

Addendum 1 for RFQ 932000-01

Project Name: DOC NCCF Powerhouse Window Replacement
RFQ #: 932000-01
DAS Project #: 9320.00
Date: 12/21/2023

Quotes Due: January 9th, 2024 @ 2:00 PM

Pre-Bid Meeting Minutes Included

General Notes:

- The cost opinion for the project is \$57,021.

END OF ADDENDUM



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

Project: 9320.00 DOC NCCF Powerhouse Window
Replacement
313 Lanedale
Rockwell City, Iowa 50579
P: 712-297-7521

RFQ Pre-Quote Minutes: Meeting #1

Meeting Date Dec 12, 2023 **Meeting Time** 11:00 AM - 12:00 PM Central Time (US & Canada)

Meeting Location **Video Conferencing Link** https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWQ0ZThhMDgtYTNmYS00NWE4LWE5ZjgtNmE2MGMyOTU3ZDY2%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%221429a54b-41d5-46ef-82bc-8260ef04c509%22%7d

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

Notes

Attachments [RFQ 932000-01 NCCF Powerhouse Window Replacement.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Mindy Aust	MA Architecture		mindy@architecturema.com	Absent
Alec Clement	MA Architecture		alec@architecturema.com	Absent
Jessica Terrill	MA Architecture		jessica@architecturema.com	Present
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	Conference
Jon Handley	McGough Construction	P: (515) 805-3987	jon.handley@mcgough.com	Present
Jonathan Peters	McGough Construction		jon.peters@mcgough.com	Conference
Kurtis Bednarik	North Central Correctional Facility	P: (712) 297-7521	kurtis.bednarik@iowa.gov	Present
Tim Motl	North Central Correctional Facility	P: (712) 297-7521	timothy.motl@iowa.gov	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Conference

Introductions

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendees				
		Official Documented Meeting Minutes <u>In Person</u> - Colton Webner - Woodruff Construction <u>On Call</u> - Cayd Lara - Jensen Builders				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
Description - Base bid: The 13 windows and storefront entrance will be removed, and the opening will be re-prepped to receive new windows and a new HM storefront door. - An allowance of \$2,000.00 will be carried by the contractor to replace any damaged blocking within the wall cavity once the window is removed. The damaged blocking will be replaced with mortar.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
Description - Contract(s) Issued: January 30, 2024 - Submittals: February to March 2024 - Construction: May to June 2024 - Closeout: June to July 2024 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						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Site Rules				Open
Description - Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place. - Contractor(s) 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 and comply with all instructions. - 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. - Temporary facilities to be provided by the contractor. Including temp power, storage trailer, temp toilets, dumpsters, etc. - Demolished equipment to be removed by the contractor - Tool control must be maintained at all times. The facility staff will confirm what they will allow. - Cell phones - Only 1 cellphone is permitted for the onsite foreman. All other cell phones or electronic devices will need to be stored in personal vehicles. - Background checks - All workers onsite will require a background check. Send each worker's date of birth, driver's license number, and social security number to Tim Motl and/or Jon Handley to process. It is good practice to run checks on as many workers as possible to provide flexibility. - All workers on must complete PREA training before they will be allowed to work on site. This training can be done online if the worker's email address is provided to McGough and NCCF. - All workers must be properly attired and follow the requirements listed in Exhibit C Item 16A. - Work hours will be 7:00 AM to 4:00 PM Monday through Friday, unless arrangements are made in advance. - View RFQ for more information.						

Official Documented Meeting Minutes

- NCCF staff asks that the contractor's temp facilities(dumpsters, trailers, etc. be set near their current dumpsters)
- All tools and materials will need to be stored in a locked trailer and will be inventoried at the beginning and end of the day.

RFQ Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Quote Submission				Open
Description • Quotes are due January 9th, 2024 @ 2:00 PM • Quotes shall be submitted through email to the Issuing Officer at Construction.Procurement@iowa.gov. ◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted. • Submit subcontractor/supplier list within 48hrs						
Official Documented Meeting Minutes A construction budget will be included in the forthcoming addendum.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Quote Schedule				Open
Description • Questions/Substitutions Due in Writing to Construction.Procurement@iowa.gov: December 19, 2023 @ 2:00 PM • Addendum Issued: Following the Pre-Quote Meeting • Quotes Due: January 9th, 2024 @ 2:00 PM • Tentative NOI Issued: January 16th, 2024						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
Description • Contractor(s) will sign a modified ConsensusDocs 802. Example is linked in the RFQ. • 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. • DAS will provide tax exempt certificates upon request. • Procore 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.						

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.