

Addendum 1 for RFB 939200-01

Project Name: DOC ASP Front Admin Building Entry Porch Repairs

RFP#939200-01

DAS Project #: 9392.00

Date: 10/18/2024

Pre-Bid Meeting Minutes & Questions:

1. No Questions Received from Procurement.

See attached Meeting Minutes & Sign In Sheet from the October 14th, 2024 Pre-Bid Meeting and Site Walk.

END OF ADDENDUM

RFB Pre-Bid Minutes: Meeting #1

Meeting Date	Oct 14, 2024	Meeting Time	11:30 AM - 12:30 AM Central Time (US & Canada)
Meeting Location	Anamosa State Pen.	Video Conferencing Link	https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmNiZDQ5NWMtY2JjNC00Y2U5LThiOTUtNGZjYTYxOWNjYWJjYWFj%40thread.v2/0?context=%7b%22id%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22oid%22%3a%22ad237dea-5ff5-4be7-999b-c513373d00a8%22%7d
Overview	Meeting to allow prospective bidders to visit the site, when possible, and learn more about the project.		
Notes			
Attachments	RFB939200-01 Project Manual Final.pdf , 2024_0816 9392.00 ASP Admin Bldg Entry Porch Repairs Drawings Bid Set - Signed.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Boyd Hoyt	Anamosa State Penitentiary	P: (319) 462-3504 ext. 2250	boyd.hoyt@iowa.gov	Present
Lisa Oswald	Anamosa State Penitentiary	P: (319) 462-3504	lisa.oswald@iowa.gov	Absent
Noah Thelen	McGough Construction	P: (515) 639-3853	noah.thelen@mcgough.com	Present
Scott Allen	OPN Architects	P: (515) 309-0722	sallen@opnarchitects.com	Present
Brandon Adams	State of Iowa - Department of Administrative Services		brandon.adams@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description Attendees: Noah Thelen - McGough Construction Brandon Adams - DAS Owners Rep Boyd Hoyt - ASP Facility Scott Allen- OPN Architects Include sign in sheet for bidders.						
Official Documented Meeting Minutes See attached sign in sheet for details Tricon Peak Construction IMR						

E&H Restoration
Bi State Masonry

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<p>Description</p> <p>Repairs and Corrections to the administration building front porch and retaining wall to the south of the front entry at Anamosa State Penitentiary. Work regarding the Front Proch includes removal of the existing flooring structure and arch supports. Removal and salvage of the marble tiles to be re-installed on top of new concrete formed floor structure. The Floor structure will include new foundations, poured concrete walls, beams and columns to support the new floor.</p> <p>Work regarding the retaining wall includes removal of the existing façade blocks and installation of new lime stone blocks. In addition to replacing the retaining wall face the stairwell and handrail system adjacent to the wall will need to be modified to allow installation of the new blocks.</p> <ul style="list-style-type: none"> • Base bid - Front Porch & Retaining wall repairs complete for all plans and specifications. <ul style="list-style-type: none"> ◦ Not limited to dumpsters, temporary fencing, demolition, excavations, concrete and structure, site work and seeding, limestone repointing & repairs, installing, polishing and sealing marble flooring, Retaining wall work, handrail demolition/replacement and sidewalk/stair work. • Alternates - None • Unit prices - Marble and Limestone flooring tiles Add/Deduct costs for assumption of 50% loss during demolition. removal and reinstallation of the floor tiles proposed but due to removal and current damaged tiles not everything will be able to be salvaged. <p>Official Documented Meeting Minutes</p> <p>Noah reviewed scope or work and discussed the project areas.</p> <p>It was discussed that both projects will take place at the same time and site fencing and staging can be shared between the two areas. plans show fence separating the different areas, this is not needed.</p> <p>the front street cannot be blocked due to multiple deliveries and contractors showing up to the facility. teams can temporary park and unload or take deliveries but asked that they move once completed. the facility has a side road to the south where parking is available to the contractors or trailers can be.</p> <p>weekend work and 4-10 hour days are OK and approved by the warden due to being outside the facility.</p>						

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: November 2024 following Bidding • Submittals: December 2024 -March 2025 (Winter Months) • Construction: April-August 2025 (Spring work pending weather) • Closeout: September 2025 <p>A pull-plan session will be held with the successful bid package contractors 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
Description <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. Contractors 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 by prime for their workers. Tool control - Contractor shall provide all equipment and tools for Contractor's own cleanup. Clean up shall be done at end of every shift or more frequently if required for the Contractor to perform their work, for other Contractors to perform their work, as required by the Owner's operations, and at the discretion of the Construction Manager. Cell phones - Cell phones, weapons, and cameras/camcorders are not allowed inside the facility. Background checks (ASP to confirm if needed outside facility) <ul style="list-style-type: none"> Must be performed on all on site employees, including sub-contractors. The Contractor hereby explicitly authorizes the Iowa DAS to conduct criminal history and/or other background investigation(s) of the Contractor, its officers, supervisory personnel, employees, and other staff retained by the Contractor or their sub-contractors for the performance of the contract. A State of Iowa record check request form will be provided at the pre-construction meeting of successful bidder. In addition to background checks all contractors who will be working onsite will need to take the PREA test which can be found here: https://docs.google.com/presentation/d/1_8lcvvpMCYdqasseVuOxzy2ISqjS3RUI6Oups7t6-zA/pub?start=false&loop=false&delayms=3000&slide=id.p Work hours: 7am - 4pm, Monday through Friday unless arrangements are made in advance. View Specification 01 1200 - Contract Summary for more information. 						
Official Documented Meeting Minutes Cell Phones are OK outside the facility as Boyd explained. But the contractors crews and personnel will need to perform background checks and PREA training due to the inmates having access around the facility and outside. work hours can be longer as needed (4-10 hour days) and weekends.						

RFB Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Submission				Open
Description <ul style="list-style-type: none"> Bids are due Tuesday, October 29th, 2024 at 2:00pm The Bid shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System. <ul style="list-style-type: none"> Link and information is in the project manual Contractors will need to register prior to bidding Bidders will need to register regardless of whether it has already done business with the State of Iowa. Bidders should complete the registration process and ensure the ability to log in as soon as possible to ensure Bids can be submitted on the due date. Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted. Bid Opening will be held via conference call on October 29th, 2024 at 3:00pm (See Notice to Bidders Section 00 1113) Contractor shall reference section 00 0116 for the bid submittal checklist 						

- Bid Proposal Information
- Non Discrimination Clause Information
- Contractor Targeted Small Business Enterprise Pre-Bid Contract Information
- Bid Security – 5% of total Bid amount

- Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening

Official Documented Meeting Minutes

The attendees understand the bidding dates, times and process of submitting.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
Description <ul style="list-style-type: none"> • Questions/Substitutions Due in Writing to Construction.Procurement@iowa.gov: October 17th, 2024 by 2:00pm • Addendum Issued: Following questions week October 19th. • Bids Due: Tuesday, October 29th, 2024 at 2:00pm • Tentative NOI Issued: Week of 28th following Bid Opening. 						
Official Documented Meeting Minutes as of 10/18 no questions where received from contractors though procurement.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
Description <ul style="list-style-type: none"> • Contractors will sign a modified ConsensusDocs 802. Example in the project manual. • 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 of the bid. • DAS will provide tax exempt certificates upon request. • Procore 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. 						
Official Documented Meeting Minutes attendees where aware of the requirements for DAS and contracts. one question was asked what permits would be required, only a building permit is needed and the state will cover this. Fire Marshall was aware of the project and an alternate entrance will be used to the north side of the admin building.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
Description <i>Review and walk proposed construction area outside the facility.</i>						

Official Documented Meeting Minutes

the team reviewed on site and documented photos. access under the porch was given to those who wised.

Questions

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions				Open
		Description Submit all questions in writing to construction.procurement@iowa.gov.				
		Official Documented Meeting Minutes no questions received though procurement.				



McGough

Meeting Sign-In Sheet

Project Name/#: ASP Admin Bldg Entry

Date: Oct 14, 2021

Meeting Type: Pre-Bid

Time: 11:30 AM

Prepared By: Nash T.

Location: Agandsee

Please print informaton below:

[illegible]

