



Addendum 01 for RFP941100-01

Project Name: DAS 6200 Park ALJ – Workman's Comp Renovation
DAS RFB #: 941100-01
DAS Project #: 9411.00
Date: 4/26/2024

Proposals Due: May 7th, 2024, at 2:00 PM CST

Contents:

- Cover Page – Questions (1 page)
- RFP Pre-Proposal Meeting minutes (3 pages)
- Sign in sheet (1 page)
- Updated Scope Plans (4 pages)

1. Questions:

Q: What is the construction budget?

A: The total construction budget is \$2,160,338.00. This total does not include owner-provided item costs such as office furniture, card readers, OCIO and ICN provided items.

Q: Is there a plan that has dimensions, so we know the size of the renovation?

A: Existing documents of the building are available; they will be provided to the winning designer.

Q: What design firms attended the walk through?

A: See sign in sheet attached.

Q: How are the selection criteria weighted?

A: Qualifications - 40%, Approach & Methods - 25%, Schedule - 20%, Fee - 15%

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Apr 23, 2024	Meeting Time	10:00 AM - 11:00 AM Central Time (US & Canada)
Meeting Location	6200 Park Ave., Des Moines, IA 50321		
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	6200_Park_1stFlr_Dial_ALJ-WC_ScopePlans_041824.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Tera Granger	Capitol Complex Maintenance	P: (515) 242-5120	tera.granger1@iowa.gov	
Barbara Bendon	DAS Space Management & Leasing Division	P: (515) 281-8887	barbara.bendon@iowa.gov	
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendance - Please sign in				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description - Complete design for renovations including all design disciplines needed. Programming has been completed by the Owner. See Appendix B for further information. - Renovations to the existing warehouse space. Includes general demolition, MEP construction, new offices, cubicles, conference rooms, access control, and AV. - Demolition and renovation to the existing Kitchen and Servery space to accommodate new offices and cubicles. - The design shall include modifications to existing space to accommodate new restrooms and kitchenette spaces. - New reception with bullet resistant construction. - Modifications to employee entrance for sidewalk ADA compliance and signage. - Modifications to exterior precast to accommodate new curtain wall glazing. - Fire protection and life safety systems design, adhering to relevant codes and standards. - Coordination with Owner provided furniture vendor. Coordination to include incorporation of vendor provided furniture layout in design documents and coordination with requirement electrical, voice, and data.				

- Code required interior signage
- The Owner will be performing the following work:
 - Furniture design, procurement, and installation.
 - Hazardous materials testing.
 - Relocation of existing AV for conference room spaces. Designer shall coordinate with Owner on equipment to be relocated including location for install and electrical/low-voltage requirements.
 - Voice and data installation. Designer shall coordinate with Owner for locations. The successful designer shall include pathways in the design and construction.
 - Owner will provide and install card readers. Design for locations, pathways, and all door hardware will be the responsibility of the design firm.
- Construction cost opinions provided by the Design Professional team during Design (at 100% design development documents, 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code.
- Review with the Department of Inspections, Appeals, and Licensing's Building Code Bureau for approval of plans or exemption from review. All fees associated with the Bureau are the responsibility of the designer.
- PDF drawings of existing floor plan and conceptual floor plans have been provided in Appendix B. Hard copies of existing drawings are available for review onsite. Drawings are conceptual only and the successful design firm will be responsible for final design and layout. Accuracy of drawings shall be verified by the design firm.

Updated conceptual PDF drawings have been distributed with this agenda and will be distributed with addendum #01.

Official Documented Meeting Minutes

- ICN will terminate and test voice and data lines.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description • Questions Due to construction.procurement@iowa.gov: 4/24/2024 at 2:00 PM CST • Addendum Issued: by 4/26/2024 at 4:00 PM CST • Proposals Due: 05/07/2024 at 2:00 PM CST • Selection of Designer/Issue NOI: Week of 05/06/2024 • Execution of 803 Contract: Week of 05/20/2024 • Tentative Design Kickoff Meeting: Week of 05/20/2024 • 100% DD: by June 13, 2024 • 50% CD and budget: by July 5, 2024 • 95% CD: by July 26, 2024 • 100% CD and budget: by August 16, 2024 • Contractor Bidding: August & September, 2024 • Execution of Contractor's Contract(s): September 2024 • Submittals, Procurement and Construction: September, 2024 to February, 2025 • Closeout: By the end of February 2025 Anticipated construction end will be updated in addendum #01.						

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
Description • 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 ◦ 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: ◦ 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						

Conclusion

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

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.

DCI GROUP
DESIGN + CONSTRUCTION INTEGRATION

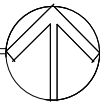
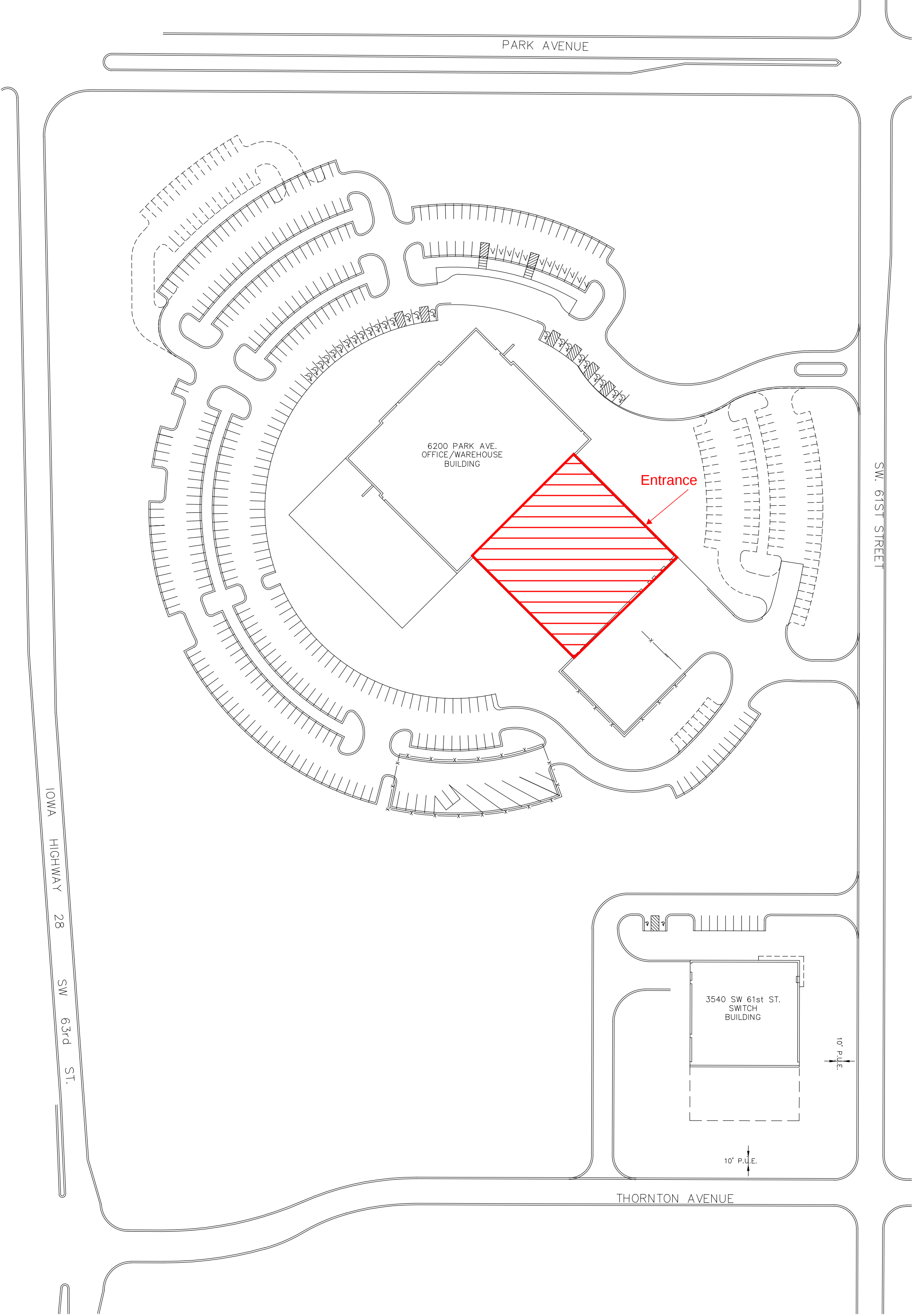
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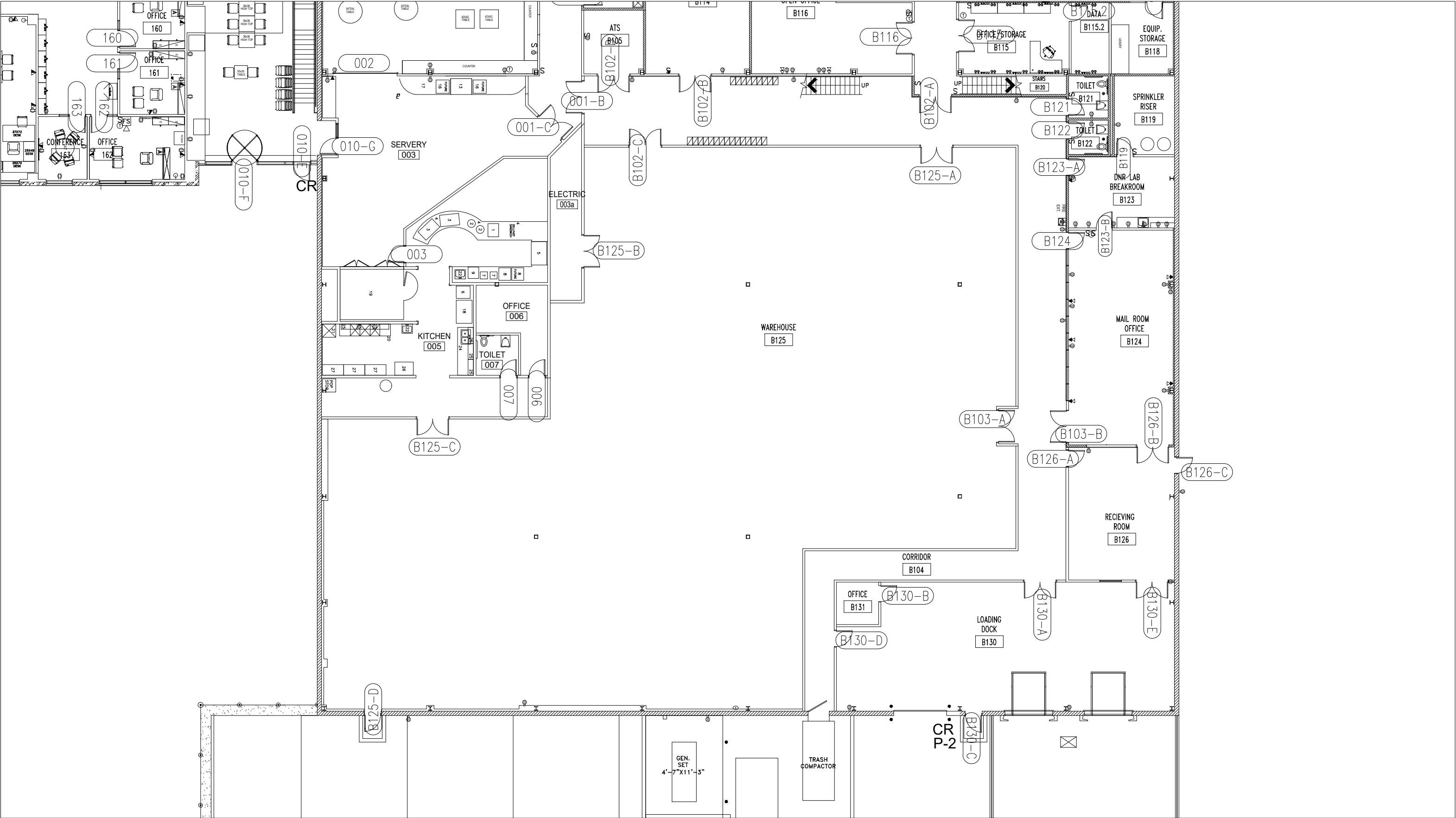
Meeting Date: 04/23/2024 at 10:00 AM

Questions Due: 04/24/2024 at 02:00 PM

Proposals Due: 05/07/2024 at 02:00 PM

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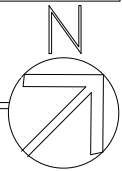


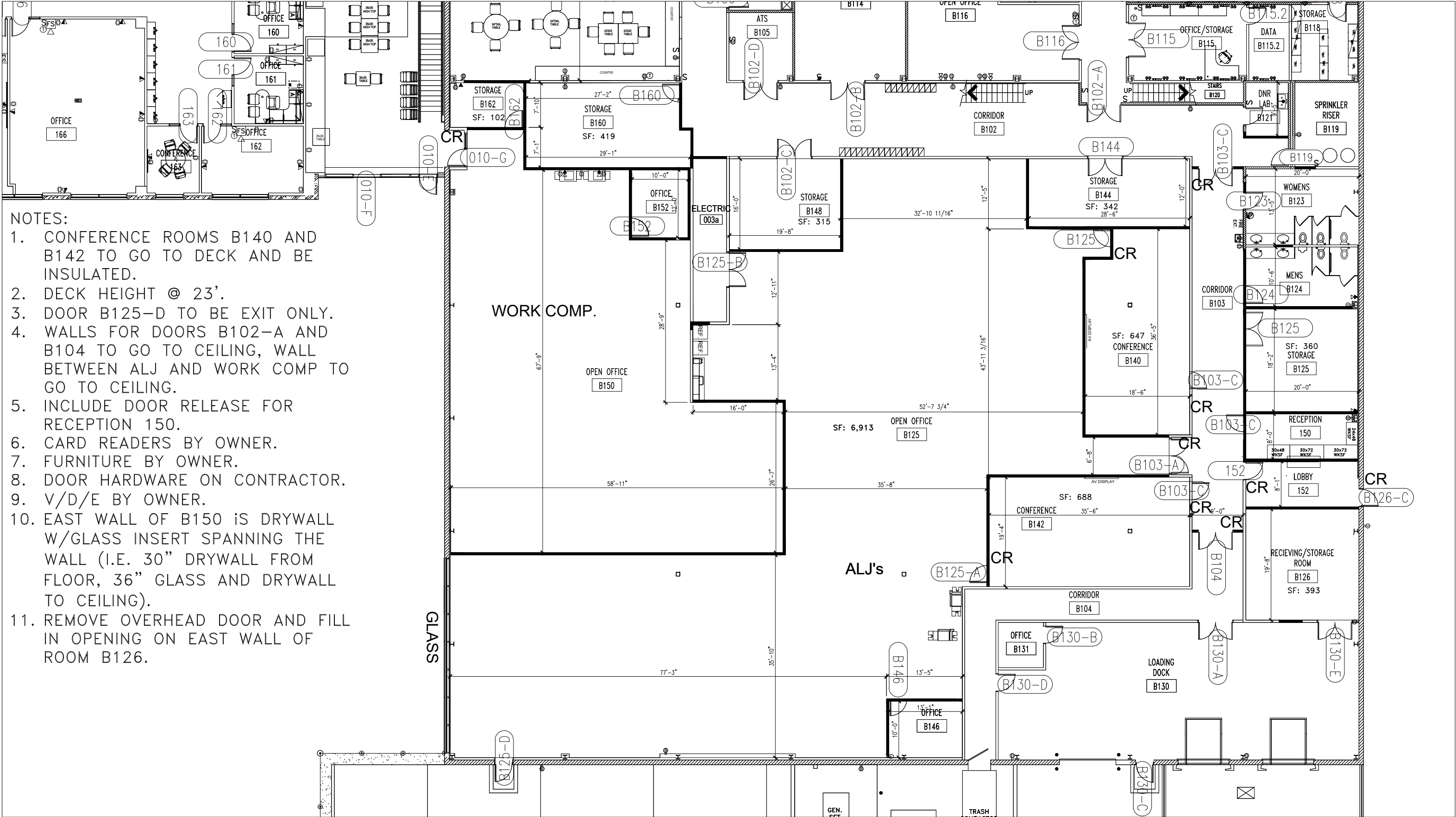


6200 PARK AVE. – 1ST FLOOR

DES MOINES, IA
SCALE: NTS
04/18/24

ALJ/WORK COMP – EXISTING PLAN

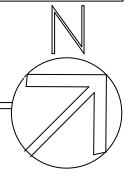


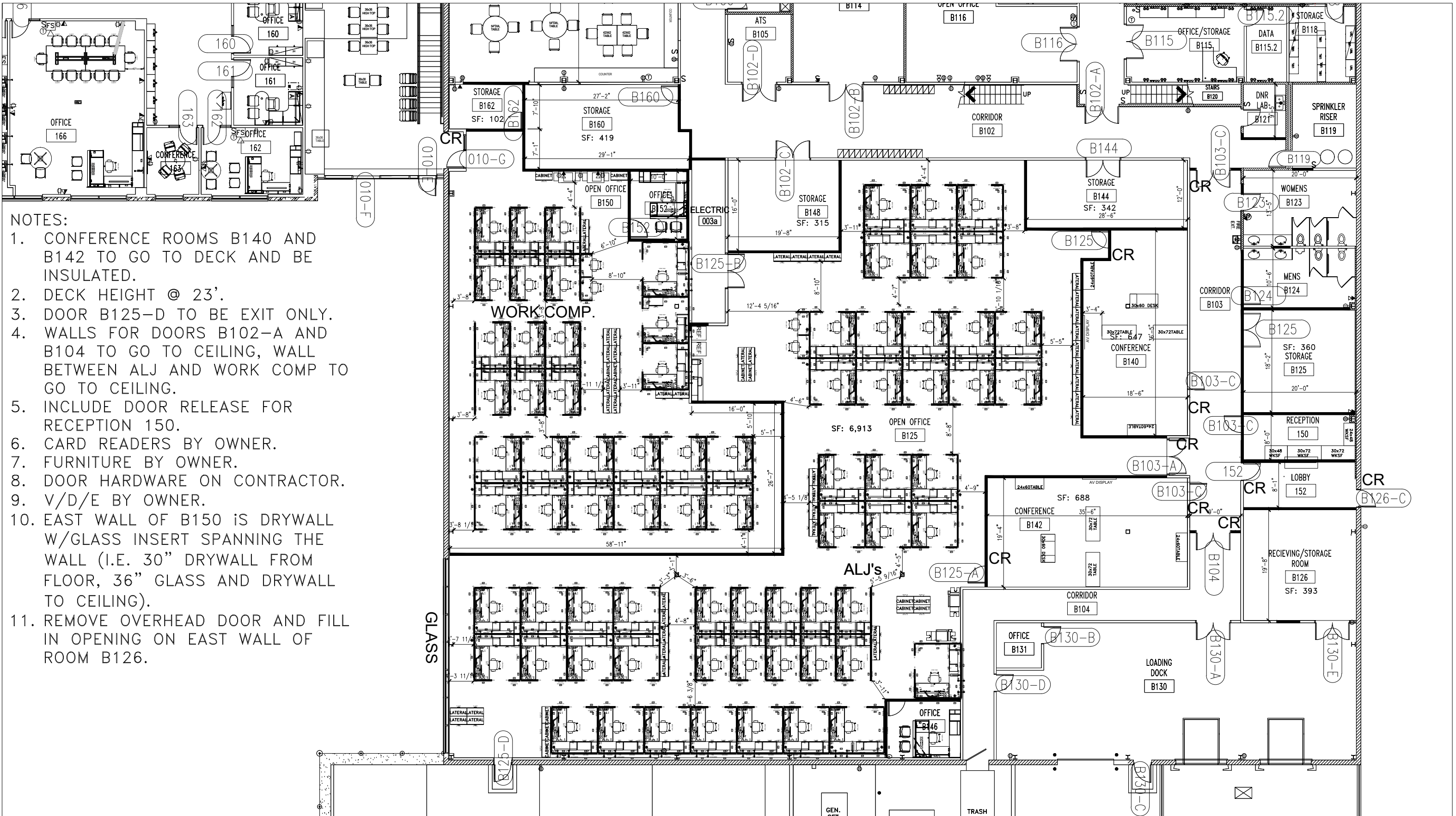


6200 PARK AVE. - 1ST FLOOR

DES MOINES, IA
SCALE: NTS
04/18/24

ALJ/WORK COMP - CONCEPTUAL SCOPE PLAN





6200 PARK AVE. - 1ST FLOOR

DES MOINES, IA
SCALE: NTS
04/18/24

ALJ/WORK COMP - PROPOSED FURNITURE PLAN

