



To: Prospective Offerors (emailed to known RFP holders)

Date: March 14<sup>th</sup>, 2018

From: Steve Oberbroeckling, Purchasing Agent III

Iowa Department of Administrative Services-Procurement Services

Phone 515-725-2090; e-mail: [steve.oberbroeckling@iowa.gov](mailto:steve.oberbroeckling@iowa.gov)

RE: **Addendum No. 1**, to RFP0918335036, MPCF West & South Wings Window Replacement Project

**The following additions, changes, and clarifications are hereby made by this Addendum;**

**Questions:**

1. Are there any CAD files or PDF files available? A> There are some CAD files for floor plans but no elevations. There are some PDF files available but the majority of drawings will need to be developed by the design team.
2. Will the RFP response need to be broke down between the South area and the West area? A> The RFP response should be for both the South and West areas as a combined project. The fee shall be broken down into SD, DD, CD, Bidding, and Construction phase as noted in the RFP.
3. Is there asbestos present? A> It is assumed there is asbestos. This design RFP is not responsible for design of asbestos removal.
4. The RFP mentions we include a minimum of 13 site visits; is there any maximum? A> There is no maximum, the 13 is a minimum requirement. Additional site visits should be listed by the design teams in their proposals as they see necessary to complete the project. And do we include our travel time in the reimbursables or in our regular time proposal? A> Travel time is part of the regular proposal. Mileage would be a reimbursable at 39 cents per mile.
5. Will we need to attend jobsite visits more than the 4 listed? A> The RFP addresses a minimum of four site visits during the construction period. If it is determined during construction that more site visits are warranted, the owner would address as a change order. There is 9 months shown for the entire construction period, but only 4 site visits minimum shown. It would seem there would be more. Can you explain the rationale for that amount of minimum visits? A> During construction the construction management team oversees construction activities. Information, meeting minutes, daily reports, pictures, RFI's, etc. are relayed back to the design team during the construction process electronically for review.
6. Who will define and prepare the phasing plans? CM or Architect? A> The CM, Architect, and owner will work together to develop a phasing plan. The phasing plan/schedule will be provided in the frontend specifications of the documents. Architect would provide a block phasing plan as a drawing sheet(s).
7. If our cost opinion shows the project exceeding the 20% over budget threshold, will we be responsible to develop alternates, and if so, how many alternates should we assume that we have to potentially prepare as a part of this proposal? A> The architect's cost opinion is used to set the bid threshold for the bidders. If the architect's cost opinion is higher than the owner's budget than that will need to be reviewed and corrected prior to the project going out to bid. Once bids are received and if the lowest responsible bid is 20% higher than the architect's cost opinion than the architect will provide redesign/value engineering efforts at no cost to the owner to bring the project back to the value of the architect's cost opinion.

8. Has a design function review been done now that the East Wing project has been completed, and will there be a list of “lessons learned” or “things to change” been developed as we start the new project? **A> Yes**
9. Do we need to actually change base drawings at the end of the project to incorporate ITC’s, or are you simply looking for a final combined record set of the work comprised of bid drawings and the ITC’s as a package? **A> Yes, the bid drawings will need to be revised to incorporate changes throughout the project. ASI’s, RFI’s, and PR’s will need to be incorporated but not the contractors as-builts.**

**Additional Information:**

1. None noted

**Attachments:**

1. Design Pre-proposal meeting agenda (1 page)
2. Design Pre-proposal meeting attendance sheet (1 page)

Please acknowledge the addendum #1 in your proposals. Thank you

End of Addendum



# MPCF West & South Wings Window Replacement Design Pre-Proposal Meeting Agenda DAS#9021.00 & .01 RFP0918335036

Date: 03/06/18

Time: 10:00 A.M.

Location: Mt. Pleasant Correctional Facility, Mt. Pleasant, Iowa

## WISCONSIN

311 Financial Way

Suite 300

Wausau, WI 54401

phone 715.842.2222

fax 715.848.8088

## IOWA

317 6<sup>th</sup> Avenue

Suite 720

Des Moines, IA 50309

phone 515.232.6443

fax 515.288.0471

313 E 5<sup>th</sup> Street

Waterloo, IA 50703

phone 319.232.6443

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1. Discuss Proposal procedures (Time/Location/Requirements)
  - 1.1. Sealed proposals **Due by Wednesday, 03/21/18 @ 2:00 pm** at the Iowa DAS, Central Procurement Bureau, Hoover State Office Building, Level 3, 1305 East Walnut, Des Moines, Iowa 50319-0105
2. Discuss Specific Proposal Criteria
  - 2.1. Review scope as called out in RFP
3. Discuss Questions/Answer Procedures
  - 3.1. Questions must be submitted by **Friday, 03/09/18 by 12:00 pm** to Purchasing Agent Steven Oberbroeckling at [steve.oberbroeckling@iowa.gov](mailto:steve.oberbroeckling@iowa.gov)
4. Discuss Addendum Time Frame
  - 4.1. Addendum addressing questions and/or changes will be issued on **Wednesday, 02/14/18**  
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5. Discuss Project Schedule
  - 5.1. Successful Design Firm will be expected to begin immediately upon contract execution. Services will start immediately following the bidding and NOI process.
  - 5.2. Discuss Proposed Design/Project Schedule
6. Review Site Conditions
  - 6.1. Design Firms shall coordinate with DAS and CM to carry out investigative services for design
  - 6.2. Background Checks are mandatory for personnel entering site
  - 6.3. No Tobacco use allowed on Campus
7. Additional Information

Steven Oberbroeckling  
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Iowa Department of Administrative Services  
Central Procurement Bureau  
Hoover State Office Building, Level 3  
1305 East Walnut, Des Moines, IA 50319-0105  
Phone: (515)-725-2090  
Email: [steve.oberbroeckling@iowa.gov](mailto:steve.oberbroeckling@iowa.gov)





**DATE AND TIME: TUESDAY, MARCH 6<sup>TH</sup>, 2018 AT 10:00 AM**

# WISCONSIN

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**environments**

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