

Addendum 1 for RFP 936600-01

Project Name: DOC NCCF IPI Sally Port Vehicle Gate
RFP#936600-01
DAS Project #: 9366.00
Date: 6/11/2024

Pre-Proposal Meeting Minutes & Questions:

1. No Questions Received.

See attached Meeting Minutes from the June 5th, 2024 Pre-Proposal Conference.

END OF ADDENDUM

Revised RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Jun 5, 2024 **Meeting Time** 11:00 AM - 11:45 AM Central Time (US & Canada)

Meeting Location Virtual

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

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	Present
Noah Thelen	McGough Construction	P: (515) 639-3853	noah.thelen@mcgough.com	Present
Kurtis Bednarik	North Central Correctional Facility	P: (712) 297-7521	kurtis.bednarik@iowa.gov	
Wade Hammen	North Central Correctional Facility	P: (515) 574-4700	wade.hammen@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
		Description Attendance				
		Official Documented Meeting Minutes DAS - James Tower				
		McGough - Noah Thelen, Adam Douglas				
		NCCF - Wade Hammen 712-830-5540 , Troy Hammen (Security)				
		Designers - Shive Hattery (Chris Marvin)				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description Replacing the two automated vehicle gates and associated foundations at the North Central Correctional Facility. New gates will be overhead sliding track type systems with a 15' clear opening, additional information associated in Shive Gate Review - Final Document Dated 05-29-2024.				

Both gates can be removed at the same time and IPI will use alternate access to the south. NCCF Security concerns with needing temporary fencing?

Access controls will be handled in house by the facility, NCCF to confirm.

Official Documented Meeting Minutes

Noah reviewed and discussed scope based of the RFP and Shive Hattery Inspection Report.

razor wire handled in house, typically. Wade would like to have contractors do this but they will handle in house.

In regards to temporary fencing and doing both gates at one time. Troy with safety says cones will work. security temporary fencing not required. They will limit inmate's who can work outside fence to IPI during construction.

Wade confirmed that Kurtis will handle security controls since they handle this in house.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p>Description</p> <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 6/10/2024 @ 11:00am • Addendum Issued: Week of 6/10 • Proposals Due: 06/14/2024 • Selection of Designer/Issue NOI: Week of June 17th • Execution of 803 Contract: Week of June 17th • Tentative Design Kickoff Meeting: Week of June 24th • 100% DD: Designer to Propose • 95% CD: Designer to Propse • 100% CD and budget: September 2nd • Contractor Bidding: September 2024 • Execution of Contractor's Contract(s): October 2024 • Submittals, Procurement and Construction: October 2024 to March 2025 • Closeout: April 2025 to May 2025 						
<p>Official Documented Meeting Minutes</p> <p>Reviewed schedule and timelines with Shive, they are ok with these dates and working on Proposal.</p> <p>Timelines for construction are dependent on the procurement of the gates. James has contacts from Fort Dodge Midwest Gate and Chris was going to reach out to architects to get estimated lead times. If possible we would like to get started so NCCF does not have to go though another winter with issues.</p> <p>James request that Shive get the COI turned over quickly to help with executing the 803 contract before July due to the concern of DAS Year End.</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
- Proposals shall be uploaded through the IMPACS Electronic Procurement System (do not email to Procurement).
 - Link and information is in the RFP
 - Designers will need to register prior to submission
 - Designer should complete the registration process and ensure the ability to log in as soon as possible to ensure proposals can be submitted on the due date.
 - Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.

Official Documented Meeting Minutes

Shive familiar with these requirements. No issues.

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
		Description Any questions?				

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.