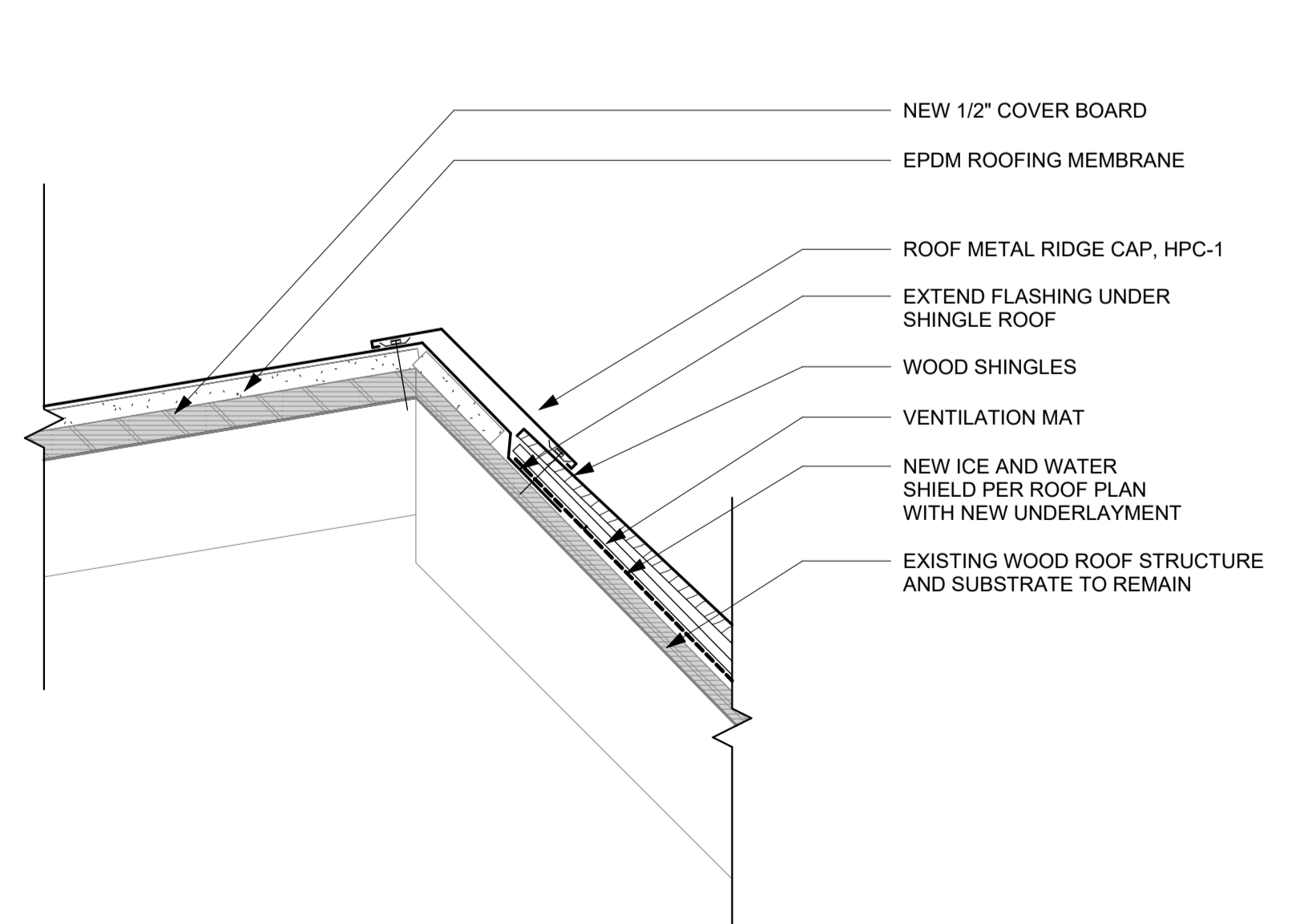
H1 SECTION DETAIL - WOOD SHINGLE VALLEY
3" = 1'-0"



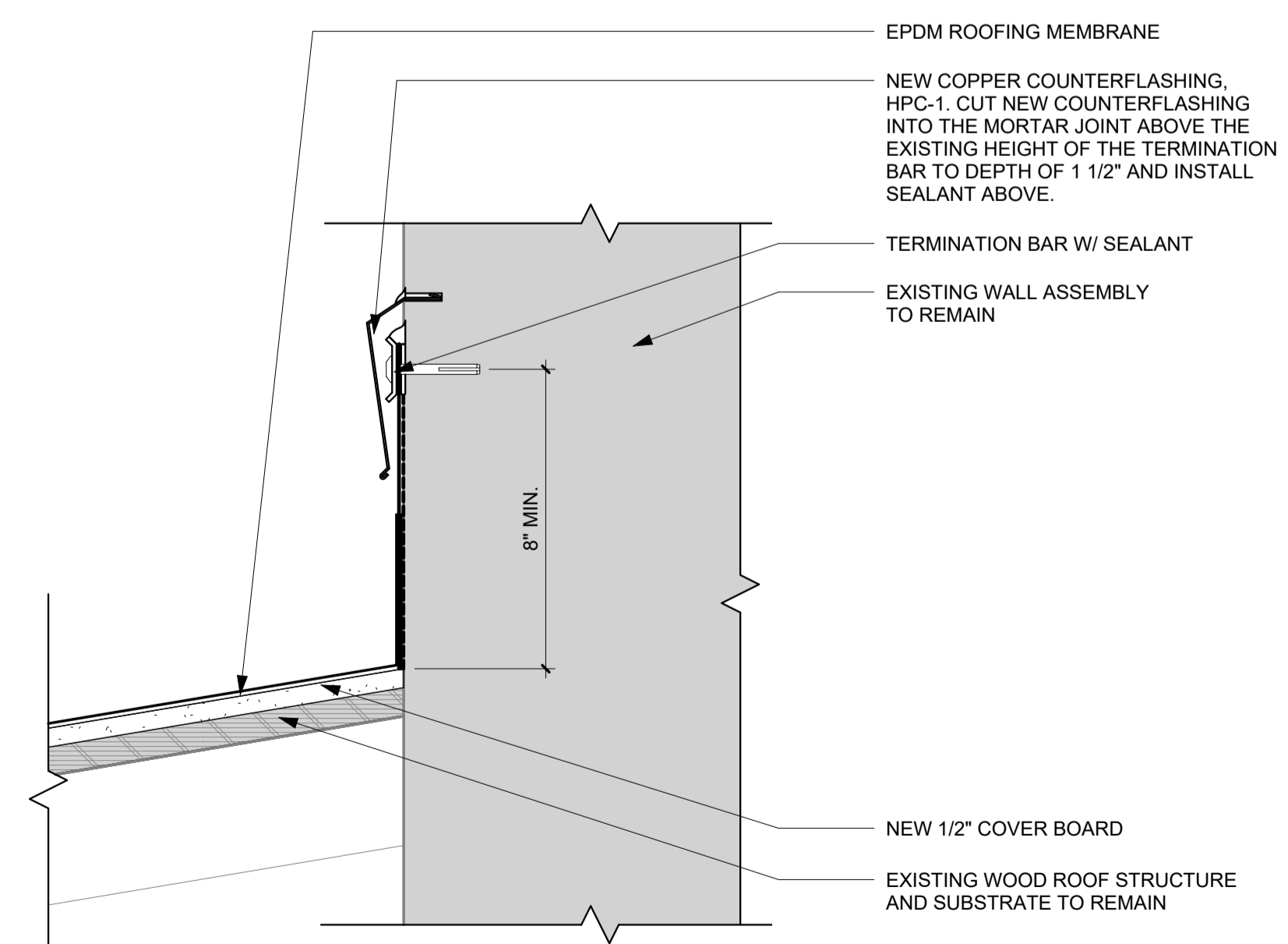
H9 SECTION DETAIL - WOOD SHINGLE TERMINATION AND FLASHING DETAIL
3" = 1'-0"



A1 SECTION DETAIL - MEMBRANE TO WOOD SHINGLE
3" = 1'-0"



A9 SECTION DETAIL - MEMBRANE TO WOOD SHINGLE @ RIDGE
3" = 1'-0"



A17 SECTION DETAIL - MEMBRANE TO EXISTING WALL
3" = 1'-0"

Key Plan

Revision	Description	Date

OPN Project No.
2485-4000

Sheet Issue Date
BID SET 02/13/2025

Sheet Name
DETAILS

Sheet Number