

Addendum #01 for RFB #909201-01

Project Name: Wallace AHU 7 & 8 VAV Box Replacement

DAS RFB #: 909201-01

DAS Project #: 9092.01

Date: 12/9/2020

Addendum #1:

- Cover Page – Table of Contents, Clarifications, and Specifications (1 page)
- Prebid Meeting Minutes (4 pages)

Clarifications:

1. CHANGES TO BID SUBMITTAL AND OPENING

- a. Due to the circumstances surrounding COVID-19, the State is amending the bid submittal and public opening procedures of the above RFB.

b. BID SUBMITTAL

- i. The Bid shall be submitted to the Issuing Officer through the Iowa VSS electronic bidding system. The link to VSS is:
https://vss.iowa.gov/webapp/VSS_ON/AltSelfService.
- ii. VSS should be accessed via Internet Explorer. Bidder will need to register regardless of whether it has already done business with the State of Iowa. Click the Register button on the left side of the VSS screen to start the registration process. If you have any issues with registration, please call the helpdesk at 515-281-6614. **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 as the helpdesk is not available 24/7.** Bids should be split into several files if the bid exceeds the 10MB threshold. There is no limit on the number of files which can be uploaded. Please make sure the electronic documents submitted contain all of the required signatures. Digital signatures will be accepted. Bidders without access to electronic means should contact the issuing officer at 515-725-2893.

c. PUBLIC OPENING

- i. The public opening will be held via conference call only. The call details are below.
 1. Call time: 3:00pm on December 17, 2020
 2. Call number: 617-675-4444
 3. Pin: 860 538 641 4052#

2. **COVID-19 Precautions:** Bid Package Contractors will be required to follow COVID-19 protocols that are in place during the course of construction.

Specifications

1. Section 23 3600 – Additionally approved manufacturers for VAV boxes
 - a. Nailor
 - b. Anemostat



Meeting #1

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

Project: 9092.01 - DAS CCM Wallace AHU and VAV Upgrades Phase 2
502 E. 9th Street
Des Moines, Iowa 50319

Pre-Bid Minutes

MEETING DATE: 12/07/2020 **MEETING TIME:** 2:00 PM - Central Time (US & Canada)
MEETING LOCATION: Zoom **VIDEO CONFERENCING LINK:** <https://us02web.zoom.us/j/81422808956>

OVERVIEW:
Pre-Bid Meeting

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Jennie Elliott	Capitol Complex Maintenance	Tel: (515) 242-5120	jennie.elliott@iowa.gov	Conference
Garrett Arganbright	DCI Group	Tel: (515) 244-5043	garretta@dcigroup-us.com	Conference
Mike Salmon	KCL Engineering	Tel: (515) 724-7938	msalmon@kclengineering.com	Conference
Jennifer Kleene	State of Iowa - Department of Administrative Services	Tel: 5157250454	jennifer.kleene@iowa.gov	Conference

General Project Information

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Project Team				Open
	Description: <ul style="list-style-type: none">State of Iowa (Owner)<ul style="list-style-type: none">DAS<ul style="list-style-type: none">Jennifer Kleene, Jennie ElliottKCL Engineering (Designer)<ul style="list-style-type: none">Mike SalmonDCI Group (Construction Manager)<ul style="list-style-type: none">Garrett Arganbright, Michael Steen					
	Official Documented Meeting Minutes:					

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.

		<ul style="list-style-type: none"> Meeting Attendees <ul style="list-style-type: none"> Mike Wolfe - Baker Group Matt Minnick - Baker Group Josh Knust - Baker Group Mark Cook - Siemens Robert Morris - AirCon Mechancial Mike Norris - AJ Allen 				
1.2	1	Project Description				Open
		Description: <ul style="list-style-type: none"> Replacement of VAV boxes and corresponding reheat coils and controls in areas served by AHU 7 and 8 in the Wallace Building 				

Bid Process						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Bid Submission				Open
		Description: Bids are due Thursday, December 17, 2020 at 2pm <ul style="list-style-type: none"> The Bid shall be submitted to the Issuing Officer through the Iowa VSS electronic bidding system. <ul style="list-style-type: none"> Link and information will be provided via addendum Contractors will need to register prior to bidding Bid Opening will be held via conference call on 12/17 at 3pm Contractor shall reference section 00 0116 for the bid submittal checklist Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening 				
2.2	1	Bid Schedule				Open
		Description: <ul style="list-style-type: none"> Questions Due: December 11, 2020 at 4:00pm <ul style="list-style-type: none"> All questions shall be submitted to construction.procurement@iowa.gov Final Addendum Issued: December 15, 2020 Bids Due: December 17, 2020 at 2:00pm <ul style="list-style-type: none"> Bids will be opened at 3:00pm Tentative NOI Issued: December 18, 2020 				
2.3	1	Contracting				Open
		Description: <ul style="list-style-type: none"> Agreement between the Owner and Contractor will be a modified ConsensusDocs 802 <ul style="list-style-type: none"> 802 Example along with insurance requirements are in the project manual. 				

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- Sample of COI and Performance/Payment bonds needed before contract is executed.
- Procure – State of Iowa project management software
 - DocuSign will be utilized for signatures on contracts and change orders.
 - No cost to the contractor
- Substantial and Final Completion checklists are available in the project manual.
 - These items will need to be completed before final and retainage invoices will be approved and the contract is closed.

Project Overview

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Package #1 - Mechanical				Open
Description: <ul style="list-style-type: none"> • Contractor is responsible for the complete scope for replacing existing terminal air boxes. Scope shall include, but not be limited to, removal of existing air box and corresponding tubing or cabling along with the installation of new air box, reheat coil, air flow station, actuator, and insulation. • Contractor is responsible to provide and install all necessary equipment to convert from pneumatic controls to DDC at each new VAV box location. This includes all wiring and programing as needed. • Contractor is responsible for complete test and balance of all areas served by AHU-7 and AHU-8. Balancing shall include all new VAV boxes along with balancing at AHU-7 and AHU-8. 						
Official Documented Meeting Minutes: <ul style="list-style-type: none"> • Coordinate with Owner on draining and flushing reheat piping system <ul style="list-style-type: none"> ◦ Owner will drain down and refill system • Existing gate valves being replaced with ball valves 						
3.2	1	Site Logistics and Coordination				Open
Description: <ul style="list-style-type: none"> • Work hours 5pm - 6am <ul style="list-style-type: none"> ◦ Afterhours work required to limit impact on building occupants ◦ Contractor will be given 2 badges for afterhours access and keys will be checked out as needed. <ul style="list-style-type: none"> ▪ Background checks will need to be completed for afterhours access. • Contractors will be required to work around existing office furniture <ul style="list-style-type: none"> ◦ Contractor is responsible for temp protection and clean up at the end of every shift • Fire watch will be procured separately by the owner <ul style="list-style-type: none"> ◦ Contractor will need to coordinate with Fire Watch at the start of each shift • Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place. • Contractor will have use of building restroom facilities. • Onsite storage will be limited and will be coordinated prior to mobilization. • Construction progress meeting will be established once construction starts. 						
Official Documented Meeting Minutes:						

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Meeting #1

		<ul style="list-style-type: none"> Ceiling tiles to be removed and reinstalled <ul style="list-style-type: none"> No replacements available 				
3.3	1	Construction Schedule				Open
		Description: <ul style="list-style-type: none"> Submittals and Procurement anticipated to take place January, 2021 through March, 2021. Construction anticipated to take place onsite starting March 2021 <ul style="list-style-type: none"> Substantial completion date scheduled for May 25, 2021 Project will need to be closed out by June 30, 2021 The successful bid package contractors shall provide a schedule identifying their tasks along with lead time for material. <ul style="list-style-type: none"> DCI Group will use information to establish the initial project schedule. 				
3.4	1	State Rules				Open
		Description: <ul style="list-style-type: none"> 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. 				

Questions						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Pre-Bid Questions				Open
		Description: <ul style="list-style-type: none"> After this meeting, questions to be sent to construction.procurement@iowa.gov 				
		Official Documented Meeting Minutes: <ul style="list-style-type: none"> What is the construction budget? <ul style="list-style-type: none"> The construction budget is \$285,000 				

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