

Addendum 1 for RFP #925900-01

Project Name: Finkbine & Lot 5 Replacements

DAS RFP #: 925900-01

DAS Project #: 9259.00

Date: 01/07/2022

Addendum 1:

- Cover Page – Table of Contents, Revisions, Questions, Supplemental Information (3 page)
- Pre-Proposal Meeting Minutes and Sign-In Sheet (5 pages)

1 REVISIONS

1.1 Designer shall include the evaluation of site lighting for Parking Lot 5. Evaluation shall include:

- 1.1.1 Review of existing light levels
- 1.1.2 Review of age and condition of light fixtures and poles
- 1.1.3 Options for lighting improvements if deemed necessary
- 1.1.4 Cost opinions for proposed options
- 1.1.5 The option to negotiate for the design and construction administration for the options developed.

1.2 Designer shall include the evaluation of potential traffic control and deterrent devices for Finkbine Dr. within the limits identified for construction. Evaluation shall include:

- 1.2.1 Review of the States use of Finkbine Dr. and potential traffic hazards during events
- 1.2.2 Options for traffic control and deterrent devices including cost opinions
- 1.2.3 The option to negotiate for the design and construction administration for the options developed.

1.3 Designers shall include the option to negotiate further design and construction administration for additional parking lots on the Capitol Complex.

1.4 Designers shall provide record drawings, incorporating the contractors as-built documents, at the end of construction. Record drawings shall be provided in PDF and CAD format.

1.5 Design shall include geotechnical services to determine condition of existing pavement and subgrade.

1.6 **REVISE** 1.2 SCHEDULE of the RFP to read:

Execution of Designer's Contract	Week of January 17 th , 2022
Tentative Design Kick-Off Meeting	Week of January 17 th , 2022
Geotechnical and Surveying By	February 18 th , 2022
50% Construction Documents By	March 18th, 2022
95% Construction Documents By	April 8th , 2022

100% Construction Documents By	April 15 th , 2022
Contractor Bidding	April-May, 2022
Execution of Contractor's Contract(s)	May 2022
Submittals, Procurement and Construction	May to August, 2022
Close out	September, 2022

1.7 REVISE 1.3.27 of the RFP to read:

1.7.1 The Department requests lump sum pricing from the respondents to this RFP, with the lump sum base scope price being inclusive of all reimbursables, such as printing, mileage and travel expenses. Work related to the granite retaining wall repairs will be tracked separately from pavement replacement. The Department requests the fee proposal from the respondents to this RFP be broken down as follows. These breakdown prices will be used as the schedule of values for billing purposes.

- 1.3.27.1 50% Construction Documents
- 1.3.27.2 50% Construction Documents – Granite Retaining Wall Repairs
- 1.3.27.3 Evaluation of Finkbine Traffic Control & Deterrents
- 1.3.27.4 100% Construction Documents
- 1.3.27.5 100% Construction Documents – Granite Retaining Wall Repairs and
- 1.3.27.6 Bidding or Negotiation Assistance
- 1.3.27.7 Bidding or Negotiation Assistance – Granite Retaining Wall Repairs
- 1.3.27.8 Construction Phase – Granite Retaining Wall Repairs

2 QUESTIONS

- 2.3 Question: Is it intended that curb will be added to Parking Lot 5?
2.3.27 Answer: Yes, the intention is that roll curbs will be added.
- 2.4 Question: Will there be lighting replacement at Parking Lot 5?
2.4.27 Answer: Designers shall evaluate the current lighting levels and if deemed necessary, design for lighting upgrades.
- 2.5 Question: Will the bollards at Parking Lot 5 remain?
2.5.27 Answer: No, the intent is to remove and replace with curb.
- 2.6 Question: Is geotechnical part of the scope?
2.6.27 Answer: It is intended that the successful design firm will procure geotechnical services.
- 2.7 Question: Is any work anticipated for the traffic lights at E Grand Ave and Finkbine Dr?
2.7.27 Answer: It is anticipated that construction activities will disturb the existing traffic signal loops. Designer shall anticipate replacement of traffic loops and coordination with the City of Des Moines for design requirements.
- 2.8 Question: The addition of bollards at Finkbine Dr. were discussed during the pre-proposal. Is the intention of these bollards for traffic control or security as well?
2.8.27 Answer: It will be part of the designers scope to evaluate the Owner's needs and provide recommendations.

3 SUPPLEMENTAL INFORMATION

- 3.3 See attached meeting minutes and sign-in sheet from the 12/29/2021 Pre-Proposal meeting (5 pages)

END OF ADDENDUM 1



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

Project: 9259.00 DAS CC Finkbine St and Parking
Lot 5 Paving Replacement
1007 E Grand
Des Moines, Iowa 50319

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Dec 29, 2021 **Meeting Time** 1:00 PM - Central Time (US & Canada)

Meeting Location FCM Building 109 SE 13th St., Des Moines, IA 50319

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

Notes

Attachments [Pre-proposal sign-in.pdf](#), [RFP925900-01 - Exhibit A.pdf](#), [RFP925900-01 - Finkbine St and Parking Lot 5 Paving Replacement.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Present
Doug Carper	State of Iowa - Department of Administrative Services	P: (515) 725-1273	douglas.carper@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description Attendance - Please sign-in Michael Steen (DCI Group) - Construction Manager Doug Carper (DAS) - State Owner's Representative Brad Meister (DAS) - Energy Associate/Project Manager Jennie Elliott (DAS) - Associate Facilities Administrator/Energy Manager Josh Davenport (DAS) - Program Planner 2						
Official Documented Meeting Minutes See attached sign-in sheet						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description Complete replacement of the paving at Finkbine St. and parking lot 5 on the Capitol Complex: <ul style="list-style-type: none">• Complete removal of existing pavement and curb.• Removal of damaged sidewalks or where removals are necessary to accommodate other work.• Storm water management• Subgrade preparation• Pavement replacement						

- Sidewalk replacement
- Pavement stripping and signage
- Site restoration
- Granite retaining wall repairs. Granite slabs have moved. It is anticipated existing slabs will need removed, new footings installed, and slabs reinstalled and secured to footings. Includes installation of drainage tile.
- Erosion control measures
- Site logistics plan

Official Documented Meeting Minutes

- It is intended that curb will be added to Parking Lot 5?
 - Intention is to add roll curb
- Will there be any lighting replacement at Parking Lot 5?
 - DAS/DCI will review and provide direction via addendum
- Will the bollards at Parking Lot 5 remain?
 - Intent is to remove and replace with curb.
- Is geotechnical to be part of the scope?
 - It is intended that the successful design firm will procure geotechnical services. This will be clarified via addendum.
- Any work anticipated for the traffic lights at E Grande Ave and Finkbine Dr?
 - It is anticipated construction will get into the traffic loops. Designer shall anticipate replacement of traffic loops and coordination with the City of Des Moines for design requirements.
- The design of additional parking lots may be added via negotiation after the award of contract.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Revisions to RFP				Open
Description The following will be addressed by addendum: <ul style="list-style-type: none"> • Design for retractable or removeable bollards on the north and south end of Finkbine St. to block vehicle access. • Record drawings - Designer to develop record drawings based off of contractors as-builts for incorporation into the States mapping software. 						
Official Documented Meeting Minutes <ul style="list-style-type: none"> • Are the bollards intended for traffic control or security as well? <ul style="list-style-type: none"> ◦ DAS/DCI will review and address via addendum 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Schedule Review				Open
Description <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 1/04/2022 • Final Addendum Issued by: 01/06/2022 • Proposals Due: 01/11/2022 • Selection of Designer/Issue NOI: by January 15th, 2022 						

- Execution of 803 Contract: Week of January 17th, 2022
- Execution of Designer's Contract: Week of January 17th, 2022
- Tentative Design Kick-Off Meeting: Week of January 17th, 2022
- 50% Construction Documents By: February 18th, 2022
- 95% Construction Documents By: March 11th, 2022
- 100% Construction Documents By: March 18th, 2022
- Contractor Bidding: March and April, 2022
- Execution of Contractor's Contract(s): April 2022
- Submittals, Procurement and Construction: April to July, 2022
 - Work at Finkbine St. and Lot 5 is currently anticipated to be phased at the State's and contractors option.
 - It is intended that construction activities will start after the legislative session (typically sometime in April) and finish prior to the World Food Prize (October 19th, 2022).
- Close out: August, 2022

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
Description <ul style="list-style-type: none"> • All questions to be directed to construction.procurement@iowa.gov • DAS uses Procore online project management system for all projects, at no cost to the designer. • DAS uses a modified ConsensusDocs 803 Form of Agreement • 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"> ◦ Must note in proposal if deductible is different and provide a letter of financial stability from bank ◦ Must provide COI prior to contract execution • Ensure the following items are included in the proposal: <ul style="list-style-type: none"> ◦ 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 <ul style="list-style-type: none"> ▪ Granite Retaining Wall Repairs and bollards to be identified separately 						
Official Documented Meeting Minutes <ul style="list-style-type: none"> • Design for bollards at Finkbine to be included in breakout for Granite Retaining Wall Repairs 						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description Any questions?						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Existing Conditions Tour				Open
		Description Meet at small parking lots on E. Walnut directly South of the Capitol building.				

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.



Project Name: 9259.00 Finkbine St. & Parking Lot 5 Paving Replacement

Meeting Purpose: Request for Design Proposal – Pre-Proposal Meeting

Date: 12/29/2021 at 1:00 PM

Attendees

In Attendance (Initial)	Name	Company	Phone Number	E-Mail Address	Attended by Phone
MS	Michael Steen	DCI Group	515-975-8348	MichaelS@dcigroup-us.com	
✓	Doug Carper	DAS	515-745-3244	Douglas.Carper@iowa.gov	
BRM	Brad Meister	DAS	515-720-6262	Brad.Meister@Iowa.gov	
JLE	Justin Ernst	BOLTON + MERR	515-318-8082	justin.ernst@bolton-merr.com	
CB	Chris Bauer	SHIVE-HATTERY	515-669-0695	CBauer@SHIVE-HATTERY.COM	
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