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## **Addendum #01 for RFQ #0218335042**

Project Name: Dack North Side Basement Waterproofing

DAS RFQ #: 0218335042

Date: 8/21/2018

### Addendum #1:

- Bid date remains **Thursday, August 23<sup>rd</sup> at 2:00 PM CST** and shall be submitted to [Randall.Stapp@iowa.gov](mailto:Randall.Stapp@iowa.gov).
- Pre-Bid Meeting Minutes (2 pages)
- Pre-Bid Sign-in Sheet (1 page)

## **Pre-Proposal Meeting:**

### **Owner /CM Team Introductions:**

Owner – Brad Tonyan; DAS - Owner Rep

Client – David Haines, IVH - Bureau Chief

Construction Manager – Greg Vickroy, DCI Group - Project Manager

## **General Project Description/Overview:**

### **Tour:**

Tuesday August 14<sup>th</sup> at 10:00am

### **Bid Package Process:**

Overview of Instructions to Bidders – DCI Group

PROPOSALS DUE: **Thursday, August 23<sup>rd</sup>, 2:00 PM**

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

#### 1. Proposal Process

- a. All questions need directed to Randall Stapp as identified in Public Notice
- b. Bid Form, Non-Discrimination Clause, TSB form, and Bid security
- c. All questions after this meeting and prior to August 17<sup>th</sup> at 2:00 PM to be submitted to Randall Stapp, [Randall.stapp@iowa.gov](mailto:Randall.stapp@iowa.gov). Do not contact IVH or DCI Group directly for questions.
- d. All substitution requests must be submitted to Randall Stapp by end of day Friday the 22<sup>nd</sup> for consideration.
- e. Proposals may be accepted as base bid only or a combination of base bid and add or deduct of unit prices.

#### 2. Schedule

- a. Questions due August 17<sup>rd</sup> by 2:00 PM CST
- b. An addendum will be issued this week following today's Pre-Proposal Meeting
- c. Final addendum will be issued no later than August 20<sup>th</sup> by 2:00 PM CST or no later than 48 hours prior to proposals being due.
- d. Proposals due August 23<sup>rd</sup> by 2:00 PM CST
- e. Tentatively an NOI will be issued August 24<sup>th</sup>.
- f. Anticipated construction work to take place September 1<sup>st</sup> – October 1<sup>st</sup>, 2018.

## **Scope of Work:**

#### 3. Administrative

- a. EADOC project management software
- b. Pre-construction meetings and submittals

#### 4. Construction

- a. The complete procurement and installation of all systems as identified in the construction documents to be the responsibility of this contractor.

- b. All areas shall be clean and put back to existing conditions prior to moving on to the next.
  - c. All penetrations and sealing/fireproofing/acoustical sealant of penetrations is the responsibility of this contractor.
  - d. Staging and storage of materials.
  - e. Contractor shall maintain accurate as-built construction records throughout the project.
  - f. Daily logs/Weekly Report and meeting requirements.
5. Close Out
- a. To meet VA requirements, Contractor is to provide finalized equipment list with cost, quantity, and locations.
  - b. Organize and direct the training of O&M personnel. Training to be audio-video recorded by the contractor.
  - c. Complete, clean, and legible copies of the as-built construction records to be provided to DCI Group upon completion of work. Electronic and hard copies of all O&M's and as-built drawings to be submitted.
  - d. As-built documents are required in AutoCAD and PDF format.
  - e. All test results and end user software to be submitted to DCI Group
  - f. Review Section 27 00 00 for additional requirements.
  - g. Response times for warranty corrections Section 27 00 00 3.24.E
    - i. Emergency – 2 hours for remote service. If remote service does not correct the issue, within 4 hours of notification on-site service shall be provided.
    - ii. Normal service calls – 24 hours for remote service. If remote service does not correct the issue, within 48 hours of notification on-site service shall be provided.
    - iii. Emergency repairs or replacements shall be guaranteed within twelve (12) hours.

### **IVH Worksite Rules**

- 1. All personnel to check in at the Switchboard in the Loftus Building each morning to receive contractor's badges and check them back in at the end of each work day.
- 2. Greg Vickroy with DCI Group will be onsite and your main point of contact.
- 3. An IVH representative will assist in moving furniture and gaining access to occupied areas where applicable.
- 4. IVH will tag out the system each day in the areas work is being performed.
- 5. All tools, ladders, materials, and equipment should be in constant view. If a contractor is working above ceiling all tools and etc. should be locked and stored away or another employee should be in the area to watch all tools and etc.
- 6. Do not allow residents to follow you into construction areas.
- 7. It is of the utmost importance to show respect and courtesy to all residents and staff at all times.
- 8. 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.
- 9. All work should be fully completed in one area prior to moving to the next or leaving for the day.
- 10. No smoking or smokeless tobacco use onsite

### **Open Discussion**

**DAS Project Name: IVH – 9017.00 Dack North Side Basement Waterproofing**  
**Meeting Purpose: Pre-Bid Meeting**  
**Date: 8/14/2018 at 9:00am**

### Attendees

In Attendance (Initial)	Name	Company	Phone Number	E-Mail Address	Attended by Phone
	Michael Steen	DCI Group	515-975-8348	<u>Michaels@dcigroup-us.com</u>	
<i>GV</i>	Greg Vickroy	DCI Group	515-601-0208	<u>gregv@dcigroup-us.com</u>	
	David Hokel	DCI Group	515-979-3187	<u>DavidH@dcigroup-us.com</u>	
<i>MC</i>	Kyle Kain	DCI Group	515-681-2081	<u>kylek@dcigroup-us.com</u>	
	Bradley Tonyman	DAS	515-360-7718	<u>Brad.tonyman@iowa.gov</u>	
	Karen Connell	IVH	641-844-6358	<u>Karen.Connell@ivh.state.ia.us</u>	
	Brad VanBaale	IVH	641-750-0039	<u>Bradley.VanBaale@ivh.state.ia.us</u>	
	Stacey Duden	IVH	641-758-9196	<u>Stacey.duden@ivh.state.ia.us</u>	
<i>DH</i>	David Haines	IVH	641-750-4347	<u>david.haines@ivh.state.ia.us</u>	
	Chris Bauer	Shive Hattery	515-669-0695	<u>cbauer@shive-hattery.com</u>	
<i>KL</i>	Kyle Lawson	Shive Hattery	515-422-5525	<u>klawson@shive-hattery.com</u>	
	<i>Rex Day</i>	<i>Day Const.</i>	<i>641-751-8419</i>	<i>Rdayconst@live.com</i>	
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