

## **Addendum 1 for RFB930300-02**

Project Name: DOC NCCF Kitchen Grease Pit Replacement  
RFB #: 930300-02  
DAS Project #: 9303.00  
Date: 10/5/2023

**Bids Due: October 10, 2023 at 2:00 p.m.**

**Pre-Bid Meeting Minutes and Sign-In Sheet Included**

**General Notes:**

- The cost opinion for the project is \$211,250.

END OF ADDENDUM



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

Project: 9303.00 DOC NCCF Kitchen Grease Pit Replacement  
 313 Lanedale  
 Rockwell City, Iowa 50579  
 P: 712-297-7521

## RFB Pre-Bid Minutes: Meeting #1

**Meeting Date** Sep 26, 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\\_MTkzM2UwMWUtNFiMi00OGNhLWEzOGUtZTA2OTNiNzEyZGU1%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTkzM2UwMWUtNFiMi00OGNhLWEzOGUtZTA2OTNiNzEyZGU1%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 bidders to visit the site, when possible, and learn more about the project.

**Notes**

**Attachments**

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	Present
Jon Handley	McGough Construction	P: (515) 805-3987	jon.handley@mcgough.com	Present
Jonathan Peters	McGough Construction		jon.peters@mcgough.com	Present
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
Chris Bauer	Shive Hattery Inc.	P: (515) 223-8104	cbauer@shive-hattery.com	For Distribution Only
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Conference

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Attendees				
		<b>Official Documented Meeting Minutes</b> Attendance: Scott Pedersen(Nels Pedersen Co Inc.) Jack Riley(Riley Armstrong) Mark Wills(Midstate Plumbing Heating and Cooling) Mike Riley(Riley Armstrong) Marcus Kizer(Minturn Inc) Kyle Lansen(Shive-Hattery)				

### Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Base bid - Pump, clean, and fill the existing grease interceptor with sand and abandon in-place. Saw cut a section of the patrol road to make room for the new grease interceptor and provide jersey barriers for the duration of the project so the road can remain open until the concrete is replaced by the contractor. Provide a new 1,000 gallon grease interceptor that is anchored to a new concrete base pad and make all necessary connections. The grease waste system may only be down for a maximum of 3 days.</li> </ul>						
<p><b>Official Documented Meeting Minutes</b> The contractor will be responsible to meet the OSHA requirements for the excavation.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Contract(s) Issued: October 2023</li> <li>• Submittals: November 2023 to January 2024</li> <li>• Construction: March 2024 May 2024</li> <li>• Closeout: June 2024</li> </ul> <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
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place.</li> <li>• Contractors shall provide daily logs for each day they are on site.</li> <li>• Construction progress meeting will be established once construction starts.</li> <li>• It is of the utmost importance to show respect and courtesy to all staff at all times.</li> <li>• 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.</li> <li>• No smoking, vaping or smokeless tobacco use onsite.</li> <li>• Temporary facilities to be provided by the contractor.</li> <li>• Demolished equipment to be removed by the contractor</li> <li>• Tool control - All tools and materials brought into the facility must be inventoried at the start of construction.</li> <li>• Cell phones - Only 1 cellphone is permitted for the onsite foreman.</li> <li>• 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 Jon Handley to process.</li> <li>• PREA - All onsite workers must complete PREA training prior to coming to the site. A link to the training can be sent via email.</li> <li>• Work hours - 7:00 AM to 4:00 PM</li> <li>• View Specification 01 1200 - Contract Summary for more information.</li> </ul>						

**RFB Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Submission				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Bids are due 10/10/23 at 2:00 PM</li> <li>• The Bid shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System.                             <ul style="list-style-type: none"> <li>◦ Link and information is in the project manual</li> <li>◦ Contractors will need to register prior to bidding</li> <li>◦ Bidders will need to register regardless of whether it has already done business with the State of Iowa.</li> <li>◦ 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.</li> <li>◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.</li> </ul> </li> <li>• Bid Opening will be held via conference call on 10/10/23 at 3:00 PM</li> <li>• Contractor shall reference section 00 0116 for the bid submittal checklist                             <ul style="list-style-type: none"> <li>◦ Bid Proposal Information</li> <li>◦ Non Discrimination Clause Information</li> <li>◦ Contractor Targeted Small Business Enterprise Pre-Bid Contract Information</li> <li>◦ Bid Security – 5% of total Bid amount</li> </ul> </li> <li>• Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Questions/Substitutions Due in Writing to <a href="mailto:Construction.Procurement@iowa.gov">Construction.Procurement@iowa.gov</a>: 10/3/23 at 10:00 AM</li> <li>• Addendum Issued: 10/5/23</li> <li>• Bids Due: 10/10/23 at 2:00 PM</li> <li>• Tentative NOI Issued:10/11/23</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Contractors will sign a modified ConsensusDocs 802. Example in the project manual.</li> <li>• Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802.</li> <li>• Project-specific P&amp;P bonds must be provided prior to contract execution.</li> <li>• Successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid.</li> <li>• DAS will provide tax exempt certificates upon request.</li> <li>• Procure will be used for all project management, at no cost to the trade contractor.                             <ul style="list-style-type: none"> <li>◦ Submittals, Invoicing, RFIs, ASIs, PRs, RFQs</li> <li>◦ Contracts, Change Orders and Certificates of Substantial and Final Completion will also use DocuSign</li> </ul> </li> <li>• Contractor Schedule of Values shall be broken out as specified in the project manual.                             <ul style="list-style-type: none"> <li>◦ SOV must contain a closeout line item for at least 1% of the total contract value.</li> <li>◦ This line item can only be invoiced once the certificate of final completion has been signed by all parties.</li> </ul> </li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
<b>Description</b> {Add details}						

**Questions**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions				Open
<b>Description</b> Submit all questions in writing to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a> .						

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.

Pre-Bid Meeting Sign-In Sheet

Scott Pedersen	Nels Pedersen ca Inc	npei@wca.ca.net
Jack Riley	Kiley Armstrong PCH	Jack.Riley@PCH.com
MARK WILLES	MIDSTATE P&H	MARKWILLES@MIDSTATE.COM
Mike Kiley	Kiley Armstrong	mik Riley at dplumber.com
MARUS KIZER	MINTURN INC	marusk@minturninc.com
Adam Dougen	McGough	ADAM.DOUGEN@mcgough.com