

## **Addendum 1 for RFB 936600-01**

Project Name: DOC NCCF IPI Sally Port Gate

RFP#936600-01

DAS Project #: 9366.00

Date: 10/23/2024

### **Pre-Bid Meeting Minutes & Questions:**

Questions submitted to [construction.procurement@iowa.gov](mailto:construction.procurement@iowa.gov) are listed as follows.

1. Could you confirm that the bid opening will be held at 3:00pm on November 5<sup>th</sup>.
  - a. Yes, bid opening will be held virtually on November 5<sup>th</sup> at 3:00pm.
2. Are you able to share the projects estimated value or cost?
  - a. Construction estimate is \$300,500

See attached Meeting Minutes & Sign In Sheet from the October 21<sup>th</sup>, 2024 Pre-Bid Meeting and Site Walk.

END OF ADDENDUM

# Sign In Sheet

NCCF IPI Sally Port Gate Replacement DAS #9366.00

RFB 936600-01

Pre-Bid Meeting 12:00 AM Oct. 21, 2024

<u>Name</u>	<u>Company</u>	<u>Email</u>	<u>Phone</u>
Doug Scott	Lovewell Fence	dscott@lovewellfence.com	563-345-6709
PHIL <del>PKPOTT</del> S-H			
Tom Devereaux	Woodruff	tomd@ <del>egg</del> woodruff.biz	515-570-7215
Jennie Elliott	DAS	jennie.elliott@iowa.gov	515-745-3244
Leif Glesne	Midwest Fence	leif@midwestfenceandgate.com	515-576-5078

Troy H.  
Wade H.  
Kurt S.B.  
NCCF  
Facility Maint.

## RFB Pre-Bid Minutes: Meeting #1

<b>Meeting Date</b>	Oct 21, 2024	<b>Meeting Time</b>	12:00 AM - 1:30 AM Central Time (US & Canada)
<b>Meeting Location</b>	NCCF Facility	<b>Video Conferencing Link</b>	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTgxZTQ0OGItZWYyOS00NmMwLTk2NTMtYTMyZTc2MzVINzUz%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%22ad237dea-5ff5-4be7-999b-c513373d00a8%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTgxZTQ0OGItZWYyOS00NmMwLTk2NTMtYTMyZTc2MzVINzUz%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%22ad237dea-5ff5-4be7-999b-c513373d00a8%22%7d</a>

**Overview** Meeting to allow prospective bidders to visit the site, when possible, and learn more about the project.

### Notes

**Attachments** [RFB 936600-01 Project Manual Final.pdf](#), [2024-09-27\\_Bid-Drawings\\_Signed&Sealed.pdf](#)

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
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	Present
Wade Hammen	North Central Correctional Facility	P: (515) 574-4700	wade.hammen@iowa.gov	Present
Chris Bauer	Shive Hattery Inc.	P: (515) 223-8104	cbauer@shive-hattery.com	Absent
Chris Marvin	Shive Hattery Inc.	P: (515) 223-8104	cmarvin@shive-hattery.com	Absent
Phil Parrott	Shive Hattery Inc.	P: (515) 223-8104	pparrott@shive-hattery.com	Present
Jennie Elliott	State of Iowa - Department of Administrative Services		jennie.elliott@iowa.gov	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Attendees  NCCF: Kurtis Bednarik - Maintenance Wade Hammen - Maintenance Director  DAS Jennie Elliott - Owners Rep  McGough Noah Thelen - Project Manager  Bidders: See sign in sheet				

**Official Documented Meeting Minutes**

NCCF:

Troy (Security)

Bidders:

Doug Scott - Lovewell Fence

Tom Devereaux - Woodruff Construction

Leif Glesne - Midwest Fence

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<b>Description</b> This project includes the replacement of two IPI Sally Port Gates at North Central Correctional Facility. <ul style="list-style-type: none"> <li>Base bid - IPI Sally Port Gate Replacement: includes all drawings and specification, bid complete.               <ul style="list-style-type: none"> <li>Including but not limited to, removal of the existing two gates, saw cutting and removal of paving to allow for grade beam installation and new fence/posts. signage and road barriers to prevent traffic or delivery from entering construction area. Installation of two new 15' tall overhead track style gates with associated fencing modifications to incorporate into new gates. Paving replacement including concrete strip under fence and associated flatwork. Electrical disconnection and reconnection to new motor for gate. Existing power will be re-used.</li> </ul> </li> <li>Alternates - None</li> <li>Unit prices - None</li> </ul> Owner will provide controls programing and removal/installation of razor wire and vibration sensors. Coordination will be needed prior to work taking place so time is available for this work. Temporary power is on site but located on IPI buildings over 100' away from working area/site. It is recommended that generators be used for work needing power or battery tools.						
<b>Official Documented Meeting Minutes</b> Noah reviewed project scope on site with NCCF Staff,Shive,DAS and Bidders. Meeting was held right on site outside.						

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: Week of Nov 11th 2024</li> <li>Submittals: December 2024</li> <li>Construction: March/April (Spring 2025)</li> <li>Closeout: May 2025</li> </ul> A pull-plan session will be held with the successful bid package contractors to finalize the construction schedule. 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						
<b>Official Documented Meeting Minutes</b> Schedule was reviewed and no issues with spring start. Conversation was had about starting earlier but due to procurement it seemed to make sense to wait until spring rather than start this winter and stop.						

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>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 by prime for their workers.</li> <li>Tool control - NCCF will provide an orientation for all individuals prior to working onsite. The orientation lasts approximately 2 hours. This will include: <ol style="list-style-type: none"> <li>NCCF General Rules of Employee Conduct</li> <li>Dress Code and Appearance Guidelines</li> <li>IDOC Staff Sexual Misconduct with Offenders Policy</li> <li>PREA Policy and power point presentation to be completed by all site workers. This training takes about an hour and should be completed prior to the commencement of work.</li> <li>Tobacco Usage Policy</li> <li>IDOC/NCCF Entrance Procedure</li> </ol> </li> <li>Cell phones - Cell phones, weapons, and cameras/camcorders are not allowed inside the facility. Only 1 cellphone is permitted for on site Foreman.</li> <li>Background checks <ul style="list-style-type: none"> <li>Must be performed on all on site employees, including sub-contractors.</li> <li>The Contractor hereby explicitly authorizes the Iowa DAS to conduct criminal history and/or other background investigation(s) of the Contractor, its officers, supervisory personnel, employees, and other staff retained by the Contractor or their sub-contractors for the performance of the contract.</li> <li>A State of Iowa record check request form will be provided at the pre-construction meeting of successful bidder.</li> </ul> </li> <li>In addition to background checks all contractors who will be working onsite will need to take the PREA test which can be found here: <a href="https://docs.google.com/presentation/d/1_8lcvpMCYdqasseVuOxzY2ISqjS3RUI6Oups7t6-zA/pub?start=false&amp;loop=false&amp;delayms=3000&amp;slide=id.p">https://docs.google.com/presentation/d/1_8lcvpMCYdqasseVuOxzY2ISqjS3RUI6Oups7t6-zA/pub?start=false&amp;loop=false&amp;delayms=3000&amp;slide=id.p</a></li> <li>Work hours: 7am - 4pm, Monday through Friday unless arrangements are made in advance.</li> <li>View Specification 01 1200 - Contract Summary for more information.</li> </ul>						
<b>Official Documented Meeting Minutes</b> <p>Troy with security made notes about the site rules and provide input on a few items.</p> <ul style="list-style-type: none"> <li>facility will not require tool checks since we are working outside the facility. As long as crews are cleaning up and leaving with the tools daily it will not be needed, If job boxes are left on site they will require locks.</li> <li>Cell phones will be OK for the guys on site.</li> <li>tobacco products cannot be left or given to the inmates, if smoking or chewing clean up trash and keep out of the facility.</li> <li>No wearing orange high vis on site.</li> <li>PREA and Background checks will be required for all workers on site.</li> <li>Crews foreman are asked to check in at the front gate prior to getting on site and give a list of all persons working.</li> </ul>						

## 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 on <b>November 5th at 2:00pm</b></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 <b>November 5th at 3:00pm</b>. link in Notice to Bidders section 00 1113.</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>						
<b>Official Documented Meeting Minutes</b> Noah and Jennie explained the bidding submission and if any issues arise with IMPACS and submitting to email procurement in advance.						

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>October 23rd, 2024 at 2:00pm</b></li> <li>Addendum Issued: Following Questions on <b>October 24th or 25th</b>.</li> <li>Bids Due: <b>November 5th at 2:00PM</b></li> <li>Tentative NOI Issued: Following bids week of 11/11 or sooner.</li> </ul>						
<b>Official Documented Meeting Minutes</b> bid schedule was reviewed and bidders are aware of the process.						

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> </ul>						

- Contractor Schedule of Values shall be broken out as specified in the project manual.
  - SOV must contain a closeout line item for at least 1% of the total contract value.
  - This line item can only be invoiced once the certificate of final completion has been signed by all parties.

**Official Documented Meeting Minutes**

Bidders are familiar with the DAS procedures. Noah explained that Procore will be used.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
<b>Description</b> Site walk following meeting to review.						
<b>Official Documented Meeting Minutes</b> Site walk was performed after meeting. Leif showed up later and still able to visit site.						

**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> .						
<b>Official Documented Meeting Minutes</b> Questions asked during site walk: <ul style="list-style-type: none"> <li>• How are gates currently connected and opened?               <ul style="list-style-type: none"> <li>◦ The gates are operated from the front control guard and the facility uses inhouse controls.</li> </ul> </li> <li>• It was informed to the group that an added post/railing was incorporated into the design to attach razor wire across the top.               <ul style="list-style-type: none"> <li>◦ This was added and not standard with factory design.</li> </ul> </li> <li>• Is there clarifications on what posts will be removed at the South Gate?               <ul style="list-style-type: none"> <li>◦ It was informed that all the existing posts for the south gate will be removed and replaced (Page C102 Note 2), the entire gate and posts will need to be removed to accommodate new gate and posts. The existing fence to the east will need to be modified to fit to new gate.</li> </ul> </li> <li>• How do we remove the concrete around the existing junction box, speaker conduit and other electrical piping that looks to be poured in concrete? Do we need to account for cost to re-pair and re-pull electrical assuming they will be broken or cut with removal?               <ul style="list-style-type: none"> <li>◦ This is a mean and methods approach. Private locates will need to be done to determine locations of suspected underground conduit is necessary to try and avoid. Conduit could be broke or cut during removal resulting in repair, it looks like all wires feed from a control box near the gates according to Kurtis.</li> </ul> </li> <li>• What type of wire ties would need to be installed on the new fence?               <ul style="list-style-type: none"> <li>◦ NCCF requested stainless steel style zip strips be used. Tie wires seem to break overtime, especially at ground level due to ware.</li> </ul> </li> <li>• How do we want to transition the maintenance/mow strip back to the existing? On the south gate it looks to step down or be at different heights roughly 4"?               <ul style="list-style-type: none"> <li>◦ This can be determined during construction once final heights and conditions are determined.</li> </ul> </li> </ul>						

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.