

**A4 – Capitol Complex Roofing & Tuck-Pointing Project  
Des Moines, Iowa  
RFP: #0217335044  
Proposal Due Date: June 16<sup>th</sup>, 2017 at 2:00 PM**

**Addendum #01**

DATED: 06/14/17

TO: Prospective Design Firms:

The Addendum contains written information that modify, supplement, or replace information contained in the Request for Profession Design Services issued June 2, 2017.

Acknowledge receipt of this Addendum on the proposal response. Failure to do so may subject Designer to disqualification.

**This addendum consists of the following clarifications:**

- 1) SECTION 1.1 INTRODUCTION
  - a) REVISE item (1.1.9) as follows:
    - i) 1.1.9 Identify desired reimbursable charges (the State has limitations, per State of Iowa Accounting Policies and Procedures 210.245), and all other charges.  
**Reimbursables should include design progression documents. Construction Document printing costs for bidding will be borne by the State of Iowa**
- 2) PRE-PROPOSAL MEETING NOTES
  - a) Please find attached Design RFP Pre-Proposal Meeting Minutes and Sign-in Sheet (5 pages)
- 3) QUESTIONS
  - a) Should missing lighting rods on Lucas Building's Roof be furnished and installed?
    - i) Response: No new lighting rods are to be provided. Existing rods will need to be removed and re-installed during installation of new roofing.
  - b) Should the Lucas Building 5<sup>th</sup> Floor Roof and the Roof at the Loading Dock be included in the Scope of Work?
    - i) Response: The 5<sup>th</sup> Floor Roof Is to be Included. The Loading Dock roof is Not to be included.
  - c) There are currently several pieces of telecommunication equipment on the roof at Lucas Building, who is responsible for coordinating keeping the equipment operational during construction?
    - i) Response: Coordination for keeping the equipment operational will be reviewed as design progresses. Meetings between the owner and designer will be on an as-needed basis.
  - d) Are the Penthouse and Dog-house roofs at Lucas to be included in the Scope or Work?
    - i) No, The Penthouse Roof and Dog-House roof are Not to be included. The Scope of work involves the 6<sup>th</sup> Floor and 5<sup>th</sup> Floor roofs.
  - e) Is the North West Retaining Wall's Capstone at Jessie Parker to be tuck-pointed/re-sealed?
    - i) Response: No, it is not to be included as part of the project.
  - f) Is fall protection to be included as part of the roof replacement at Jessie Parker?
    - i) Response: No, fall protection is not to be included.
  - g) There appears to be drain tubes into the retaining wall at Grimes Building. Please confirm where these drains originate or tie into.

- i) Response: It is un-know where these drains originate from or what they are for. It is assumed these are used as weeps to allow water trapped behind the retaining wall to escape.
- h) Confirm the construction of the soffits at Grimes Building.
  - i) Response: As-built documents were un-able to be located but assume the soffits are made of a cementitious material.
- i) For the SHPO submittal identified in the RFP are there any special conditions or circumstances for preservation for these building? Or is the submittal to SHPO a standard part of a project for the State:
  - i) Response: Coordination with SHPO will be required on any building over 50 years old as standard procedure.
- j) Are there existing plans for all three (3) buildings? If so, are the plans in electronic format to use?
  - i) Response: Lucas – PDFs of the Roof plan are available. Grimes – PDFs of building elevations plans are available. Jessie Parker – PDFs of Roof plans are available. If the State is able to locate more drawings they will share them with the design firm.
- k) Will the State perform an asbestos survey for any potential bituminous asbestos containing roof materials prior to design that may be in or under the current roof membranes for both buildings?
  - i) Yes, the state will perform an asbestos survey for the roof at Lucas and Jessie Parker and provide results to the design firm
- l) Is the design/construction to include analysis and design for installing new rooftop anchor support for both roofs? And if so, how many supports are required for each roof?
  - i) No, roof anchors are not to be included.

For further information, contact:  
 Randall Stapp, Purchasing Agent III  
 Iowa Department of Administrative Services  
 Hoover State Office Building, Level 3  
 1305 East Walnut, Des Moines, IA 50319-0105  
 Phone: (515) 242-5005  
 Email: [randall.stapp@iowa.gov](mailto:randall.stapp@iowa.gov)

**Pre-Proposal Meeting: June 6<sup>th</sup>, 2017, 10:00 AM - Minutes**

**DAS/CM Team Introductions:**

Iowa Department of Administrative Services (DAS) – Josh Herman  
Construction Manager – DCI Group – Michael Steen & Rob Greiner  
DAS Purchasing Agent – Randall Stapp  
**See attached sign in sheet for attendants**

**General Project Description/Overview:**

The State of Iowa Department of Administrative Services is currently seeking design services from qualified design firms for a project consisting of Roof Replacement at Lucas Building and Jessie Parker Building, Tuck-Pointing at Lucas Building, Plaza Repairs at Grimes Building and Facade Repairs at Grimes Building in Des Moines, Iowa.

The following scope(s) and project characteristics have been identified for this project:

Lucas Building:

Evaluation, Design, and Construction Administration for the repair of deteriorated grout and stone at the West and North ADA Ramps, including but not limited to tuck-pointing, replacement, repairing, and re-setting of vertical stone. No work with the stair treads.

Evaluation, Design, and Construction Administration for the replacement of the existing rubber membrane roof.

Grimes Building:

Evaluation, Design, and Construction Administration for repairs to existing exterior plaza stone panels. Scope of repairs to include re-setting panels that have shifted, re-caulking of the entire exterior plaza, and removing and infilling inset accent lighting from the plaza area.

Evaluation, Design, and Construction Administration for repairs to the existing retaining walls around the building. Scope of work to include evaluating why the panels have shifted as well as design and construction administration for corrective actions to panels and adjacent areas. State is open to removal of retaining wall and regrading.

Evaluation, Design, and Construction Administration for repairing cracks, deterioration, and miscellaneous disrepair to existing soffit panels.

Evaluation, Design, and Construction Administration for replacing the white vertical caulking with a product that better matches in appearance to the stone panels.

Jessie Parker Building:

Evaluation, Design, and Construction Administration for the replacement of approximately half of the existing rubber membrane and ballasted roof. The portion of the roof that was replaced approximately 3 years earlier will not be replaced at this time.

Evaluation, Design, and Construction Administration for the replacement of spalling brick located where the vertical exterior brick transitions to sidewalk.

**Tour** – At conclusion of the meeting

**PROPOSALS DUE: June 16<sup>th</sup>, 2017 at 2:00 PM**

MAKE SURE IT IS SUBMITTED TO DAS AS THE REQUEST FOR PROPOSALS READS

**1. Proposal Process**

- a. Ensure all sections of 4.2 Proposal Content are included in proposal
- b. Review Section 5.2 and ensure each of the criteria for evaluation are met
- c. All questions after this meeting and prior to June 9<sup>th</sup> to be submitted to Randall Stapp at [randall.stapp@iowa.gov](mailto:randall.stapp@iowa.gov). Do not contact DCI Group directly for questions

**2. Schedule**

- a. Questions Due: June 9<sup>th</sup>, 2017 at 2:00 PM CDT
- b. Last Addendum Issued: June 14<sup>th</sup>, 2017 by 2:00 PM CDT
- c. Proposals Due: June 16<sup>th</sup>, 2017 at 2:00 PM CDT
- d. Selection of Designer / Issue NOI: June 23<sup>rd</sup>, 2017
- e. Execution of Contract (5 day appeal period): June 30<sup>th</sup>, 2017
- f. Assessment & Design (develop drawings): Jul 3<sup>rd</sup>, 2017 – August 29<sup>th</sup>, 2017
- g. Contractor Bidding: To be determined – Desire for 2017 but will be evaluated
- h. Construction: To be determined – Fall 2017 / Spring 2018

**Scope of Work:**

**3. Administrative**

- a. Construction Manager (DCI Group) has been engaged for this Project to serve as an advisor to the Owner and to provide assistance in administering the Contract for Design between Owner and the Designer according to separate contract between Owner and Construction Manager.
- b. Agreement between Owner and Designer will be a modified ConsensusDocs 803.
- c. The designer shall use the State of Iowa's construction management software EADOC.
- d. Designer shall acknowledge that all documents are copyright to the State of Iowa and need be turned over in their native computer format.
- e. Successful Designer will require construction administration, including development of submittal master list, submittal reviews, review and respond to RFIs, development of Architectural Supplemental Instructions for design revisions, change order review, review of Trade Contractor pay applications, periodic site visits, and participation / development of contractor punch list.
- f. Designer's proposal shall include a separate fee and reimbursable estimate for all three (3) buildings, Grimes, Jessie Parker, and Lucas. Designer shall be aware that costs related to these three (3) buildings are required to be tracked separately and identified as such in all contract documents. Project will be awarded as a whole.

**4. Design & Construction**

- a. Perform one design kick-off meeting on-site to review and analyze existing

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Designer Pre-Proposal Meeting

infrastructure as well as discuss overall project scope and needs.

- b. Provide all disciplines necessary for complete design of the project.
- c. If deemed necessary, the designer shall provide minor drawing work to assist the construction manager in the development of a hazardous material bid package.
- d. Designer shall provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- e. Designer shall be responsible to upload all drawings and specifications for the project to EADOC. Drawings uploaded should include both a copy of the entire drawing set (as one file) and then a copy of each individual sheet (as its own file). Specifications should be uploaded per volume (as its own file) as well as per section (as its own file).
- f. Designer shall assist Construction Manager in the evaluation of long lead times.
- g. Designer shall study existing documents and field conditions and provide further information and recommendations to Owner for design.
- h. Designer shall assist Owner and Construction Manager in obtaining bids from qualified contractors.
- i. Designer shall include sufficient site visits and meetings to complete design work.
- j. Designer shall satisfy all Federal, State, and Local codes. The Design Professional will coordinate and be the main contact for the project with the State Fire Marshall's office for conformance to life safety, energy, and all other applicable codes. All applicable fees with the departments will be covered by the Design Professional.
- k. Designer shall coordinate with the State Historical Preservation Office (SHPO) for consultation, review, and comment on project scope and design.
- l. Designer shall provide Owner and Construction Manager with design recommendations for space layout, materials and specifications.
- m. Designer shall provide electronic documents, supplemental instructions and proposal requests in PDF and CAD.
- n. Design review will be conducted at 100% design development and 95% construction documents. Review will be conducted with DAS Owners Representative, Construction Manager, and Facility Representative.
- o. Final submission of contract documents including drawings and specifications for bidding. Designer to develop a complete set of specifications except for Division 00 which will be provided by DCI Group for incorporation into the designer's specification book. The designers' specifications shall include Division 01 General Requirements and all technical specifications. DCI Group will distribute the Division 00 documents for incorporation into the Designers specifications.
- p. Attendance and participation in pre-bid meeting.
- q. Include bid alternates as determined during course of design.
- r. Designer shall provide cost estimating alongside Construction Manager as required by the State of Iowa's ConsensusDoc contract and Iowa Code. Along with a final construction

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estimate, cost opinions shall be provided at 100% design development and 95% construction documents.

- s. Field observation reports shall be submitted to DCI Group for each site inspection within five (5) days of the site visit.
- t. As part of construction, the designer shall attend, at a minimum, one (1) pre-bid meeting, one (1) construction kick-off meeting, construction reviews on an as-needed basis, substantial completion/punch list development per building, punch list approval per building, and one-year warranty correction period visit per building.
- u. Designer shall identify in their proposal the number of site visits anticipated during construction for progress reviews along with a rate for additional site visits.
- v. Maintain an as-built set of drawings and specification for all design modifications. Up-to-date full sheets to be issued electronically to address all Architectural Supplemental Instructions and RFIs as feasible.

**5. Close Out**

- a. Provide construction as-built drawings and specifications of all design modifications, including Architectural Supplemental Instructions, Proposal Requests, and Change Orders in both CAD and PDF formats.
- b. Development and verification of punch list document with assistance from Construction Manager.
- c. Provide inspection and date for substantial completion for each building along with Construction Manager.
- d. Approve via EADOC both substantial and final completion.

**6. Capitol Complex Facility Protocol**

- a. Due to the nature of the Capitol Complex building any members involved on site with the project will have to go through a State of Iowa Background Check.

**7. Open Discussion**

- a. **Question: Are existing drawings available?**
  - i. **Answer: DAS will look for available drawings and issue a notice in an Addendum**
- b. **Question: What format would DAS like the As-Built drawings to be in?**
  - i. **Answer: DWG**
- c. **Question: Are there budgets for the project?**
  - i. **Answer: High-end budgets were put together for the scopes of work at each building and are as follows:**
    - 1. **Grimes Building - \$200,000.00**
    - 2. **Jessie Parker - \$400,000.00**
    - 3. **Lucas Building - \$600,000.00**
  - ii. **Designers are required to develop their own cost estimate as design progresses as noted in the RFP.**
- d. **Question: Will DCI Group be putting together the Bid Scopes:**
  - i. **Answer: Yes, DCI Group will be putting the Bid Scopes together.**



**Project Name: A4 – Capitol Complex Roofing & Tuck-Pointing**

**Meeting Purpose: Design Pre-Proposal Meeting**

**Date: June 6<sup>th</sup>, 2017 at 10:00 AM**

**Attendees**

| <u>Name</u>     | <u>Company</u>  | <u>Phone Number</u> | <u>E-Mail Address</u>  |
|-----------------|-----------------|---------------------|--|
| Rob Greiner     | DCI Group       | 515-650-7777        | <a href="mailto:robg@dcigroupia.com">robg@dcigroupia.com</a>                   |
| Michael Steen   | DCI Group       | 515-975-8348        | <a href="mailto:michaels@dcigroupia.com">michaels@dcigroupia.com</a>           |
| Josh Herman     | DAS             | 515-201-2197        | <a href="mailto:Josh.herman@iowa.gov">Josh.herman@iowa.gov</a>                 |
| David Haines    | DAS             | 515-208-3576        | <a href="mailto:David.Haines@iowa.gov">David.Haines@iowa.gov</a> ✓             |
| Tina Van't Sant | Terracon        | 515 557 3823        | <a href="mailto:Tina.Van'tSant@terracon.com">Tina.Van'tSant@terracon.com</a>   |
| Darrell Smith   | Terracon        | 515-777-6765        | <a href="mailto:darrell.smith@terracon.com">darrell.smith@terracon.com</a>     |
| SCOTT ALLEN     | OPN             | 515.309.6884        | <a href="mailto:SALLEN@OPNARCHITECTS.COM">SALLEN@OPNARCHITECTS.COM</a>         |
| LEONA SEARS     | DESIGN ALLIANCE | 515-225-3469        | <a href="mailto:lsears@designallianceinc.com">lsears@designallianceinc.com</a> |
| BILL WEDEKING   | SCHEMMER        | 515 957 7612        | <a href="mailto:wwedeking@schemmer.com">wwedeking@schemmer.com</a>             |
| Kevin Long      | Shive-Hattery   | 515-280-9256        | <a href="mailto:klong@shive-hattery.com">klong@shive-hattery.com</a>           |
| Troy Osburn     | Shive-Hattery   | 712-579-6095        | <a href="mailto:TOsburn@shive-hattery.com">TOsburn@shive-hattery.com</a>       |
| Tim Ryburn      | State of Iowa   | 515-281-3137        | <a href="mailto:tim.ryburn@iowa.gov">tim.ryburn@iowa.gov</a>                   |
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