

## RFB Pre-Bid Minutes: Meeting #1

<b>Meeting Date</b>	Aug 20, 2024	<b>Meeting Time</b>	10:00 AM - 11:00 AM Central Time (US & Canada)
<b>Meeting Location</b>	74 Monument Dr. Arnolds Park, Iowa 51331 United States and virtual	<b>Video Conferencing Link</b>	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjE2MzU2MzktYmI3YS00NWEwLTk5MDctNDc3YmMyMzM1OWVh%40thread.v2/0?context=%7b%22Tid%22%3a%22705e7dc3-c582-4519-a026-3a1c9fd5fc88%22%2c%22Oid%22%3a%22c105954f-766c-49c6-8c77-6c5b7e17bacc%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjE2MzU2MzktYmI3YS00NWEwLTk5MDctNDc3YmMyMzM1OWVh%40thread.v2/0?context=%7b%22Tid%22%3a%22705e7dc3-c582-4519-a026-3a1c9fd5fc88%22%2c%22Oid%22%3a%22c105954f-766c-49c6-8c77-6c5b7e17bacc%22%7d</a>

**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
Mike Hoover	Boyd Jones Construction Company	P: (402) 553-1804	mhoover@boydjones.biz	Present
Andrew Paleczny	Boyd Jones Construction Company	P: (402) 553-1804	apaleczny@boydjones.biz	For Distribution Only
Adam Papesh	Boyd Jones Construction Company	P: (402) 553-1804	apapesh@boydjones.biz	For Distribution Only
Michael Plummer	Department of Cultural Affairs	P: (515) 281-4221	michael.plummer@iowa.gov	Present
Lee Sorenson	Department of Cultural Affairs	P: (712) 336-6352	lsorenson@co.dickinson.ia.us	Present
Scotney Fenton	Renaissance Design Group DBA RDG Planning & Design	P: (515) 288-3141	sfenton@rdgusa.com	Present
Jennie Elliott	State of Iowa - Department of Administrative Services		jennie.elliott@iowa.gov	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	For Distribution Only

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description						
		Hoover, Mike	Boyd Jones Construction Company - Superintendent			
		Paleczny, Andrew	Boyd Jones Construction Company - Project Manager			
		Papesh, Adam	Boyd Jones Construction Company - Des Moines Area Operations			
		Plummer, Michael	Department of Cultural Affairs			
		Sorenson, Lee	Department of Cultural Affairs			

Fenton, Scotney	Renaissance Design Group DBA RDG Planning & Design
Elliott, Jennie	State of Iowa - Department of Administrative Services - Owners Representative
Trower, James	State of Iowa - Department of Administrative Services - Owners Representative

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Per Jennifer Elliott: Andrew, Paleczny will be moving onto another project with Adam Papesh and Mike Hoover taking over DAS projects for Boyd Jones. Andrew remains with Boyd Jones and will work behind the scenes to aid in the transition.

Jennie Elliott requested additional contact information be added to each listed above.

Jennie, Elliott - Owners Representative - State of Iowa Department of Administrative Services  
(515) 745-3244 (mobile)

[jennie.elliott@iowa.gov](mailto:jennie.elliott@iowa.gov)

James, Trower - Owners Representative - State of Iowa Department of Administrative Services  
(515) 380-8049 (mobile)

[james.trower@iowa.gov](mailto:james.trower@iowa.gov)

Adam, Papesh - Des Moines Area Operations Manager - Boyd Jones

(515) 291-1672 (mobile)

(402) 553-1804 (business)

[apapesh@boydjones.biz](mailto:apapesh@boydjones.biz)

Mike Hoover - Superintendent - Boyd Jones

(515) 408-7705 (mobile)

(402) 553-1804 (business)

[mhoover@boydjones.biz](mailto:mhoover@boydjones.biz)

Scotney, Fenton - Architect - Renaissance Design Group DBA RDG Planning & Design

(515) 309-3223 (mobile)

(515) 288-3141 (business)

[sfenton@rdgusa.com](mailto:sfenton@rdgusa.com)

Michael, Plummer - State Historical Society

(443) 621-4453 (mobile)

(515) 281-4221 (business)

[michael.plummer@iowa.gov](mailto:michael.plummer@iowa.gov)

Lee, Sorenson - Dickenson County

(319) 240-4820 (mobile)

(712) 336-6352 (business)

[lsorenson@co.dickinson.ia.us](mailto:lsorenson@co.dickinson.ia.us)

Additional Attendee:

Jason, Kentner - General Contractor - Cornerstone

712-215-3862

[jason.kentner@corneroc.com](mailto:jason.kentner@corneroc.com)

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
		<b>Description</b> <b>{Add details}</b> <ul style="list-style-type: none"> <li>• Base bid</li> <li>• Alternates</li> <li>• Unit prices</li> </ul>				

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- Base bid
- Alternates - No alternates. 1 base bid
- Unit prices 1 unit price

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• Contract(s) Issued:</li> <li>• Submittals:</li> <li>• Construction: September 26,2024 - April 30, 2025</li> <li>• Closeout:</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
<b>Description</b> <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>• <b>Contractor(s) shall provide daily logs for each day they are on site.</b></li> <li>• <b>Contractor(s) shall provide daily photos for each day they are on site. Minimum photo list to be provided at construction kick-off meeting.</b></li> <li>• <b>All red-line drawings (As-Builts) shall be submitted each week. Red-line drawings to include lay-lengths, sizes, dimensions to all bends, line and elevations (as required).</b></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>• <b>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.</b></li> <li>• No smoking, vaping or smokeless tobacco use onsite.</li> </ul> <p><b>{Add site specific rules}</b></p> <ul style="list-style-type: none"> <li>• Temporary facilities</li> <li>• Demolished equipment</li> <li>• Tool control</li> <li>• Cell phones</li> <li>• Background checks</li> <li>• Work hours</li> <li>• View Specification 01 1200 - Contract Summary for more information.</li> </ul>						
<b>Official Documented Meeting Minutes</b> Additional Rules: <ul style="list-style-type: none"> <li>• No dirt disturbed on site - <ul style="list-style-type: none"> <li>◦ No digging</li> </ul> </li> </ul>						

- no driving on the grounds
- no dumpsters or temp toilets on the grounds
- hand carry debris to dumpster
- protect grounds from debris and nails with tarps
- No smoking, vaping or smokeless tobacco on State Property.
  - Across the street is acceptable as long as not on private property
- Courtesy and Professionalism at all times
  - Project is surrounded by residence
  - Museum will be open during working hours
  - Visitors may be roaming the historical site
    - Cabin area to be cautioned off by use of non ground penetrating means.
    - Plenty of room to perform work and keep public safely away from the work
  - No profane language, or profane gestures
  - Professional appearance
    - No shirtless
    - No profane or obscene print on clothing
- Work hours
  - 8:00 am to 4:00 pm (no exceptions)
    - No weekend work
- Demo Material
  - Demo material is trash
    - Contractor to note the materials are not historical materials.
  - Window to be preserved
    - glass and glazer will perform
    - potential contaminated materials in the glazing
- Dumpster on hard surface only
  - Gravel or paving
- Temp facilities
  - Contractor to provide proper temp toilet(s) for the duration of the project for all construction workers of this project.
    - Workers are not to access the museum facilities

## RFB Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Submission				Open
		<b>Description</b> <ul style="list-style-type: none"> <li>• Bids are due <b>2:00 pm Thursday September 05, 2024.</b></li> </ul>				

- The Bid shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System.
  - Link and information is in the project manual
  - Contractors will need to register prior to bidding
  - Bidders will need to register regardless of whether it has already done business with the State of Iowa.
  - 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.
  - Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.
- Bid Opening will be held via conference call on **3:00 pm Thursday September 05, 2024**
  - at teleconference number **260-227-7020**      **PIN 389576711#**
- Contractor shall reference section 00 0116 for the bid submittal checklist
  - Bid Proposal Information
  - Non Discrimination Clause Information
  - Contractor Targeted Small Business Enterprise Pre-Bid Contract Information
  - Bid Security – 5% of total Bid amount
- Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
<b>Description</b> <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>: <b>2:00 pm August 29, 2024</b></li> <li>• Addendum Issued:</li> <li>• Bids Due: <b>2:00 pm Thursday September 05, 2024.</b></li> <li>• Tentative NOI Issued:</li> </ul>						
<b>Official Documented Meeting Minutes</b> NOI to be issued as soon as possible after bid (guesstimate " a day or two")						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
<b>Description</b> <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>• Procore 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 (SOV) 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>						
<b>Official Documented Meeting Minutes</b> Tax Exempt Certificate will be issued after bid award						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
<b>Description</b> <b>{Add details}</b>						
<b>Official Documented Meeting Minutes</b> Pre-Bid Site Visit performed 8-20-2024 during pre-bid meeting. Pre-Bid photos on Procore were reviewed for interior questions during the pre-bid meeting						

## 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> . Prior to 2:00 pm August 29, 2024.						
<b>Official Documented Meeting Minutes</b> Contractor will be provided invite to Procore after bid award. Contactor to provide listed workers needing access to Procore <ul style="list-style-type: none"> <li>• Provide Name, Phone Number, and email address</li> </ul> Estimated budget \$50,000.00-60,000.00  Glass / Glazing is under separate contract  Chinking is to be done in certain locations noted Daubing is to be performed at all daubing locations  Photos will be included in addendum #1  Surveillance system - Motion and Fire detection <ul style="list-style-type: none"> <li>• To be placed in standby from 7:30 am to 4:30 pm each day               <ul style="list-style-type: none"> <li>◦ Monitoring to be active when construction is not in progress</li> <li>◦ Cabin is possibly separate from the museum. Field verify</li> </ul> </li> <li>• A temp combination lock may be placed on the cabin for construction access (by others)               <ul style="list-style-type: none"> <li>◦ removed when construction is complete (by others)</li> </ul> </li> </ul> Replacement Shakes are to have smooth finish						

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.