

## **Addendum #02 for RFP 945000-01**

Project Name: DOC MPCF North Parking Lot Replacement

RFP #945000-01

DAS Project #: 9450.00

Date: 12/13/24

### **Addendum #01 Questions:**

1. Section 1.3, Project Description lists “Geotechnical reports.” Is there a requested number of borings and depths to assume for pricing or is the request a minimum lump sum to provide the geotechnical reports and pavement section recommendation?
  - a. Answer: The number of borings and depths will need to be determined by the design team. The geotechnical engineering company will be contracted direct by DAS. The design team is responsible for identifying boring needs and interpreting the geotechnical report to determine design needs for the parking lot.
2. Section 1.3.8, “Designer shall include any and all survey work required for completion of project.” What level of survey is required for the construction phase? Control point staking and then McGough Construction handling the construction survey staking OR are full hubs and offset staking necessary?
  - a. Answer: The designer is responsible for all surveying required to complete design and setting the initial control points. Staking required by contractors to complete their individual scope of work will be the contractor’s responsibility.
3. Section 1.3.23, “Designer Shall participate in Bi-weekly conference calls during the construction period.” Is construction assumed to take the full duration listed in the schedule and requiring meetings from May-Nov, or is there an approximate number of working days?
  - a. Answer: This is the window for construction to take place. We would not anticipate construction taking any more than 2 months.
4. Is there any anticipated phasing?
  - a. Answer: There is no phasing currently anticipated. The entire parking lot can be taken down for construction. Access will need to be maintained to the MLO parking lot to the west, as well as the main parking lot to the south.
5. In Consensus Doc 803, Section 7.1.4, there is explicitly no limit of liability. Is it possible to amend the contract to have some limit of liability, and if so, what would an acceptable dollar amount be?
  - a. Answer: The contract is not able to be amended to add a limit of liability.
6. Is it possible to provide the basis of design firm selection information/criteria?
  - a. Answer: Design firm selection will be based on Section 5.1 – Selection Procedures of the RFP. Included in this addendum is an example of the scoring matrix with the indicated number of points for each section. This can be found below under Item #6.
7. What is the anticipated budget for this project?
  - a. Answer: The anticipated construction budget is roughly \$250,000.

8. Are ADA stalls required?
  - a. Answer: This will need to be evaluated by the design team.
9. Is lighting replacement included in this scope?
  - a. Answer: No, not at this time.
10. Is the culvert to the east the only means of drainage for this lot?
  - a. Answer: Yes, this is the existing condition.
11. What are the SHPO requirements when it comes to excavation?
  - a. Answer: DAS has submitted this question to SHPO. DAS assumes since we are not increasing the footprint of the parking lot, the project is expected to be exempt from a SHPO survey.
12. After researching lead times for boring reports, the overall schedule has been adjusted. Please see the updated schedule listed below under Item #12.
13. Meeting minutes and meeting attendees are attached below under Item #13.

END OF ADDENDUM

## Section 5 – PROPOSAL EVALUATION, SELECTION, AND AWARD

### 5.1 EVALUATION PROCEDURES

- 5.1.1 Proposal packages will be opened by the Issuing Officer and the names of all Companies who submitted Proposals will be released upon request.
- 5.1.2 The Issuing Officer will review the proposals for compliance with the RFP instructions/requirements.
- 5.1.3 The Issuing Officer will retain non-compliant Proposals.
- 5.1.4 Copies of proposals determined by the Issuing Officer to be compliant with the RFP will be evaluated.
- 5.1.5 Evaluation criteria is shown in 5.2.2
- 5.1.6 All answers provided to the questions asked in this RFP are subject to verification. Misleading answers shall be grounds for disqualification at any stage in the procurement process.
- 5.1.7 DAS reserves the right to make a written request for additional information from a prospective Company to assist in understanding or clarifying a Proposal.
- 5.1.8 The Companies with the highest scoring Proposals may be selected for interviews.

### 5.1 SELECTION PROCEDURES

- 5.1.1 A Selection Committee will be formed to evaluate all compliant proposals. The committee's size and membership will be determined at the sole discretion of DAS.
- 5.1.2 Criteria for evaluating the proposals:
  - 5.2.1.1 Qualifications (experience and expertise of staff assigned for similar projects), firm's capabilities and financial stability.
  - 5.2.1.2 Approach and Proposed Methods.
  - 5.2.1.3 The Firm's proposed schedule with respect to the State's needs.
  - 5.2.1.4 Stipulated Fee, hourly rates, and anticipated hours by position per Section 1.1(8).
  - 5.2.1.5 Interviews (optional)

### 5.3 AWARD OF CONTRACT

- 5.3.1 After selection, DAS will meet with the Firm for the purpose of negotiating an Agreement that is acceptable to both parties. In the event that the parties do not achieve an acceptable agreement, DAS reserves the right, at its sole discretion, to negotiate with other RFP respondents.
- 5.3.2 Should the above process not result in a contract, DAS will re-evaluate relevant issues and take appropriate follow-up action.

RFP # #####-##  
Evaluation of Written Proposals

Evaluator: Consensus

Date: XX/XX/XX

Criteria	Criteria's Points	Score					
		Name	Name	Name			
A. Qualifications (experience and expertise of staff assigned for similar projects), firm's capabilities and financial stability. Maximum points possible is 40.	40						
B. Approach and Proposed Methods. Maximum points possible 25.	25						
C. The Firm's proposed schedule with respect to the State's immediate needs. Maximum points possible is 20.	20						
D. The proposed hourly rates and estimated hours by position, reimbursables, and method used in developing a fee. Maximum points possible is 15.	15						
Total points for A, B, C, and D		=	=	=			
Notes:							

### Updated Schedule

Execution of Designer's Contract	Week of January 13, 2025
Tentative Design Kick-Off Meeting	Week of January 20, 2025
100% Design Development Documents and Cost Opinion By	Design professional to propose in RFP schedule
50% Construction Documents and Cost Opinion By	Design professional to propose in RFP schedule
95% Construction Documents and Cost Opinion By	Design professional to propose in RFP schedule
100% Construction Documents and Cost Opinion By	April 21, 2025
Contractor Bidding	April to May 2025
Execution of Contractor's Contract(s)	May 2025
Submittals, Procurement and Construction	June 2025 to December 2025
Close out	January 2026



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

Project: 9450.00 DOC MPCF North Parking Lot  
Replacement  
1200 E. Washington St.  
Mount Pleasant, Iowa 52641

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Dec 9, 2024	Meeting Time	10:30 AM - 11:30 AM Central Time (US & Canada)
Meeting Location	1200 East Washington Street Mount Pleasant, Iowa 52641 United States	Video Conferencing Link	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDhlNjZmNDItMmlxOS00Zml0LThlMzEtM2QwZWQwYmYyOTZk%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%2203997c13-f223-4a6b-bb97-06276296bfeb%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDhlNjZmNDItMmlxOS00Zml0LThlMzEtM2QwZWQwYmYyOTZk%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%2203997c13-f223-4a6b-bb97-06276296bfeb%22%7d</a>
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	<a href="#">Addendum #01 RFP945000-01.pdf</a> , <a href="#">RFP945000-01 DOC MPCF North Parking Lot Replacement_FINAL.pdf</a>		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Parker Badding	McGough Construction		parker.badding@mcgough.com	Present
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	Present
Tony Kempker	Mount Pleasant Correctional Facility	P: (319) 385-9511 ext. 2536	anthony.kempker@iowa.gov	Present
Brandon Adams	State of Iowa - Department of Administrative Services		brandon.adams@iowa.gov	Absent

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> <u>Official Meeting Attendance</u> <ul style="list-style-type: none"><li>• McGough<ul style="list-style-type: none"><li>◦ Adam Douglas - In-person</li><li>◦ Parker Badding - In-person</li></ul></li><li>• Mount Pleasant Correctional Facility<ul style="list-style-type: none"><li>◦ Tony Kempker - In-person</li></ul></li><li>• Klingner &amp; Associates<ul style="list-style-type: none"><li>◦ Curt Wavering - Virtual</li><li>◦ Bryan Boss - Virtual</li><li>◦ Jennifer Smith - Virtual</li></ul></li></ul>				

- Cullan Duke - Virtual
- Fehr Graham Engineering & Environmental
  - Nate Kass - Virtual
- Bolton & Menk
  - Forrest Martinson - In-person
- Watersmith Engineering
  - Brad Roeth - In-person

## Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<b>Description</b> <ol style="list-style-type: none"> <li>1. Demolition and removal of existing parking lot</li> <li>2. Rough grading and installation of new rock base</li> <li>3. Install of new concrete paving</li> <li>4. Pavement striping and handicap signs</li> <li>5. Geotechnical reports</li> </ol>						
<b>Official Documented Meeting Minutes</b> 12/09/24 <ul style="list-style-type: none"> <li>• McGough to research what is needed for borings and provide in Addendum #02.</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<b>Description</b> <b>RFP-Specific Dates</b> <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: 12/11/24 @ 3:00 PM CST</li> <li>• Addendum Issued: Following questions the week of 12/16/24</li> <li>• Proposals Due: 12/20/24 @ 2:00 PM CST</li> <li>• Selection of Designer/Issue NOI: Week of 12/23/24</li> <li>• Execution of 803 Contract: Week of 01/13/25</li> <li>• Tentative Design Kickoff Meeting: Week of 01/20/25</li> <li>• 100% DD: Design professional to propose in RFP schedule</li> <li>• 50% CD and budget: Design professional to propose in RFP schedule</li> <li>• 95% CD: Design professional to propose in RFP schedule</li> <li>• 100% CD and budget: 03/21/25</li> <li>• Contractor Bidding: March to April 2025</li> <li>• Execution of Contractor's Contract(s): April 2025</li> <li>• Submittals, Procurement and Construction: May to November 2025</li> <li>• Closeout: December 2025</li> </ul>						

**Official Documented Meeting Minutes**

12/09/24

- May be tough to turn around Geotech reports quickly to comply with anticipated schedule.
- McGough to research time line for boring report and reach out to Geotech.

**RFP Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• All questions to be directed to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a></li> <li>• DAS uses Procore online project management system for all projects, at no cost to the designer.</li> <li>• DAS uses a modified ConsensusDocs 803 Form of Agreement</li> <li>• 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"> <li>◦ Must note in proposal if deductible is different and provide a letter of financial stability from bank</li> <li>◦ Must provide COI prior to contract execution</li> </ul> </li> <li>• Ensure the following items are included in the proposal: <ul style="list-style-type: none"> <li>◦ Project-specific schedule</li> <li>◦ Resumes for all technical staff that will be assigned to the project</li> <li>◦ Anticipated hours and rates for each person on the design team</li> <li>◦ Lump sum broken down by schedule of values</li> </ul> </li> <li>• Proposals shall be uploaded through the IMPACS Electronic Procurement System (do not email to Procurement). <ul style="list-style-type: none"> <li>◦ Link and information is in the RFP</li> <li>◦ Designers will need to register prior to submission</li> <li>◦ Designer should complete the registration process and ensure the ability to log in as soon as possible to ensure proposals can be submitted on the due date.</li> <li>◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.</li> </ul> </li> </ul>						

**Conclusion**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<b>Description</b> Any questions?						
<b>Official Documented Meeting Minutes</b> 12/09/24 <ul style="list-style-type: none"> <li>• Are there any storm water retention requirements? <ul style="list-style-type: none"> <li>◦ No</li> </ul> </li> <li>• Basis of selection will be based on qualifications, understanding of project, and cost.</li> <li>• McGough to check with DAS OR to see if we can share the basis of selection in the addendum.</li> <li>• McGough to include updated budget in the addendum.</li> <li>• Parking lot to the west is to remain open during construction.</li> <li>• Is there lighting included in the scope of work?</li> </ul>						



	<ul style="list-style-type: none"><li>◦ No</li><li>• Are there any buildings that used to be at this location?<ul style="list-style-type: none"><li>◦ To the knowledge of the MPCF facilities, no.</li></ul></li><li>• McGough to verify if there is any SHPO needs for excavation.</li><li>• McGough to verify drainage needs in the addendum.</li></ul>
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