

## **Addendum #01 for Design RFP 0919335146**

Project Name: Professional Design Services, DAS CC Grimes Building Elevator Replacements

RFP #: 0919335146

Date: 6/17/2019

Acknowledge receipt of this Addendum on the proposal response. Failure to do so may subject Designer to disqualification.

### **Addendum #1:**

- Cover Page – Questions (1 pages)
- Pre-Proposal Meeting Agenda (3 pages)
- Pre-Proposal Meeting Sign-in Sheet (1 page)

### **Questions**

Q1) Will the design team be given copies of the original drawings and specs of the building?

A2 Available documents will be made available to the successful designer. CAD files are available as well as structural, architectural, mechanical, electrical, etc.

Q2) If original drawings are not available, is there knowledge of the building's type of construction and the fire ratings of the building elements (walls, floors, structural frame, etc)?

A3 See response to question #01.

Q4) Will the most code compliant method of design be favorably viewed in the Approach and Methods section of our proposals?

A4 Approach and Methods to with a design adhering to code compliance in the most efficient means will be looked favorably on. The design shall include bringing the elevators up to the most current set of codes or obtaining approval and variances from authority having jurisdiction for any variations from current codes.

Q5) The RFP stated that the design team will be interacting with SHPO. Will SHPO require a design deliverable for official design review?

A5 Initial concept shall be discussed with SHPO and if deemed necessary, development drawings shall be provided for SHPO review.

**End of Addendum #1**

**June 10<sup>th</sup>, 2019 at 01:00 PM**

**Owner/DAS/CM Team Introductions:**

Iowa Department of Administrative Services (DAS) – Brad Tonyan  
Construction Manager – DCI Group – Michael Steen & Adam Byrne  
DAS Purchasing Agent – Steve Oberbroeckling

**General Project Description/Overview:**

1. Design services from qualified design firms for the modernizations of elevators in the Grimes Building on the Capitol Complex.
  - a. The following scope(s) and project characteristics have been identified for this project:
    - i. Grimes Modernizations –
      1. The complete design for full modernization of two passenger elevators.
      2. Construction administration for the modernization of one passenger elevator.
      3. Alternate #01 - Construction administration for the modernization of the second elevator.
      4. Alternate #02 - The complete design for full modernization of the Grimes freight elevator.
      5. Alternate #03 - Construction administration of the freight elevator modernization.
    - ii. Design and construction administration for access controls measures to be incorporated into the freight and passenger elevators. This scope will be addressed through separate funding and pricing as part of this proposal shall be broken out separate. Access control measures for consideration include:
      - i. Card readers with keypads at each elevator to restrict access to 2<sup>nd</sup> and 3<sup>rd</sup> floors.
      - ii. Cameras and intercoms that integrate with control stations on 2<sup>nd</sup> and 3<sup>rd</sup> floor.
  - b. The construction of the elevators will be phased to allow one passenger elevator to remain operational at all times.
  - c. As part of this RFP, the State of Iowa holds the option to negotiate the design for additional replacements or proactive measures of Grimes elevators as necessary.

**Bid Package Process:**

Overview of Instructions to Bidders – DCI Group

**PROPOSALS DUE: June 21<sup>st</sup>, 2019 at 2:00 PM**

**MAKE SURE IT IS SUBMITTED TO DAS AS THE REQUEST FOR PROPOSALS READS**

2. Proposal Process
  - a. Ensure all sections of 4.2 Proposal Content are included in proposal.
  - b. Proposal shall include a Not-to-Exceed estimate for reimbursable expenses.
  - c. Review Section 5.2 and ensure each of the criteria for evaluation are met.
  - d. All questions after this meeting and prior to 10:00 A.M. June 13<sup>th</sup>, to be submitted to Steve Oberbroeckling at [steve.oberbroeckling@iowa.gov](mailto:steve.oberbroeckling@iowa.gov). Do not contact DAS or DCI Group directly for questions or clarifications.
3. Schedule
  - a. Questions due **June 13<sup>th</sup>, 2019** at 10:00 AM CST
  - b. An addendum will be issued to incorporate minutes and sign-in sheet from this Pre-Proposal Meeting.

- c. Final addendum will be issued no later than **June 14<sup>th</sup>, 2019** by 5:00 PM CST or no later than 48 hours prior to proposals being due.
- d. Proposals due **June 21<sup>st</sup>, 2019 at 2:00 PM CST**
- e. Tentatively an NOI will be issued July 1<sup>st</sup>, 2019
- f. Tentatively the execution of contract is to be completed by July 22<sup>nd</sup>, 2019
- g. It is anticipated the development of construction documents to be completed by October 1<sup>st</sup>, 2019 and contract bidding to take place starting October 2019.
- h. Anticipated construction work to start November 2019

#### **Scope of Work Overview:**

- A. Construction Manager (DCI Group) has been engaged for this project to serve as an advisor to the Owner and to provide assistance in administering the Contract for Design between Owner and the Designer according to separate contract between Owner and Construction Manager.
- B. Use of the State of Iowa's construction management software EADOC.
- C. Agreement between the Owner and Designer will be a modified ConsensusDoc 803.
- D. Designer shall acknowledge that all documents are copyright to the State of Iowa and need to be turned over in their native computer format.

#### **Evaluation, Design, & Construction**

- A. Perform one (1) design kick-off meeting on-site to review and analyze existing conditions as well as discuss overall project scope and needs.
- B. Provide all disciplines necessary for complete design of the project.
- C. The buildings will remain occupied during construction.
- D. Existing CAD or PDF drawings are not anticipated to be provided to the designer. If existing drawings are available, they will be provided but all measurements pertinent to the design shall be verified by the designer.
- E. Designer shall provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- F. Designer shall be responsible to upload all drawings and specifications for the project to EADOC. Drawings uploaded should include both a copy of the entire drawing set (as one file) and then a copy of each individual drawing sheet (as its own file). Specifications should be uploaded per volume (as its own file) as well as per specification section (as its own file).
- G. The Construction Manager will coordinate with State Historical Preservation Office (SHPO) to review all modifications to ensure compliance. The Designer shall coordinate with Construction Manager to ensure compliance with SHPO requirements.
- H. Designer shall coordinate with Iowa Workforce Development throughout design to ensure compliance to State elevator code requirements. A meeting shall be coordinated by the designer with Iowa Workforce Development, DAS, CM, and the designer to review design and ensure code compliance.
- I. Plan submission for State Fire Marshal review and energy code compliance. If plan submission is not required, the designer shall submit the Building Modifications Request for Exemption From Full Plan Review form to the State Fire Marshall's office for approval.
- J. The designer shall allow use of progression drawings by a third-party consultant to identify suspected hazardous materials for abatement if necessary. As an example, a third-party consultant may need to use floor plans developed by the designer to indicate areas of abatement to prospective abatement bidders.
- K. Designer shall assist Construction Manager in the evaluation of long lead times.
- L. Designer shall assist Owner and Construction Manager in obtaining bids from qualified contractors.
- M. Designer shall include sufficient site visits and meetings to complete design work.

- N. Designer shall satisfy all Federal, State, and Local codes. The Design Professional will coordinate and be the main contact to life safety, energy, and all other applicable codes. All applicable fees with the departments will be covered by the Design Professional.
- O. Designer shall provide Owner and Construction Manager with design recommendations (including but not limited to construction details and material requirements).
- P. Designer shall provide electronic documents, supplemental instructions, and proposal requests in PDF and CAD.
- Q. Design review will be conducted at 100% design development, 50% construction documents, and 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager and Facility Representative.
- R. Designer shall include any and all survey work required for completion of project.
- S. Designer will be required to provide Cost Opinions at 100% DD and 100% CDs before documents are issued to the Public as required by the State of Iowa's ConsensusDoc contract and Iowa Code.
- T. Final submission of contract documents to include drawings and specifications for bidding. Designer to develop a complete set of specifications except for Division 00 and Division 01 which will be provided by DCI Group for incorporation into the designer specification book. The designers' specifications shall include all Technical Specifications. DCI Group will distribute the Division 00 & 01 documents for incorporation into the Designer's specifications.
- U. Include any additional bid alternates as determined during course of design and bid package development.
- V. Designer shall develop and implement a submittal log for each project for incorporation into the State of Iowa's construction management software EADOC. The submittal log will identify all of the required project submittals as identified in the design specification.
- W. Designer shall attend a bi-weekly construction update meeting either by conference call or site visit.
- X. As part of construction, the designer shall attend, at a minimum, one (1) pre-bid meeting, one (1) IWD review meeting, three (3) design review meetings, one (1) construction kick-off meeting, two (2) onsite construction reviews, two (2) onsite reviews for substantial completion/punch list development, two (2) punch list approvals, and one (1) one-year warranty correction period visit.
- Y. As part of this proposal, the designer shall provide a unit cost for additional onsite reviews during construction.
- Z. Maintain an as-built set of drawings and specifications for all design modifications. Up-to-date full sheets to be issued electronically to address all Architectural Supplemental Instructions and RFIs as feasible.

#### **Close Out**

- A. Provide Construction As-Built drawings and specifications of all design modifications, including ASIs, PRs, COs and RFIs in both CAD and PDF formats.
- B. Review and approval of close-out documentation.
- C. Development and verification of punch list document with assistance from Construction Manager.
- D. Provide inspection and date for substantial completion along with Construction Manager.
- E. Approve Substantial and Final Completions via EADOC.

#### **State Rules**

- 1. No smoking or smokeless tobacco use onsite.

#### **Open Discussion**

