



August 4, 2020

To: All Potential Respondents  
From: Bobbi Pulley, Purchasing Agent  
Subject: RFP1820005153 – Strategic Space Planning

### Addendum One

Please amend the subject RFP to include the following questions and answers:

- Q1. Can you please provide any information that identifies which buildings would be included in the scope?  
*A1. Buildings on the Capitol Complex that may be included are identified in Attachment #1. Additional information about the buildings is included on Attachment #1. The Capitol Complex houses approximately 4,000 employees.*
- Q2. I didn't see a pre-proposal meeting on the schedule, will there be one?  
*A2. No pre-proposal meeting is scheduled for this RFP.*
- Q3. Do you know the potential scope of work in square feet? Which, of course, then translates into wondering about any budget having been assigned to the project(s)?  
*A3. Buildings on the Capitol Complex that may be included are identified in Attachment #1. Additional information about the buildings is included on Attachment #1. The Capitol Complex houses approximately 4,000 employees. At this time, budget information is not available for this RFP.*
- Q4. Also, will you be choosing one firm for all of the work or will multiple firms be considered?  
*A4. The State will award to one firm.*
- Q5. Lastly, what is the construction management software the state of Iowa uses?  
*A5. Procore Technologies.*
- Q6. It does not appear that the RFP contains enough information for a responder to provide anticipated hours by position, a total fee, or a draft schedule. Will those requirements be modified and/or will additional scope information be provided?  
*A6. The requirements in Section 1.1 for anticipated hours by position and an estimated fee total are removed.*
- Q7. How many agencies will be included in the space utilization assessment? (1.3.2)  
*A7. Any agency on the Capitol Complex may be included in the space utilization assessment. There are approximately 29 agencies on the Capitol Complex.*
- Q8. Please clarify what services are included in this RFP's scope of work. Requested services "may include" "master planning" (1.3.1) and "full design services" (1.3.4 and 1.3.5). What is the expected deliverable?  
*A8. The services are dependent upon each participating agency's needs.*
- Q9. What is the ultimate goal of the planning exercise? (Reconfiguration? COVID-related constraints? MEP updates? Efficiency? Up- or down-sizing?)  
*A9. The ultimate goal is dependent upon each participating agency's needs. This could include all or some of the items listed in the question.*
- Q10. Has a project budget been established for the master planning or otherwise?  
*A10. At this time, budget information is not available for this RFP.*

- Q11. Will drawings of included facilities be provided? Are they available in electronic format?  
 A11. *General floor plan information will be provided. CAD files will be available but successful firm will be required to field verify all drawings.*
- Q12. Section 1.2 – Provide a draft schedule for the initial assessment and presentation. Does this apply to a single phase or the entire Capitol Complex? Are there any known scope variables for the initial assessment – i.e. square-footage, buildings included, departments/associated headcount impacted, etc?  
 A12. *DAS is requesting that firms provide a timeline for the initial assessment and presentation once scope variables are provided (after contract negotiations). In the Proposal, firms need to identify staff available to begin immediately.*
- Q13. 1.3.4 Is there more detail that can be provided for the MEPTS design that may be required?  
 A13. *The services are dependent upon each participating agency's needs.*
- Q14. Is there more detail on the extent of the hazardous materials?  
 A14. *That information is not available at this time.*
- Q15. Is there more detail on the survey work that may be required?  
 A15. *The services are dependent upon each participating agency's needs.*
- Q16. Section 1.1 – Introduction, Page 2 This section makes multiple references to “staff that will be assigned” and “staff to be assigned”. Do the all of the requirements for information to be provided about this “staff” include sub-consultants, or is it limited to the architectural consultant?  
 A16. *All requirements apply to “sub-consultants”. “Sub-consultant” hourly rates must be included.*
- Q17. Section 1.3 – Project Description, 1.3.11, Page 3 Please define “survey work.” Does it involve surveys of exterior conditions such as grading and utilities that would require the services of a civil engineer?  
 A17. *The services are dependent upon each participating agency's needs. None is anticipated at this time.*
- Q18. Section 1.3.18 – Project Description, Page 3 Our understanding is that the magnitude of State Fire Marshal fees depends on the size of the project. If these fees are to be the responsibility of the designer, please provide additional information about project scope so that these fees can be determined.  
 A18. *Firms may submit costs as a reimbursable expense.*
- Q19. The RFP does not appear to include information about the anticipated duration of this contract. Can clarification be provided regarding the anticipated duration of this contract? If the project term is longer than one (1) year, can the hourly rates be adjusted each year of the contract to accommodate salary increases and/or inflation?  
 A19. *Rates increases will be negotiated during the Contract negotiations.*
- Q20. Section 1.1 Introduction “NOTE: Any responding company and/or consultant that is part of the project design services cannot receive an award from the resulting request for bid of construction services.” Question – Can you please clarify if we were awarded design services, would we still be able to bid on any related furniture projects?  
 A20. *The State of Iowa requires design-bid-build. Services of this RFP may include implementation of furniture installation. Designers may not bid on related projects.*
- Q21. Section 4.1 Minimum Company Qualifications Question – Is it acceptable to implement this project utilizing partners if we don't have all listed services in house? (i.e. – landscape, mechanical, etc.)  
 A21. *“Partners” and/or sub-consultants may be utilized.*
- Q22. Will the strategic space planning include all buildings, leased and owned?  
 A22. *The plan may involve some owned and leased buildings as the services are dependent upon each participating agency's needs.*
- Q23. Is horizontal infrastructure (site and grounds) included in the master planning?

A23. *None is anticipated at this time.*

Q24. What level of detail are you expecting for the deliverables in the master planning and space utilization process?

A24. *The firm should provide enough detail for DAS to be able to interpret and implement proposed plan.*

Q25. Can you expand on the goals and expectations for project management services?

A25. *The level of project management services needed is dependent upon the implemented solution.*

**Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your bid (do not send back separately).**

I hereby acknowledge receipt of this addendum.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

**Attachment One  
Capitol Complex Buildings and Square Footage**

<b>BUILDING</b>	<b>Building Rentable FY2020</b>
Facilities Management Center	26,113
Grimes	112,726
Hoover	274,633
IUB-OCA Building	43,348
IWD - 1000 E. GRAND	107,732
Jessie Parker	113,375
Lucas	226,002
State Historical Building	34,093
Oran Pape	107,990
Wallace	196,828
<b>Total Association</b>	<b><u>1,242,840</u></b>