



Addendum 01 for RFQ940700-01

Project Name: DAS TH Carriage House Exterior Stair Replacement
DAS RFQ #: 940700-01
DAS Project #: 9407.00
Date: 9/30/2024

Quotes Due: October 3rd, 2024 at 2:00 PM CST

Contents:

- Cover Page – Table of Contents, Revisions, and Questions (1 page)
- Pre-Bid Meeting Minutes & Sign-In Sheet (5 pages)

1. Questions

Q: Is a bid security required to bid this project? I don't see any information about bid security/bond but I see a performance bond is required of the successful bidder.

A: No bid bond is required.

Q: Can contractors provide PVC sleeves in the cheek wall for railings in lieu of core drilling?

A: Yes, as long as the top sleeve is cut down below the surface and not visible.

Q: Nosing bars currently called out at a minimum of 2" coverage, Contractors onsite at Pre-Bid meeting recommended a minimum of 3", with a preference of for 4" coverage due to cracking concerns

A: No Issue with 3" or 4"

2. Clarifications:

1. Use of heavy equipment requires proposed pathway and approval. Strong preference that no heavy machinery be used beyond the precast tunnel.
2. Access to existing garage doors to be maintained.
3. Gate access will be closed during construction.

RFQ Pre-Quote Minutes: Meeting #1

Meeting Date Sep 25, 2024 **Meeting Time** 10:00 AM - 11:00 AM Central Time (US & Canada)

Meeting Location

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

Notes

Attachments [RFQ 940700-01 Terrace Hill Carriage House Stair Replacement.pdf](#), [Preliminary Schedule 9407.00.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Sam Kessel	Bolton & Menk, Inc		sam.kessel@bolton-menk.com	Present
Kurt Fisher	DCI Group	P: (515) 244-5043	kurtf@dcigroup-us.com	Present
Travis Hoyle	DCI Group	P: (515) 244-5043	travish@dcigroup-us.com	Present
Mindy Aust	MA Architecture		mindy@architecturerema.com	Absent
Anna Squier	MA Architecture		anna@architecturerema.com	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Absent
Molly Thompson	Terrace Hill	P: (515) 242-5841	molly.thompson@governor.iowa.gov	Present

Introductions

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendees				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
		Description Quote Package #01 –Stair Replacement: Trade Contractor shall include all of the following, but not limited to, as part of the contract				
		<ol style="list-style-type: none"> This contractor shall replace the existing stairs at the Terrace Hill Carriage House as outlined in the construction documents in Exhibit C and D this includes but is not limited to the removal of existing stairs, landscaping mulch & shrubs, and existing concrete for new concrete stairs, cheekwalls, footings, and handrail as outlined in the contract documents. This contractor shall protect the existing tunnels and tunnel access hatch from any damage during construction. Heavy equipment needed for demolition and construction will need to be approved by the engineer prior to being able to be used past the limit that is noted in the contract documents. 				

3. This contractor shall be responsible for protecting the existing concrete, fence, posts, and trees that are adjacent to the construction zone. This shall include providing and installing a green construction fence around the tunnel access hatch and existing tree as noted in the contract documents.
4. This contractor is responsible for utility locates for all utilities that may be disturbed by construction operations.
5. This contractor shall salvage all bricks and relocate them to a pallet on the southeast corner of the property for the owner.
6. This contractor is responsible for all erosion and sediment control measures.
7. Contractor to salvage existing mailbox and turn it over to the owner.
8. This contractor shall provide and install a galvanized steel handrail with painted finish
9. The contractor shall saw cut and remove concrete in the parking area near the garage for new construction. This shall include restriping parking lines in full to match existing.
10. This contractor shall provide a full replacement of the loose termination bar on the existing Carriage House waterproofing. When the grading is disturbed during construction the contractor is to fully evaluate the condition of the waterproofing and provide a price for any repairs of the existing waterproofing that may be required. Refer to images on sheet A1.01 for existing conditions.
11. This contractor shall replace all disturbed areas which are not designated to be paved with 6" of topsoil and shall be sodded. This contractor is responsible for the first week of initial watering and then turn over watering duties to the owner. Where new sod meets existing sod, cut a clean sharp edge to allow for a consistent uniform joint between new sod and existing turf.
12. This contractor shall provide a new planting bed with compost, amended soil and new plants as outlined in the contract documents. Contractor shall stake out all shrub locations and obtain approval of the owner prior to planting.
13. At completion of the project, the contractor shall provide the following documentation:
 14. As-built drawings
 15. Contractor warranty(ies)
 16. Unconditional Final lien waivers from all subcontractors and suppliers
 17. AIA form G706, G706A, and G707
 18. 573 notification
 19. Final completion checklist
 20. Certificate of Final Completion completed via DocuSign
1. **Alternate #01 – Bronze Handrail:** Trade Contractor shall include all the following, but not limited to, as part of the contract:
 1. Provide a bronze handrail made with bronze pipe material in a polished finish in lieu of a painted galvanized steel handrail.
 2. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 3. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
 4. Execute accepted alternates under the same conditions as other work of the Contract.
1. **Work Performed by Owner:** Terrace Hill will perform the following work items:
 1. Relocate existing mailbox

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
<p>Description</p> <ul style="list-style-type: none"> • Contract(s) Issued: Around October 7th • Submittals: October • Construction: November - Mid December 2024 • Closeout: January 2025 <p>A pull-plan session will be held with the successful contractor(s) to finalize the construction schedule.</p> <p>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</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Site Rules				Open
<p>Description</p> <ul style="list-style-type: none"> • Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place. • Contractor(s) shall provide daily logs for each day they are on site. • Construction progress meeting will be established once construction starts. • It is of the utmost importance to show respect and courtesy to all staff at all times. • 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. • No smoking, vaping or smokeless tobacco use onsite. • Temporary facilities to be provided by Quote Package #1 contractor • Demolished equipment • Tool control <ul style="list-style-type: none"> ◦ make sure all tools and equipment are secured at the end of each day • Background checks <ul style="list-style-type: none"> ◦ will need to submit first & last name with DOB of anyone who will be working onsite. • Work hours <ul style="list-style-type: none"> ◦ 7 am - 5 pm Monday - Friday unless arrangements are made in advance. • Contractor parking <ul style="list-style-type: none"> ◦ one foreman parking space will be available at the Carriage House entrance. all other vehicles will need to be parked on the street or at the Terrace Hill parking lot on the corner of Grand Ave. and Forrest Dr. • View RFQ for more information. 						

RFQ Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Quote Submission				Open
<p>Description</p> <ul style="list-style-type: none"> • Quotes are due October 3rd, 2024 by 2:00 PM • The Quote shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System (do not email to Procurement). <ul style="list-style-type: none"> ◦ Link and information is in the Request for Quote ◦ Contractors will need to register prior to submitting Quotes ◦ Contractors will need to register regardless of whether it has already done business with the State of Iowa. ◦ Contractors should complete the registration process and ensure the ability to log in as soon as possible to ensure Quote can be submitted on the due date. ◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted. 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Quote Schedule				Open
<p>Description</p> <ul style="list-style-type: none"> • Questions/Substitutions Due in Writing to Construction.Procurement@iowa.gov: 9/27 by 2:00 pm 						

	<ul style="list-style-type: none"> • Addendum Issued: by October 1st, 2024 • Quotes Due: October 3rd, 2024 by 2:00 PM • Tentative NOI Issued: October 4th, 2024
--	--

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
<p>Description</p> <ul style="list-style-type: none"> • Contractor(s) will sign a modified ConsensusDocs 802. Example is linked in the RFQ. • Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802. • Project-specific P&P bonds must be provided prior to contract execution. • Successful contractor must turn in their list of subcontractors and suppliers within 48 hours. • DAS will provide tax exempt certificates upon request. • Procure will be used for all project management, at no cost to the trade contractor. <ul style="list-style-type: none"> ◦ Submittals, Invoicing, RFIs, ASIs, PRs, RFQs ◦ Contracts, Change Orders and Certificates of Substantial and Final Completion will also use DocuSign • Contractor Schedule of Values shall be broken out as specified in the project manual. <ul style="list-style-type: none"> ◦ 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. 						

Questions

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions				Open
<p>Description</p> <p>Submit all questions in writing to Construction.Procurement@iowa.gov.</p>						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • Can contractors provide sleeves for railings in lieu of core drilling? <ul style="list-style-type: none"> ◦ Yes this is acceptable as long as PVC can be cut down below the concrete in the cheek wall. This could also allow contractors to install a temp railing if lead times for the new are extended. 						

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.

