

## **Addendum 1 for RFP 945300-01**

Project Name: FDCF Paving, Pre-Cast Sealant and Roof Replacement

RFP#945300-01

DAS Project #: 9453.00, 9438.00 and 9439.00

Date: 10/15/2024

**Proposals Due: October 22<sup>nd</sup>, 2024 at 2:00pm**

1. See attached meeting minutes and Attendee List from the Pre-Proposal meeting on Monday October 8<sup>th</sup>, 2024, at 10:00am.
2. No Questions were submitted to Procurement, questions identified in the Pre-Proposal meeting and site walk can be found in the meeting minutes.

END OF ADDENDUM

## RFP Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Oct 8, 2024	<b>Meeting Time</b>	10:00 AM - 11:00 AM Central Time (US & Canada)
<b>Meeting Location</b>	Fort Dodge Correctional Facility , Admin Building (Unit K)	<b>Video Conferencing Link</b>	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzZINGJmYTctY2VmOC00N2M1LTlkY2QtZjMyNGE5MGE3YWY0%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%22ad237dea-5ff5-4be7-999b-c513373d00a8%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzZINGJmYTctY2VmOC00N2M1LTlkY2QtZjMyNGE5MGE3YWY0%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%22ad237dea-5ff5-4be7-999b-c513373d00a8%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** [Sign In Sheet - RFP Designers.pdf](#)

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jeremiah Johnson	Fort Dodge Correctional Facility	P: (515) 571-4874	jeremiah.johnson@iowa.gov	Present
Noah Thelen	McGough Construction	P: (515) 639-3853	noah.thelen@mcgough.com	Present
Jennifer Kleene	State of Iowa - Department of Administrative Services	P: (515) 725-0454	jennifer.kleene@iowa.gov	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
<p><b>Description</b> Attendance:</p> <p>DAS - Owner Representative</p> <ul style="list-style-type: none"> <li>Jennifer Kleene</li> </ul> <p>McGough Construction - Construction Manager</p> <ul style="list-style-type: none"> <li>Noah Thelen</li> </ul> <p>Fort Dodge Correctional Facility</p> <ul style="list-style-type: none"> <li>Jeremiah Johnson</li> </ul> <p>Perspective Design Firms: TBD</p> <p><b>Official Documented Meeting Minutes</b> Design Firms: Greg Brown - Confidence Consulting Group Edward Matt - Genesis</p> <p>On Call: N/A</p>						

See Sign-In Sheet Attached.

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p><b>Description</b>                      DAS will select one design firm for all projects covered, resulting in three separate design contracts. Design review and pre-bid/pre-quote meetings will be combined with all projects listed on the RFP to reduce number of meetings and on-site visits, but construction schedules will differ and each project will have individual construction documents.</p> <p><b><u>IPI Roof Replacement - 9453.00</u></b>                      -</p> <ul style="list-style-type: none"> <li>• 19,800 sqft building with metal roofing system, looking to design a full roof overlay.</li> <li>• current roof is leaking in multiple locations and consideration will be given to re-use existing insulation in locations, but must comply with current energy code.</li> <li>• Project is expected to be bid and awarded for all roofing work to a single roof contractor.</li> <li>• Existing PDF drawings can be provided for this building.</li> </ul> <p><b><u>Building K Sealant Replacement - 9439.00</u></b>                      -</p> <ul style="list-style-type: none"> <li>• Unit K building is 7,700sf pre-cast building, looking to replace all joint sealant at joints, windows and penetrations.</li> <li>• Review building envelope for items of concern during pre-cast joint observation. Additional conditions observed outside of pre-cast joint shall not be part of this RFP but for State reference.</li> <li>• Project is expected to be quoted and awarded to a single contractor.</li> </ul> <p><b><u>Warehouse Dock Concrete Repair - 9438.00</u></b></p> <ul style="list-style-type: none"> <li>• Loading dock is approximately 1,445 sqft, looking to review loading dock and surrounding paving for repair or replacement in addition to noted area.</li> <li>• Additional site paving replacement may be considered on site in addition to the loading dock if necessary.</li> <li>• Adjacent loading dock can be used during the course of construction, considerations need to be made due to loading dock heights and additional forklift or handling is needed.</li> <li>• The intent is to produce construction documents for quote and award to a single contractor.</li> </ul> <p><b>Official Documented Meeting Minutes</b>                      Noah reviewed scope and discussed each of the 3 projects. Questions asked are captured below in the meeting notes.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: October 14th, at 12:00pm</li> <li>• Addendum Issued: Week of 10/14 (Pending questions and responses)</li> <li>• Proposals Due: October 22nd, at 2:00pm</li> <li>• Selection of Designer/Issue NOI: Week of 10/21</li> <li>• Execution of 803 Contract: Week of 10/28</li> </ul> <ul style="list-style-type: none"> <li>• Tentative Design Kickoff Meeting: Week of November 4th, 2024</li> </ul>						

- 50% CD and budget: To be determined
- 95% CD: To be determined
- 100% CD and budget: December 20th, 2024 ( 7 week design timeline, concerns?)
- Contractor Bidding: January 2025
- Execution of Contractor's Contract(s): February 2025
- Submittals, Procurement and Construction: February to August 2025
- Closeout: September 2025 to October 2025

**Official Documented Meeting Minutes**

Design timeline was discussed and considerations to holidays and PTO when planning around November and December towards the end of the year. It was asked for Designers to review timeline and propose dates for 50% and 95% reviews.

**RFP Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• All questions to be directed to construction.procurement@iowa.gov</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>						
<p><b>Official Documented Meeting Minutes</b></p> <p>Noah reviewed the RFP requirements and DAS project requirements for proposals. The firms on site are familiar with the DAS design proposal process and IMPACS system.</p>						

**Conclusion**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<p><b>Description</b></p> <p>Any questions?</p>						
<p><b>Official Documented Meeting Minutes</b></p> <p>Questions:                      Q1. Is there lightning protection on the IPI roof?                      A1. Yes. The system will need to be removed and reinstalled, but not recertified.</p>						

Q2. For the warehouse dock, are civil engineering services and a survey required?  
 A2. That will be up to each firm to decide and include in their proposal.

Q3. How will the Warehouse dock construction be procured?  
 A3. If the estimated cost is between \$15,000 - \$206,000, DAS will solicit at least three quotes.

Q4. How will the Building K sealant construction be procured?  
 A4. If the estimated cost is less than \$206,000, DAS will use a master agreement vendor.

Q5. What type of an overlay option is anticipated for the IPI Building Roof and what is the anticipated construction cost?  
 A5. The construction was estimated at \$210,000 to add insulation between existing metal roof flutes, add a cover board and then overlay with a TPO membrane. DAS is not dictating this be the final solution for the metal roof and is looking for the designer to provide recommendations on the best value for the state.

Q6. What is the desired warranty for the new roof system?  
 A6. DAS would like the system to have a 25 year warranty.

Q7. How many total site visits are anticipated?  
 A7. We anticipate 17 total site visits, as follows:

- 3 site visits during design that will cover all three projects (Design kickoff, 50% review, pre-bid/pre-quote meeting). Travel time/costs should be assigned to project 9453.00, additional meeting time could be added to projects 9438.00 and 9439.00.
- 5 additional site visits for construction administration for the 9453.00 IPI roof replacement (2 construction field observations, substantial completion, final completion and 11-month warranty).
- 5 site visits for construction administration for the 9439.00 Bldg K Sealant replacement (2 construction field observations, substantial completion, final completion and 11-month warranty).
- 4 site visits for construction administration for the 9438.00 Warehouse Dock Concrete Repairs (1 construction field observation, substantial completion, final completion and 11-month warranty).

Q8. Could some of the construction phase site visits be combined?  
 A8. Yes, if the schedules end up aligning well. If that happens, the construction site visit unit cost would be used to deduct the relevant number of site visits from the design contract.

Q9. Will additional cracked concrete under the existing dumpster near the Warehouse dock be included in the scope?  
 A9. No, the design scope will only include the area where there appears to be settling underneath the dock.

Q10. What was the manufacturer of the current IPI building?  
 A10. It was observed on the site walk that it was a VP Logo for (Varco Pruden Buildings).

Q11. Who performed the previous caulking work on site that holds a Master Agreement with DAS?  
 A11. MTS Contracting was the company.

Q12. Are soil samples and survey needed on the concrete dock repair project?  
 A12. That is for the designer to propose, it is expected to replace and last for the facility. It's not known if there are any under slab conditions causing the settling or cracking.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Site-Walk				Open
<b>Description</b>						
Jobsite walk of proposed projects.						
<b>Official Documented Meeting Minutes</b>						
All attendees on site performed site walk after meeting. We all reviewed the 3 buildings and areas of work. Designers were able to get inside and on the roof to view the IPI building.						

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.

