

ADDENDUM NO. 1

Date: 02/7/2024

Project Name: DCA MON Main House Site Work and Outbuilding Repairs

DAS RFP #: 922600-02

DAS Project #: 9226.00

PROPOSALS DUE: 02/20/2024

The original Project Manual and Drawings for the project noted above are amended as noted in this Addendum. Included in this Addendum are Specification, Architectural, & Engineering items.

Please review all sheets and incorporate them into your set of Contract Documents.

The receipt of this Addendum shall be acknowledged by inserting its number and date in the space provided on the Bid Form.

This Addendum consists of:

QUESTIONS & ANSWERS:

Q1. What is the project budget?

A1. The State has funding allocated for Phase 2 archaeological survey and any further survey required by the State Historic Preservation Office (SHPO). If any archaeological consultants have questions for SHPO regarding Phase 1 survey that was completed, please have them contact the below individual:

SARA ANDRE
State Historic Preservation Office - Architectural Historian
IOWA ECONOMIC DEVELOPMENT AUTHORITY
1963 Bell Avenue, Suite 200
Des Moines, IA 50315
(515) 348-6286
sara.andre@iowaeda.com

General Items:

1. Meeting minutes from RFP Pre-Bid Meeting held on 01/31/2024 (3 Pages)

RFP 922600-02 Pre-Proposal Minutes: Meeting #1

Meeting Date	Jan 31, 2024	Meeting Time	12:00 PM - 12:45 PM Central Time (US & Canada)
Meeting Location	Virtual	Video Conferencing Link	https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjlzYTIhMjUIN2E3Yy00NzBhLWJjN2QtOTdhZTE4ZjZlZDBi%40thread.v2/0?content=%7b%22id%22%3a%22705e7dc3-c582-4519-a026-3a1c9fd5fc88%22%2c%22oid%22%3a%2232fc077f-7c0c-4059-94f0-09beb0a16bf6%22%7d

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

Notes

Attachments [922600-01 Attachment A - Drawings - DCA MON Main House Site Work and Outbuilding Repairs.pdf](#), [922600-01 Attachment B - State of Iowa - COI Example.pdf](#), [RFP 922600-02.pdf](#), [Wapsi Valley - CERTIFICATE OF LIABILITY INSURANCE.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jarrad Boever	Boyd Jones Construction Company		jboever@boydjones.biz	Present
Andrew Paleczny	Boyd Jones Construction Company	P: (402) 553-1804	apaleczny@boydjones.biz	For Distribution Only
Hannah Frederick	Department of Cultural Affairs	P: (563) 423-7173	montauk@iowa.gov	Present
Michael Plummer	Department of Cultural Affairs	P: (515) 281-4221	michael.plummer@iowa.gov	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
<p>Description</p> <p>DAS - Owner Representative</p> <ul style="list-style-type: none"> James Trower <p>Boyd Jones - Construction Manager</p> <ul style="list-style-type: none"> Andrew Paleczny (Project Manager) Jarrad Boever (Project Engineer) <p>DOC NCF CRC Facility</p> <ul style="list-style-type: none"> Michael Plummer (Historic Site Manager) Hannah Frederick (Montauk Historic Site Coordinator) 						

Official Documented Meeting Minutes

Also in attendance:

- Gina Munson - gmunson@impact7g.com
- Daniel Salas - daniel.salas@kleng.com

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p>Description</p> <ul style="list-style-type: none"> • Archeology survey scope of work: <ul style="list-style-type: none"> ◦ Phase 2 intensive archaeological survey at two locations indicated on the attached documents. <ul style="list-style-type: none"> ▪ Location 1: East of Main House (See sheet C.04) ▪ Location 2: North of Outbuilding (See sheet C.05) ◦ Follow the current Association of Iowa Archaeologists Guidelines for Investigations in Iowa. ◦ This RFP will allow the State of Iowa to negotiate with the archaeological consultant for additional archaeological survey phases and monitoring & documentation of stone paver removal. 						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • Addendum will also include public and private locates to be done by selected designer. 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p>Description <i>RFP-specific dates below</i></p> <ul style="list-style-type: none"> • <ul style="list-style-type: none"> ◦ Questions Due to construction.procurement@iowa.gov: 02/6/2024 @ 4:00 PM ◦ Addendum Issued: ◦ Proposals Due: 02/20/2024 @ 4:00 PM ◦ Execution of Designer’s Contract Week of March 4, 2024 ◦ Tentative Design Kick-Off Meeting Week of March 11, 2024 ◦ Draft Phase 2 Report By To be coordinated with DAS & CM ◦ Final Phase 2 Report By September 9, 2024 						
<p>Official Documented Meeting Minutes Attendees believe that this schedule is reasonable.</p>						

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
 - 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:
 - 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"> • Are there any documents explaining what SHPO is requiring. DAS will provide contact for SHPO representative working on this project. DAS will also look into releasing the Phase I survey. • What is the reasoning behind this work needing to be done. The state is working on another project out on this site to install swales and SHPO is requiring an archeological survey to be completed prior. There have been some issues with water drainage and trying to get the water to flow away from the buildings. 						

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.

END OF ADDENDUM NO. 1