

## **Addendum #01 for RFB #913600-01**

Project Name: IWD 150 Gate Arms and Parking Lot Improvements

DAS RFB #: 913600-01

DAS Project #: 9136.00

Date: 5/20/2020

Addendum #1:

- Cover Page – Table of Contents, Clarifications, Substitutions and Questions (2 pages)
- Prebid Meeting Minutes (4 pages)

### **Clarifications:**

1. Questions Due date has been moved to 5/26/2020 at 2pm
2. A site visit has been scheduled for 5/21/2020 at 11am. Contractors shall meet on the north side of the building and will be escorted in one at a time to review existing electrical conditions.
3. Bid Package #1 shall provide and apply Chem-Crete Pavix CCC100, or approved equal, to all new paving surfaces. Substitution request shall be submitted per the specifications by 2:00 pm 5/26/2020.
4. **CHANGES TO BID SUBMITTAL AND OPENING**  
Due to the circumstances surrounding COVID-19, the State is amending the bid submittal and public opening procedures of the above RFB.

### **BID SUBMITTAL**

The Bid shall be submitted to the Issuing Officer through the Iowa VSS electronic bidding system. The link to VSS is: [https://vss.iowa.gov/webapp/VSS\\_ON/AltSelfService](https://vss.iowa.gov/webapp/VSS_ON/AltSelfService).

VSS should be accessed via Internet Explorer. Bidder will need to register regardless of whether it has already done business with the State of Iowa. Click the Register button on the left side of the VSS screen to start the registration process. If you have any issues with registration, please call the helpdesk at 515-281-6614. It is recommended that Bidders complete the registration process today to ensure Bids can be submitted on the due date. Bids should be split into several files if the bid exceeds the 10MB threshold. There is no limit on the number of files which can be uploaded. Please make sure the electronic documents submitted contain all of the required signatures. Bidders without access to electronic means should contact the issuing officer at 515-725-2893.

### **PUBLIC OPENING**

The public opening will be held via conference call only. The call details are below.

Call time: 3:00pm on (May 29, 2020)

Call number: 617-675-4444

Pin: 406 758 593 7545

Substitutions:

1. Magnetic is an approved manufacturer for the parking lot gate arms.

Questions:

Q1. What is the contract estimate for this project?

A1. The total construction estimate for this project is \$465,000. Bid Package #1 is approximately \$411,000 and Bid Package #2 is approximately \$54,000.

Q2: Do you anticipate extending the bid due date?

A2: Not at this time.

Q3: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

A3: RFB913600-01 will be awarded in accordance with the solicitation documents.

Q4: Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?

A4: The State of Iowa did not send RFB913600-01 to the referenced website.

Q5: Other than your own website, where was this bid posted?

A5: As stated in the Notice to Bidders, the solicitation documents were posted on [www.beelineandblue.com](http://www.beelineandblue.com)



# Meeting #1

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

**Project:** 9136.00 - IWD 150 Des Moines St. Parking Lot & Gate Arms  
150 Des Moines Street  
Des Moines, Iowa 50319

## Pre-Bid Meeting Minutes

**MEETING DATE:** 05/14/2020 **MEETING TIME:** 10:00 AM - 11:00 AM Central Time (US & Canada)

**MEETING LOCATION:** Zoom

**OVERVIEW:**  
Pre-Bid meeting

**NOTES:**

**ATTACHMENTS:**

**ATTENDEES:**

Name	Company	Phone Number	Email	Attendance
Josh Davenport	Capitol Complex Maintenance	Tel: (515) 242-5120	joshua.davenport@iowa.gov	Conference
Garrett Arganbright	DCI Group	Tel: (515) 244-5043	garretta@dcigroup-us.com	Conference
Michael Steen	DCI Group	Tel: (515) 244-5043	michaels@dcigroup-us.com	Conference
Bob Ridgway	Farnsworth Group	Tel: (515) 297-8584	bridgway@f-w.com	Conference
Leona Sears	Farnsworth Group	Tel: (515) 297-8587	lsears@f-w.com	Conference
Renee Cooper	Iowa Workforce Development	Tel: (515) 281-6410	renee.cooper@iwd.iowa.gov	Conference
Eddie Sauls	Iowa Workforce Development	Tel: (515) 281-5198	eddie.sauls@iwd.iowa.gov	Conference
Josh Herman	State of Iowa - Department of Administrative Services	Tel: (515) 725-1293	josh.herman@iowa.gov	Conference

### General Project Information

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Project Team				Open
	<p><b>Description:</b></p> <ul style="list-style-type: none"><li>Iowa Department of Administrative Services (DAS)<ul style="list-style-type: none"><li>Josh Herman, Josh Davenport</li></ul></li><li>Iowa Workforce Development</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.



# Meeting #1

		<ul style="list-style-type: none"> <li>◦ Renee Cooper, Eddie Sauls</li> <li>• Designer: Farnsworth Group               <ul style="list-style-type: none"> <li>◦ Leona Sears, Bob Ridgway</li> </ul> </li> <li>• Construction Manager: DCI Group               <ul style="list-style-type: none"> <li>◦ Michael Steen, Garrett Arganbright</li> </ul> </li> </ul>				
1.2	1	Project Description				Open
		<b>Description:</b> The project includes parking lot replacement along with (3) new gate arms and corresponding electrical and communication. <ul style="list-style-type: none"> <li>• Bid Package #1 - Paving               <ul style="list-style-type: none"> <li>◦ Parking lot removal, subgrade prep, sub-drainage, new pavement, gate arm foundations, signage, wheel stops, striping and landscaping</li> <li>◦ Responsible for snow fencing around the entire area</li> </ul> </li> <li>• Bid Package #2 - Electrical               <ul style="list-style-type: none"> <li>◦ Gate arm assemblies with detection loops and access controls. New pathways and conductors to gate arms and controls.</li> <li>◦ New intercom system at the front desk and card readers at gate arms.</li> </ul> </li> </ul>				

Bid Process						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Bid Submission				Open
		<b>Description:</b> Bids are due <b>Friday, May 29th, 2020 at 2pm</b> <ul style="list-style-type: none"> <li>• The Bid shall be submitted to the Issuing Officer through the Iowa VSS electronic bidding system.               <ul style="list-style-type: none"> <li>◦ Link and information will be provided via addendum</li> <li>◦ Contractors will need to register prior to bidding</li> </ul> </li> <li>• Contractor shall reference section 00 0116 for the bid submittal checklist</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> <ul style="list-style-type: none"> <li>• Subcontractor/supplier list will be required 48hrs after the NOI is issued</li> </ul>				
2.2	1	Bidding Schedule				Open
		<b>Description:</b> <ul style="list-style-type: none"> <li>• Questions Due: May 21, 2020</li> <li>• Final Addendum Issued: May 27, 2020</li> <li>• Bids Due: <b>May 29, 2020 at 2:00pm</b> <ul style="list-style-type: none"> <li>◦ Bids will be opened at 3:00pm</li> </ul> </li> <li>• Tentative NOI Issued: June 1, 2020</li> <li>• Construction Start: July 20, 2020</li> </ul>				

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2.3	1	Contracts				Open
	<b>Description:</b> <ul style="list-style-type: none"> <li>Agreement between the Owner and Contractor will be a modified ConsensusDocs 802 <ul style="list-style-type: none"> <li>802 Example along with insurance requirements are in the project manual.</li> </ul> </li> <li>Procore – State of Iowa project management software <ul style="list-style-type: none"> <li>DocuSign will be utilized for signatures on contracts and change orders.</li> <li>No cost to the contractor</li> </ul> </li> <li>Substantial and Final Completion checklists are available in the project manual. <ul style="list-style-type: none"> <li>These items will need to be completed before final and retainage invoices will be approved.</li> </ul> </li> </ul>					
	<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>Sample insurance certificate in the documents. Umbrella amount is adjusted depending on the contract amount. Chart is shown in the 802 example.</li> <li>Payment and performance bonds will be required for this project. They will need to be turned in prior to the contract being executed.</li> <li>Tax Exempt certificates will be issued at the beginning of the project as needed.</li> </ul>					

Project Overview						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Site Specifics				Open
	<b>Description:</b> <ul style="list-style-type: none"> <li>Entire parking lot will be removed and replaced in one phase <ul style="list-style-type: none"> <li>Employee parking will be relocated</li> <li>Limited contractor parking onsite</li> </ul> </li> <li>Building access will be limited <ul style="list-style-type: none"> <li>Bid Package #2 will need access to the building for power and data connections</li> <li>Background checks will be required for contractors needing to be in the building</li> </ul> </li> <li>Bid Package #1 to provide portable toilets for entire project</li> </ul>					
	<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>OSHA is located in IWD 150 Building</li> <li>Background checks will not be required for Bid Package #2 to enter the building</li> </ul>					
3.2	1	Onsite Coordination				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. <ul style="list-style-type: none"> <li>DCI Group will collect daily logs on a weekly basis.</li> </ul> </li> <li>Construction progress meeting will be established once construction starts.</li> </ul>					

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## Meeting #1

3.3	1	Construction Schedule				Open
	<b>Description:</b> <ul style="list-style-type: none"><li>Anticipated construction work to take place July 20, 2020 through August 28, 2020.<ul style="list-style-type: none"><li>A pull-plan session will be held with the successful bid package contractors to establish the initial construction schedule.</li></ul></li></ul>					
3.4	1	State Rules				Open
	<b>Description:</b> <ul style="list-style-type: none"><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></ul>					

### Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Misc.				Open
	<b>Official Documented Meeting Minutes:</b> Substitution requests shall be submitted prior to the questions due date of May 21, 2020. Approvals will be listed in final addendum.					

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