

## **Addendum #01 for RFP #938900-01**

Project Name: DOC 2JD BCRC ERV Replacement

DAS RFB #: 938900-01

DAS Project #: 9389.00

Date: 05/03/2024

The original Project Manual and Drawings for the project noted above are amended as noted in this Addendum. Included in this Addendum are Specification, Architectural, & Engineering items.

Please review all sheets and incorporate them into your set of Contract Documents.

The receipt of this Addendum shall be acknowledged by inserting its number and date in the space provided on the Bid Form.

### **This Addendum consists of:**

#### General Items:

1. Questions Received from contractors (1 Page)
2. Additional project photos (2 Pages)
3. Meeting Minutes: RFP Pre-Proposal Meeting held on 4/24/2024 (3 Page)

#### QUESTIONS & ANSWERS:

**Q1.** The pre-proposal meeting stated three visits were required on site and rest could be virtual. Please confirm.

**A1.** Include at a minimum, eight (8) site visits. Design kick off/Building evaluation, 50% document review, Pre-bid meeting, Construction Field Observation (2), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 95% construction document development will be conducted via conference call. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design.

**Q2.** Is the intention to only do ventilation systems? Please confirm no boiler, fluid cooler, heat pump replacement or addition of digital control system is planned.

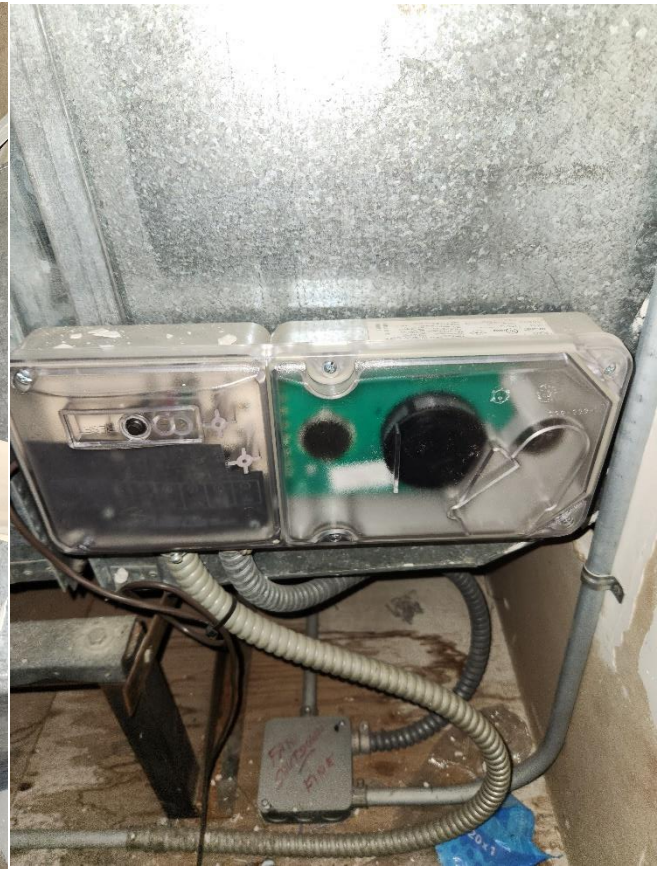
**A2.** The intent of this project is to only replace the ERV and applicable controls to get it fully functional / integrated with the current systems.

**Q3.** Does the DAS have a construction budget for this project?

**A3.** There is currently no set budget for this project and DAS will rely on the selected designer to help establish a budget along with CM (Boyd Jones).







## RFP 938900-01 Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Apr 24, 2024	<b>Meeting Time</b>	1:00 PM - 2:00 PM Central Time (US & Canada)
<b>Meeting Location</b>	818 15th Street SW. Mason City, Iowa 50401	<b>Video Conferencing Link</b>	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWQ5ZTNINDUtZmVkNy00YjE3LTk4MGQtNzE4ZDMyNmM2Zjc2%40thread.v2%3Fcontext=%7b%22Tid%22%3a%22705e7dc3-c582-4519-a026-3a1c9fd5fc88%22%2c%22Oid%22%3a%2232fc077f-7c0c-4059-94f0-09beb0a16bf6%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWQ5ZTNINDUtZmVkNy00YjE3LTk4MGQtNzE4ZDMyNmM2Zjc2%40thread.v2%3Fcontext=%7b%22Tid%22%3a%22705e7dc3-c582-4519-a026-3a1c9fd5fc88%22%2c%22Oid%22%3a%2232fc077f-7c0c-4059-94f0-09beb0a16bf6%22%7d</a>

**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
Jarrad Boever	Boyd Jones Construction Company		jboever@boydjones.biz	Present
Andrew Paleczny	Boyd Jones Construction Company	P: (402) 553-1804	apaleczny@boydjones.biz	For Distribution Only
Joel Danielson	Second District Correctional Facility - Ames	P: (515) 598-2120	joel.danielson@iowa.gov	For Distribution Only
Brad Tonyan	State of Iowa - Department of Administrative Services	P: 515-360-7718	brad.tonyan@iowa.gov	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> DAS - Owner Representative <ul style="list-style-type: none"><li>Brad Tonyan</li></ul> Boyd Jones - Construction Manager <ul style="list-style-type: none"><li>Andrew Paleczny (Project Manager)</li><li>Jarrad Boever (Project Engineer)</li></ul> DOC 2JD BCRC Facility <ul style="list-style-type: none"><li>Joel Danielson (Site Contract)</li></ul>				
		<b>Official Documented Meeting Minutes</b> Also in attendance: Innovative Engineers Inc. - Mohammed Abu-Hasan Innovative Engineers Inc. - Corey Chestnut				

KPE - Leslie Foss  
2nd District - Jennifer Reynoldson

## Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<b>Description</b> At a minimum, design for construction for the following: <ul style="list-style-type: none"> <li>• Review Modus Engineering's report of the Beje Clark Residential Center HVAC System.</li> <li>• Identify and provide opinion on what ventilation components can be salvaged.</li> <li>• Creation of construction drawings and specifications for the proper abandonment of the old ventilation system and installation of a new system.</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<b>Description</b> <b>RFP-specific dates below</b> <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: <b>5/02/2024 @ 4:00PM</b></li> <li>• Addendum Issued:</li> <li>• Proposals Due: <b>5/09/2024 @ 2:00PM</b></li> <li>• Selection of Designer/Issue NOI: <b>Week of 5/13/2024</b></li> <li>• Execution of 803 Contract: <b>Week of 5/20/2024</b></li> <li>• Tentative Design Kickoff Meeting: <b>Week of 5/20/2024</b></li> <li>• 50% CD and budget: <b>To be coordinated with DAS and CM</b></li> <li>• 95% CD: <b>To be coordinated with DAS and CM</b></li> <li>• 100% CD and budget: <b>Week of July 22, 2024</b></li> <li>• Contractor Bidding: <b>August 2024</b></li> <li>• Execution of Contractor's Contract(s): <b>August 2024</b></li> <li>• Submittals, Procurement and Construction: <b>September 2024 to March 2025</b></li> <li>• Closeout: <b>March 2025 to April 2025</b></li> </ul>						

## RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• All questions to be directed to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a></li> <li>• DAS uses Procore online project management system for all projects, at no cost to the designer.</li> <li>• DAS uses a modified ConsensusDocs 803 Form of Agreement</li> <li>• DAS requires a project-specific Certificate of Insurance and specifies a Professional Liability policy of \$2,000,000 with a deductible of \$25,000               <ul style="list-style-type: none"> <li>◦ Must note in proposal if deductible is different and provide a letter of financial stability from bank</li> <li>◦ Must provide COI prior to contract execution</li> </ul> </li> <li>• Ensure the following items are included in the proposal:</li> </ul>						

- 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

## Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<b>Description</b> Any questions?						
<b>Official Documented Meeting Minutes</b> Q1. Are there structural drawings? A1. There are some existing drawings and these will be provided to the awarded designer.  Q2. Has any of the work from the MODUS report been completed? A2. No, but the ERV by the maintenance room has been removed.  Q3. What is the budget? A3. No budget has been set for this project. The selected designer and CM will assist with budget.  Q4. Can we get photos of the structure, ERV, and inlet/outlets on equipment? A4. Yes, these photos will be released with addendum 01.						

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.

END OF ADDENDUM #1