



Addendum 02 for RFB941100-01

Project Name: DAS 6200 Park ALJ - Workman's Comp Renovation
DAS RFB #: 941100-01
DAS Project #: 9411.00
Date: 9/17/2024

Bids Due: September 18th, 2024 at 2:00 PM CST

Contents:

- Cover Page –Revisions (1 page)
- Specification Section 00 4116 Bid Form (5 pages) – reissued in this addendum to revise allowance items.
- Specification Section 01 1200 Contract Summary (13 pages) – reissued in this addendum, changes noted below.

1. REVISIONS:

1.1. Updated Contract Summary Specification Section 01 1200 – Allowance for Building Automation System has been corrected to be in Bid Package #2 – Mechanical & Plumbing in lieu of BP #3 - Electrical

1. **Bid Package #02 – Mechanical & Plumbing** This contractor is responsible for Including a lump sum Allowance of \$37,325.00 to extend the existing Building Automation System to include new integrated equipment operating the existing Schneider Electric EcoStruxure Platform at 6200 Park Ave. Contractor to submit invoices, delivery slips, and/or time sheets to show actual quantities to be signed off by construction manager at time of execution/delivery.

SECTION 00 4116

BID FORM

The Bid Form must be submitted online through the State's [IMPACS Electronic Procurement System](#).

RFB #941100-01

BID FORM for CONSTRUCTION CONTRACT

for

ALJ & Workman's Comp Renovation
6200 Park Ave. Des Moines, IA 50321
Project 9411.00

Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, Iowa 50319-0105

The following information is to be completed and submitted with your bid..

1. Bid Form - Completed and Signed (to be uploaded with bid submission)
2. Non Discrimination Clause Information
3. Contractor Targeted Small Business Enterprise Pre-Bid Contract Information
4. Bid Security – 5% of total Bid amount (to be uploaded with bid submission)

Authorized Representative:

The undersigned Bidder, in response to your Request for Bid for construction of the above project, having examined the Drawings, Specifications, and other Bidding Documents dated August 16th, 2024 and Addenda issued and acknowledged below as received and being familiar with all the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, equipment and supplies to perform all work to construct the project in strict accordance with the proposed Contract Documents, within the time and at the prices stated below. Prices are to cover all expenses incurred in performing the work required under the proposed Contract Documents, of which this bid is a part.

Bidder acknowledges receipt of the following Addenda which are a part of the Bidding Documents and for which any effect on cost of the Work is included in the bid amounts indicated:

Number _____

Dated _____

Note that the State of Iowa is exempt from State and Local sales and use taxes (including local option and school option) for this project. Taxes on construction materials shall NOT be included in the bid amounts.

Amounts shall be indicated in both words and figures. In case of discrepancy, the amount indicated in words shall govern.

BID PACKAGES:

BP 01

Description: General Construction

Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of:

(\$ _____) Dollars
(\$ _____).

BP 02

Description: Mechanical and Plumbing

Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of:

(\$ _____) Dollars
(\$ _____). Lump Sum number to include an allowance of \$37,325.00 to extend the existing Building Automation System to include new integrated equipment operating the existing Schneider Electric EcoStruxure Platform

BP 03

Description: Electrical

Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of:

(\$ _____) Dollars
(\$ _____). Lump Sum number to include an allowance of \$5,000.00 for the parts, permit, programming and testing of the existing fire alarm system

BP 04

Description: Fire Suppression

Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of:

Dollars

(\$_____).

Bidder hereby certifies that:

1. This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation;
2. Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain any advantage over any other bidder or over the Owner.
3. Bidder hereby certifies that the Bidder is registered with the Iowa Labor Commissioner as a Contractor as required by Chapter 91C, Code of Iowa.
4. Bidder agrees to comply with all Federal and State Affirmative Action/Equal Employment Opportunity requirements concerning fair employment and will not discriminate between or among them by reason of race, color, religion, sex, national origin or physical handicap.
5. All construction under this Contract shall conform to the requirements of the *Iowa State Building Code*.
6. Bidder agrees that this bid shall remain valid and shall not be withdrawn for a period of thirty (30) calendar days after the date for receipt of bids.
7. Bidder agrees that if written notice of acceptance of this bid is mailed, emailed, or delivered to the undersigned within thirty (30) days after the date in which bids are due, or at any time thereafter before it is withdrawn, the undersigned will sign and return the Contract Agreement, prepared in accord with the Bidding Documents and this bid as accepted; and will also provide proof of insurance coverage and required surety bonds.
8. Bidder understands that the Owner reserves the right to reject any and all bids, and to waive irregularities or informalities and enter into a contract for the work, as the Owner deems to be in the best interest of the State.
9. Bidder understands that the Owner reserves the right to accept any, or no, Alternate Bid, if requested, and that the Alternate Bids may be considered in any order or combination, and the low Bidder shall be determined on the basis of the sum of the base bid and any Alternate(s) accepted.

Subcontractors:

The Trade Contractor must identify all Subcontractors and Suppliers within 48 hours of the published date and time for which bids must be submitted, in accordance with Iowa Code Section 8A311, as amended by House File 646 in 2011. Subcontractors and suppliers may not be changed without the approval of the Owner. Requests for changing a Subcontractor or supplier must identify the reason for the proposed change, the name of the new Subcontractor or supplier, and the change in the subcontractor or supplier price as a result of the change. Any reduction in subcontractor or supplier price as a result of the change, if the change is approved by the Owner, shall be deducted from the Trade Contract Price via a deductive Change Order. Any such changes, if approved by the Owner, which result in an increase in the Trade Contract Price shall be borne by the Trade Contractor.

Enforcement of Reciprocal Resident Bidder Preference, per Iowa Code 73A.21.

All bidders shall either check the box next to "Resident Bidder" or check the box next to "Nonresident Bidder" and by doing so and signing thereafter certifies and attests to the same. All information requested must be provided. Seek out the advice of an attorney if you have questions.

"Resident Bidder" means a person or entity authorized to transact business in of the State of Iowa and having a place of business for transacting business within the State of Iowa at which it is conducting and has conducted business for at least three years prior to the date of the first advertisement for the public improvement. Note, however, that if a nonresident bidder's state or foreign country has a more

stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country.

☐

Resident Bidder

Name of Resident Bidder: _____

By: _____
Authorized Agent and Signatory of Resident Bidder

OR:

☐

Nonresident Bidder

Name of Nonresident Bidder: _____

Name of State or Foreign Country of Nonresident Bidder: _____

Particularly identify and describe any preference, labor preference, or any other type of preferential treatment, in effect in the nonresident bidder's state or foreign country at the time of this bid:

NOTICE: Nonresident Bidders domiciled in a state or country with a resident labor force preference shall make and keep, for a period of not less than three years, accurate records of all workers employed on the public improvement. The records shall include each worker's name, address, telephone number when available, social security number, trade classification, and the starting ending time of employment.

By: _____
Authorized Agent and Signatory of Nonresident Bidder

Bid Form shall be signed by an officer of the company with authority to bind in a contract.
Notice of acceptance of this bid, or request for additional information by the Department of Administrative Services, may be addressed to the undersigned at the address set forth below:

Legal Name of Firm: _____

Date: _____

Signature of Bidder: _____

Title: _____

Typed Name of Signatory: _____

Email: _____

Business Address:

Telephone Number: _____ Fax Number: _____

Federal Tax Identification Number: _____

Iowa Contractor Registration Number: _____

Bidder Safety Manager Name: _____

For an out-of-state Bidder, Bidder certifies that the Resident Preference given by the State or
Foreign Country of Bidder's residence, _____, is _____ %.

END OF SECTION

SECTION 01 1200

CONTRACT SUMMARY

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Project Information
- B. Project Summary
- C. Bid Scope Summary
- D. Work Hour Restrictions
- E. Access to Site
- F. Coordination with Occupants
- G. Rules for Construction Workers
- H. Bid Package Instructions

1.02 PROJECT INFORMATION

- A. Facility Name/Location: ALJ & Workman's Comp Renovation, 6200 Park Ave
Des Moines, Iowa 50321
- B. DAS Project #: 9411.00
- C. Owner: State of Iowa, Department of Administrative Services, Hoover State Office Building,
Level 3, 1305 East Walnut Street, Des Moines, IA 50319
- D. Owner's Representative: James Trower, Iowa Department of Administrative Services, 109 SE
13th Street, Des Moines, IA 50319
- A. Construction Manager: Travis Hoyle, DCI Group, 220 SE 6th Street Suite 200 Des Moines, Iowa
50309

1.03 PROJECT SUMMARY

- A. The project includes the renovation of office space and associated HVAC and electrical
improvements at the office building at 6200 Park Ave.
- B. Target date to provide substantial completion is February 10th, 2025.

1.04 BID SCOPE SUMMARY

- A. Scope Applicable to All Bid Packages:
 - 1. The Contractor's Work includes all labor, supervision, materials, equipment, services,
supplies, tools, facilities, transportation, hoisting, storage, receiving, licenses, inspections,
certifications, overhead, profit, or other items required or reasonably inferable to properly
and timely perform and complete all work and services to be performed by the Contractor
pursuant to this Agreement. Unless specifically stated otherwise, incidental work
required to accomplish the work of this Bid Package shall be included in the bid. This
would include, but not be limited to, temporary facilities, protection of the work, security of
equipment, materials, and work in progress, etc. Contractor's Work shall be performed in
accordance with the Drawings, Specification Divisions 00 and 01, and Specification
sections applicable to each Contractor's scope.
 - 2. Contractor is responsible for all labor and equipment to unload, account for all material
delivered, stock, and delivery for this scope of work. Storage and delivery of materials
and equipment at the Site shall be permitted only to the extent approved in advance by
the Construction Manager, and if anything, so stored obstructs the progress of any
portion of the work, it shall be promptly removed or relocated by the Contractor without
reimbursement.
 - 3. On site supervision by Prime Contractor at all times work by that contractor or their
subcontractors/suppliers is taking place.

4. Provide all temporary facilities required for this scope of work including trailer, trailer power, telephone, secured storage, temporary power for work, temporary and task lighting for work, etc. as determined necessary by Contractor. Coordinate location of trailers, material storage and utility lines with Construction Manager. Limited space is available, and permission to bring any such facility or excess materials on to the site shall be approved by the Construction Manager.
5. 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.
6. All turf, landscaping, and subgrade disturbances caused by equipment traffic or other activities related to the Contractor's scope shall be repaired or restored to proper conditions by the Contractor.
7. Protect adjacent existing building elements from damage from Scope of work. Repair existing building elements damaged during Contractor's Scope of work.

1.05 WORK HOUR RESTRICTIONS

- A. Work hours are from 7:00 AM to 5:00 PM, Monday through Friday unless arrangements are made in advance.

1.06 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Provide access to and from site as required by law and Owner:
 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 2. Do not obstruct roadways, sidewalks, or other public ways without permission of Owner and permit if required.
- C. Facility will be occupied at all times during duration of work. Contractor personnel shall conduct themselves in an agreeable manner at all times. Failure to do so may result in removal from the work site.
- D. Contractor staging area and dumpster location is available on the southeast side of the building.
- E. Contractor Parking and additional staging area is available in the parking lot that is adjacent to the property at 6200 Park Ave to the east across 61st street.

1.07 OWNER OCCUPANCY

- A. Owner intends to occupy the Project upon Substantial Completion.
- B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- C. Schedule the Work to accommodate Owner occupancy.

1.08 RULES FOR CONSTRUCTION WORKERS

- A. The staff of the State of Iowa has a responsibility to protect the public by providing a secure environment. All work site rules must be followed to the letter, at all times.
- B. All construction workers must have a background check completed prior to entering the campus to perform work.
- C. Hot Work Permit Processes and Fire Watch, when necessary, will be adhered to for this project.
- D. All State properties are tobacco free. No smoking will be permitted or tolerated on campus unless in designated areas.
- E. You are permitted access only to the work site and no other area of the institution.
- F. No drugs, alcohol, or firearms are allowed on the work site.
- G. Do not leave money, drugs, alcohol, or firearms in your personal vehicle.

- H. Company and personal vehicles are to be parked and locked in designated or authorized area of the work.
- I. Secure all tools at the end of the day.
- J. Maintain control of all tools, supplies, and debris at all times during the work.
- K. Never leave keys in any vehicle. If a security officer finds keys in a vehicle, they are under orders to turn them in to a security supervisor.
- L. Secure all tools at the end of each day. Never leave tools unattended. All tools shall be checked in at the beginning of the day and checked out at the end of the day. If security officers find loose tools, they are under orders to turn them in to their supervisor.
- M. All delivery vehicles must go directly to the job site. Extra time should be anticipated for all deliveries. Provide 24-hour notice to the facility of deliveries.
- N. During an emergency, follow the instructions of the security staff.
- O. Contractor shall wear clothing of a different color, pattern, fashion, etc. as to distinguish themselves from inmates.

1.09 BID PACKAGE INSTRUCTIONS

- A. **Bid Package #01 – General Construction:** Trade Contractor shall include all of the following, but not limited to, as part of the contract:
 - 1. Includes specification: 02 41 00, 03 30 00, 03 31 00, 03 35 11, 06 10 00, 06 41 00, 07 01 55, 07 62 00, 07 92 00, 08 11 13, 08 14 16, 08 43 13, 08 44 13, 08 71 00, 08 80 00, 09 05 61, 09 21 16, 09 30 00, 09 51 00, 09 65 00, 09 68 13, 09 91 13, 09 91 23, 10 21 13.16, 10 26 01, 10 28 00, 10 44 00, 12 24 13, 12 36 00, 12 26 16,
 - 2. General
 - a. Temporary restroom and handwashing facilities to be provided by this contractor for the use of all contractors for the duration of construction in accordance with OSHA guidelines.
 - b. Contractor is responsible for dumpster and temporary sanitary service for all bid packages. Dumpsters can be placed at one of the dock door entrances on the southeast side of the building.
 - c. This contractor is responsible for providing and setting up temporary fencing for material lay down and staging area.
 - d. This contractor shall provide and install a temporary wall in the corridor outside the existing cafeteria area to separate the construction zone from the building occupants to the north.
 - e. This contractor shall provide a temporary plastic wall during demolition of the coiling door in the cafeteria area to separate the construction area from the occupied section of the building.
 - f. This contractor shall provide the structural steel support for new RTU's. This contractor shall coordinate this work with BP #2 as necessary.
 - g. It shall be the responsibility of this contractor to coordinate a joint locate meeting with DAS, Iowa OneCall, DCI Group, and the contractors.
 - h. The contractor shall be responsible for controlling track off to existing pavement. This shall include sweeping existing roads to remove all track off as needed and at minimum daily.
 - i. Contractor shall keep equipment and materials off existing landscaping and turf. Any damage to existing conditions that are to remain will be repaired at this contractor's expense
 - j. This Contractor is responsible to keep adjacent paving and sidewalks clear and free of debris. This Contractor shall clean up any track out on a daily basis.
 - 3. Site Improvements
 - a. It shall be the responsibility of this contractor to coordinate a joint locate meeting with the facility, construction manager, and OneCall prior to beginning any site work.
 - b. This contractor shall protect the existing, sidewalk, pavement

- c. This contractor shall be responsible for all for parking lot and sidewalk demolition and installation of new concrete parking lot and sidewalk access for new building entrance as outlined in the contract documents. Contractor shall tie into the existing pavement in the parking lot and sidewalks. This shall include, but not be limited to, grading, subgrade preparation, detectable warning panels, control jointing, sealants, and parking lot striping.
 - d. This contractor shall be responsible for all new stoops including building and sidewalk stoops. This shall include, but not necessarily be limited to, excavation, subgrade preparation, degradable forms, reinforcing, concrete, and curing.
 - e. This contractor is responsible for providing accessible parking posts and signs as outlined in the contract documents.
 - f. Contractor shall protect existing water main and sanitary sewer piping.
 - g. A third-party testing agency will be procured by the Owner. This contractor shall coordinate with the testing agency for all testing to meet project requirements.
 - h. This contractor shall be responsible for dewatering if necessary for all excavations by this contractor.
 - i. This contractor shall be responsible for providing sod for patching and maintenance with two weeks of watering by the contractor. Hose bib is located within courtyard for access.
 - j. This contractor shall be responsible for the saw cutting of existing precast concrete panels for new storefront infills as outlined in the contract documents. This includes painting the entire exterior wall from base to the top of windows/precast joint. Contractor should assume that precast removals will need to be done outside of normal business hours.
 - k. Openings in the existing structure shall not be made without prior approval by the structural engineer
 - l. The Contractor shall provide and maintain additional means of egress as needed as a result of construction sequencing and/or regulatory requirements
4. Demolition
- a. All demolition shall be done in a workmanlike manner. Adjacent surfaces shown to remain shall not be damaged. If damage occurs it will be repaired at contractors expense.
 - b. This contractor shall coordinate with the mechanical, electrical, low voltage, fire alarm, and sprinkler contractors to confirm all disconnects are completed in areas to be demolished prior to beginning work.
 - c. This contractor shall be responsible for all demolition as shown on the contract documents. This shall include, but not be limited to, walls, ceilings, flooring and base, overhead doors and conveying platform, doors, frames, hardware, concrete floor slab removals, ceiling grid, wall mirrors, accessories, masonry, old joint sealants, casework, wallpaper, and wall decals. This shall exclude mechanical, electrical, low voltage, fire sprinkler, or plumbing.
 - d. This contractor shall demo ceiling grid as noted in the contract drawings, salvaging ceiling tile for reinstallation. This contractor shall coordinate with the electrical contractor for the removal of light fixtures.
 - e. This contractor is responsible for protecting existing checker plate wall that is call out to remain
 - f. Where exterior openings are removed, or the interior of the building is left exposed to the exterior elements, and new installations won't be immediately installed, this contractor shall be responsible to provide temporary enclosures to protect the building from the elements.
 - g. Contractor shall remove the existing mirrors and all bathroom accessories in their entirety.
 - h. Contractor shall remove all walls as shown on the contract documents.
 - i. Contractor is responsible for salvaging all existing door panels indicated to be demolished for reinstallation in new locations. Existing frames to be demolished.

5. Framing, Insulation, & Drywall
 - a. Contractor is responsible for complete framing and drywall scope per the contract documents including bracing, furring, headers, lintels, bulkheads, soffits, infills, patching, drywall adhering, insulation, water-resistant gypsum board, finishing, and texturing. This shall include control joints and reveals.
 - b. This contractor shall provide and install all inwall blocking called for or otherwise required for new installations.
 - c. This contractor shall be responsible for framing, drywall, and finish modifications at doorways to accommodate new door and framing sizing.
 - d. All miscellaneous removals and replacement of drywall to accommodate new construction shall be part of this bid package. This shall include, but not necessarily be limited to, removals and replacements for new wood blocking and repair of water damaged walls.
 - e. All miscellaneous patching as required from demolition activities shall be the responsibility of this contractor.
 - f. This contractor shall coordinate with the plumbing contractor on dimensions prior to construction of adjacent walls.
 - g. All metal stud and drywall partitions located at smoke barriers, fire rated, or sound rated assemblies to be constructed tight to roof/floor deck. Provide smoke sealants, fire-stopping, or sound caulking to seal gaps in construction at all locations required by code or design documents along these walls. This shall include continuous sealant at deck and floor on both sides of the wall. Penetrations created by other bid packages scope of work, will be the responsibility of that bid package. Coordinate with other trades to install sleeves provided by those contractors and to ensure cutouts for other trades penetrations conform to the required sealant tolerance specifications.
 - h. Contractor shall repair all damaged walls and prep walls to receive new paint.
6. Painting and Joint Sealants
 - a. Contractor is responsible for all sealant at transitions between a painted surface and dissimilar material, including but not limited to, Drywall, Hollow metal frames, Aluminum frames, Casework, Dissimilar surfaces adjacent to painted surfaces
 - b. This Contractor is responsible for filling any minor voids in the substrate to produce a smooth transition and appearance.
 - c. Contractor is responsible for the complete painting scope of work per the contract documents. This shall include, but not be limited to:
 - d. Frames and doors
 - e. Exterior exposed metals
 - f. Interior drywall partitions
 - g. Interior masonry partitions
 - h. Interior gypsum soffits and bulkheads
 - i. Drywall ceilings
 - j. Wood base
 - k. Exposed columns
 - l. This Contractor is to protect adjacent surfaces from one's work. This contractor will be responsible for removing and cleaning any unintentional paint from adjacent surfaces. This includes concrete floors from wet and dry-fall paint.
 - m. Provide all touch-up of minor damage or marred surfaces.
7. Ceilings
 - a. Contractor shall be responsible for the installation of all ceilings, including acoustical ceilings, drywall lids, bulkheads, and soffits.
 - b. It shall be the responsibility of this contractor to coordinate the penetrations and cutouts for all ceiling mounted devices including sprinkler heads into gypsum board ceilings.

- c. Perimeter grid to be tight to wall; if a gap exists, it is the responsibility of this Contractor to fill the gap, so as to be aesthetically pleasing.
 - d. Lay out ceilings to be symmetrical to the rooms in both directions, minimizing unequal panels and grid. Oversized tile may be necessary to avoid small slivers of grid and tile.
 - e. Contractor shall remove all marks left by clamps on the ceiling grid or provide clamps that will not mark the grid.
 - f. Minimize lap sin the grid and place in discrete locations on main runners.
8. Doors, Frames, Hardware and Glazing
- a. Contractor is responsible for the complete door, frame, and hardware scope.
 - b. This contractor shall coordinate a door hardware meeting with the door and hardware supplier, installer, Bid Package #01, DCI Group, OPN, and the State of Iowa during the submittal phase.
 - c. Contractor shall include one return visit during the 11-month warranty period, and at the Owner's request, to review all doors installed by this bid package and adjust any doors not closing or locking properly.
 - d. This contractor shall provide and install all electronic hardware. Final electrical connections and connections to access controls systems to be by the electrical and access control contractors. Coordinate access controls and electrical with the Electrical contractor.
 - e. This contractor shall be responsible for all power door operators.
 - f. This contractor shall be responsible for providing and installing all door accessories. This shall include, but not be limited to, door stops, astragals, silencers, closers, door position switches, kickplates, request to exit sensors, door mounted coat hooks, and coordinators.
 - g. This contractor shall provide and install temporary frame spreaders. This Contractor will be responsible for anchoring wall framing to the hollow metal frames and verifying hollow metal frames remain plumb, level, and square after drywall is installed and before doors are installed.
 - h. Contractor is responsible for complete glazing scope per construction documents including, but not limited to, glazing in doors and frames and new storefront windows.
 - i. Where door frames are called to be grouted or insulated, it shall be the responsibility of this contractor. Contractor shall ensure grout or insulation does not prohibit drywall from slipping behind throat of frame.
9. Casework & Stainless Steel Counter Tops
- a. This contractor shall be responsible for all new casework and stainless steel counters. Coordinate shop drawings with equipment. This shall include, but not be limited to, wall and base cabinets, countertops, support brackets, backsplash, and hardware.
 - b. Contractor shall field verify all measurements.
 - c. Contractor shall be responsible for installing joint sealant between the countertop and backsplash.
 - d. Contractor is responsible for cutting out holes in countertops as required for installations by this contractor or others. This contractor shall coordinate with the plumbing contractor on sink templates.
10. Flooring, Wall Tile, Toilet Partitions, and Blinds
- a. It shall be the responsibility of this contractor to provide and install all new flooring. This shall include, but not be limited to, carpet, vinyl composition tile, walk-off carpet, and epoxy flooring.
 - b. This contractor shall be responsible to patch and prep floors to receive new flooring.

- c. This contractor shall be responsible for subfloor testing requirements to ensure existing conditions meet manufacturer recommendations. Report results and deficiencies to the construction manager and designer before proceeding with work.
- d. This contractor is responsible for the installation of tiles wainscot with metal edge and toilet partitions as outlined in the contract documents
- e. This contractor is responsible for providing and installing manual window shades for new storefront windows as outlined in the contract documents.

B. Bid Package #02 – Mechanical and Plumbing: Trade Contractor shall include all of the following, but not limited to, as part of the contract:

- 1. Includes specification: 03 31 00, 03 35 11, 22 0513, 22 0517, 22 0519, 22 0523, 22 0529, 22 0553, 22 0719, 22 1005, 22 1006, 22 1316, 22 1319, 22 1413, 22 1423, 22 4000, 23 0513, 23 0517, 23 0529, 23 0553, 23 0713, 23 0900, 23 3700, 23 7423.16
- 2. General
 - a. Each contractor will be responsible for their own through wall, ceiling, or floor penetrations including sealing of penetration. Contractors shall coordinate with the framing and drywall contractor to either install sleeves, provided by bid package needing the penetration, or to ensure penetrations conform to the required sealant tolerance specifications.
 - b. This contractor shall be responsible for all the plumbing and mechanical scope of work as outlined in the contract documents which includes but is not limited to demolition, layout, and new work.
 - c. This contractor shall be responsible for all fire sealing and fire safing of penetrations created by this bid package through fire and/or smoke rated systems.
 - d. Where equipment is ground mounted, this contractor shall be responsible for the installation of a concrete equipment pad.
 - e. See Mechanical Equipment Schedule on M501 and plumbing equipment schedule on sheet P501 for connection responsibility matrix.
 - f. Where equipment is installed on ceiling tiles, it will be the responsibility of the contractor installing the equipment to mount it in the ceiling tile. It shall be the responsibility of this acoustical ceiling installer to provide ceiling tile to other trades for install.
 - g. Include lump sum Allowance of \$37,325.00 to extend the existing Building Automation System to include new integrated equipment operating the existing Schneider Electric EcoStruxure Platform at 6200 Park Ave. Contractor to submit invoices, delivery slips, and/or time sheets to show actual quantities to be signed off by construction manager at time of execution/delivery.
- 3. Demolition
 - a. Contractor is responsible for complete disconnect and removal of all mechanical and plumbing systems called to be removed or abandoned. This includes but is not limited to Contractor shall coordinate with other trades to ensure mechanical and plumbing systems are made safe prior to demolition activities beginning.
 - b. Openings in ductwork that could allow infiltration of dust or debris shall be protected by this contractor until the opening is sealed or dust creating activities are complete.
 - c. Any penetrations in floors, walls, or ceilings created by removals from this contractor shall be patched by this contractor to match adjacent finishes. This shall include re-routing of existing roof drain as outlined in the contract documents.
 - d. This contractor shall coordinate all mechanical demolition work with electrical demolition so that electrical connections are removed prior to mechanical demolition.
 - e. It shall be the responsibility of this contractor to disconnect and salvage all mechanical equipment devices called for reinstallation.

- f. This contractor shall protect existing structures and equipment throughout the duration of the work. Contractor shall repair areas affected by demolition to their original condition or better.
 - g. Contractor shall demolish supply ductwork as required for new room layout, ductwork should be demolished back to main and capped. Contractor shall field verify location and routing.
 - h. This contractor shall be responsible for the disconnection and relocation of existing diffusers and exhaust fans as outlined in the contract documents.
 - i. This contractor shall be responsible for the demolition of existing return grills, diffusers ductwork, and piping. Contractor shall prepare these locations for new work as required in the contract documents.
 - j. Contractor shall demolish supply ductwork as required for new room layout, ductwork should be demolished back to main and capped. Contractor shall field verify location and routing.
 - k. Contractor shall remove existing air curtain along with associate appurtenances. Salvage air curtain, thermostat and electrical disconnects for owner.
 - l. Contractor shall remove existing walk-in cooler refrigeration system along with associate appurtenances. Patch roof penetrations to be water tight and match existing roof.
 - m. This contractor shall demo mail room isolation system complete.
 - n. This contractor shall remove the existing exhaust fan on the roof along with associate power and controls. Cap remining roof curb per detail #5 on sheet M301
 - o. This contractor is responsible for the demolition of water heater and associated connections complete.
 - p. This contractor is responsible for the demolition of existing fridge equipment.
 - q. Contractor to remove existing air curtain along with associate appurtenances. Salvage air curtain, thermostat and electrical disconnect for owner
 - r. This contractor shall remove and relocate the temperature controls thermostat associated with this space. Provide new wiring for the new location. Refer to sheet M101 for new location.
 - s. Contractor shall abandon existing grease interceptor, remove manhole risers and covers and cap inlet below grade. Cap yard clean out and repair as necessary. Contractor is responsible to provide sod for patching and two weeks of watering by contractor. Hose bib is located within courtyard for access.
4. Mechanical
- a. Contractor is responsible for the complete mechanical scope of work on this project. including but not limited to new rooftop units, ducts, grilles, registers and diffusers.
 - b. Contractor shall patch walls, roofs, and floor where ducts, grilles, pipes, or equipment are removed. Paint or finish to match original construction.
 - c. Where controls are removed, remove all associate wiring and/or pneumatic tubing. Patch wall openings and paint or finish to match original construction. In walls that cannot be patched, install stainless steel cover plates.
 - d. Contractor shall pre-test and balance airflow prior to demolition work and provide a report of existing airflows to the engineer.
 - e. Contractor is responsible for all connections to existing ductwork.
 - f. Contractor shall be responsible for installing new return grille's ductwork and exhaust fans as outlined in the contract documents.
 - g. Contractor shall service and inspect RTU per keynote #1 and #2 on sheet M101 accordingly to ensure it is in good running condition. Adjust setpoints and set backs accordingly.
 - h. This contractor shall be responsible for all testing and balancing of the mechanical system. Reports shall be provided to the engineer for review and adjustments made based on comments provided by the engineer with a final report provided after corrections.

- i. This contractor shall provide and install all volume, fire, and/or smoke dampers.
5. Plumbing
- a. Contractor is responsible for the complete plumbing scope of work on this project.
 - b. This Contractor shall be responsible for all core drilling required for this scope of work. Core drill locations shall be submitted to the Architect/Engineer for approval prior to proceeding with work. This shall include exact dimensional locations as well as sizes.
 - c. This contractor shall be responsible for the demo of all floor sinks and drains as noted in the contract documents. Contractor shall infill all concrete floor that is adjacent to this work.
 - d. This contractor is responsible for the demo of the mop sink and soap distribution system.
 - e. This contractor is responsible for all saw cutting and patching back for new plumbing underfloor. Contractor shall remove and dispose of these materials offsite.
 - f. This contractor is responsible for modifying existing lavatory to accommodate for new sink
 - g. This contractor shall salvage toilet fixture and carrier for reinstallation in new restrooms
 - h. This Contractor is responsible for setting the final clean out and drain elevations for all floor finishes. This Contractor to provide all cover plates and connection screws for cleanout covers. Cleanout covers shall be free from dirt and grime at the time of project completion. Covers unable to be cleaned to the Owners acceptance will be replaced with new covers.
 - i. This contractor shall demolish waste and vent piping as required for new fixture layout
 - j. The Contractor shall reroute waste piping as noted in the contract documents, field verify location and routing as required.
 - k. This contractor is responsible for providing new waste and vent piping as required for new fixtures.
 - l. This contractor shall connect new vent piping into existing as noted in the contract documents. Field verify routing as required.
 - m. This contractor shall be responsible for all cleaning, flushing, and testing of plumbing systems. Coordinate with Construction Manager and Engineer on verifications.

C. **Bid Package #03 – Electrical:** Trade Contractor shall include all of the following, but not limited to, as part of the contract:

- 1. Includes specification: 03 31 00, 03 35 11, 26 0500, 26 0519, 26 0526, 26 0529, 26 0533.13, 26 0533.16, 26 0553, 26 0923, 26 2726, 26 2816.13, 26 2816.16, 26 5100, 27 0000, 27 0526, 27 0528, 27 0544, 270553, 27 1000, 28 0000, 28 4600
- 2. General
 - a. Each contractor will be responsible for their own through wall, ceiling, or floor penetrations including sealing of penetration. Contractors shall coordinate with the framing and drywall contractor to either install sleeves, provided by bid package needing the penetration, or to ensure penetrations conform to the required sealant tolerance specifications.
 - b. See Mechanical Equipment Connection Schedule on M501 for connection responsibility matrix.
 - c. All access panels required for this scope of work shall be provided by this contractor to Bid Package #02 for installation by that contractor. Bid Package #03 shall coordinate location.
 - d. This contractor shall be responsible for OSHA compliant lighting levels in all areas of work. Existing light fixtures may be utilized for construction lighting but shall be

independently secured and mounted so not to interfere with new installations. If existing fixtures are utilized, this contractor shall be responsible for removal once permanent lighting is installed. Contractor shall review their plan for temporary lighting with the Construction Manager for approval prior to the start of demolition.

- e. It shall be the responsibility of this contractor to provide, install, and maintain temporary power in all spaces to meet codes and OSHA requirements. Existing systems can be utilized if maintained throughout the project.
- f. This contractor shall be responsible for obtaining electrical permits. Copy of permits and final acceptance shall be provided to the Construction Manager for documentation. Notify the Construction Manager of all inspections.
- g. Where equipment is installed on ceiling tiles, it will be the responsibility of the contractor installing the equipment to mount it in the ceiling tile. It shall be the responsibility of this acoustical ceiling installer to provide ceiling tile to other trades for install.

3. Demolition

- a. All electrical, low voltage, security, and fire alarm demolition will be the responsibility of this bid package.
- b. This contractor shall remove and dispose of the existing cameras in the open office space.
- c. This Contractor shall provide cable management for existing cabling during demolition. This may include installation of J-hooks or other means to organize and keep cabling from getting damaged or interfering with demolition and construction activities.
- d. It shall be the responsibility of this contractor to disconnect and make safe all electrical and low voltage that may be impacted by demolition activities. Utilities that must remain in place to serve systems to remain, required for construction, or required for life safety shall be clearly marked and reviewed with the demolition contractor prior to the start of demolition activities. Notify the Construction Manager when areas are ready so the demolition crews can begin.
- e. Contractor is responsible to remove and properly dispose of all existing light fixtures called to be demolished. This shall include fixture, bulbs, mounting hardware, wiring and conduits. Contractor shall salvage light fixtures that are called out for reinstallation.
- f. All utilities to be abandoned in place shall be clearly marked on contractor's as-built documentation to be turned over at the end of the project.
- g. This contractor shall coordinate all electrical demolition with mechanical demolition.
- h. Where ceilings are to be removed, this contractor shall be responsible for temporarily supporting all lights, electrical, and low voltage devices prior to ceiling removals.
- i. Where any conduit or pathway is to be abandoned below floor level, this contractor shall be responsible for demolishing below floor grade, capping, and patching hole to be prepared for new flooring finish.
- j. This contractor shall consult with the owner regarding the status of salvaged materials and transport salvaged materials to the owners chosen location for material owner wishes to keep. Remove all other material from the site and dispose of it in accordance with all applicable federal state and local regulations.
- k. Electrical distribution panels may not be de-energized without owners consent. when removing branch circuits de-energize circuit breaker and disconnect conductors prior to removing associated outlet and conductors
- l. All concealed conduit that cannot be removed shall have wiring disconnected at the panel and removed. Conduit shall be capped off and concealed into existing wall space and holes patched. where conduits penetrate the floor slab, cut conduits flush with floor. in areas where conduit continuity is interrupted because of the remodeling, make necessary modification to the circuits to maintain circuit

integrity.

4. Electrical, Communication and Data, & Fire Alarm
 - a. Contractor is responsible for all electrical, data, and life safety scope including, but not limited to, new electrical, light fixtures, switches, overrides, panels, breakers, receptacles, fire alarm devices, emergency lighting, exit signs, and data wiring and connections.
 - b. This contractor shall be responsible for providing pathways, circuiting, and power connections to all mechanical and electrical equipment. This contractor shall coordinate with the trades providing the equipment and with the approved submittals. Provide line-voltage supply and interlock wiring to control equipment supplied by other divisions. Where requested by other divisions, provide low-voltage control and interlock wiring to control equipment supplied by those divisions.
 - c. This Contractor shall wire all integral disconnects/starters for Mechanical Equipment. The Mechanical Contractor shall provide all integral disconnects/starters for mechanical equipment.
 - d. This Contractor shall provide and install all non-integral disconnects for mechanical equipment.
 - e. This contractor shall provide power wiring to equipment supplied by the Owner or other divisions. Provide line-voltage supply and interlock wiring to control equipment supplied by others.
 - f. This contractor shall provide power as required to all ancillary system components including, but not limited to, HVAC Dampers, Fire protection dampers, door hold-open devices, trap primer systems, and plumbing fixtures.
 - g. This contractor is responsible for the floor slab removal for new below slab electrical floor boxes in new hearing rooms B140 and B142
 - h. Contractor shall remove steel floor box covers in cafeteria and provide flush covers or infill
 - i. This contractor shall be responsible for providing power and access controls connections to all electrified hardware. Final electrical connections and connections to access controls systems to be coordinated with the door and hardware provider and access controls contractor.
 - j. This contractor shall mark all receptacles with a tag identifying the panel and breaker supplying each receptacle. Tag shall be placed on the inside face of the receptacle cover plate.
 - k. All multiple circuit conduits shall include an individual neutral and equipment grounding conductor for each circuit.
 - l. This contractor shall provide dedicated raceways for HVAC units which shall be colored blue. Fire alarm systems shall have dedicated raceways, colored red.
 - m. Contractor shall provide all low-voltage, access control, and surveillance system rough-ins. This shall include pathways, cabling, junction boxes, and back boxes. This contractor shall coordinate with the low voltage and security contractors on specific requirements.
 - n. It shall be the responsibility of this contractor to provide all lighting controls.
 - o. This contractor shall provide all low voltage cabling. The termination and testing will be done by the State of Iowa (ICN).
 - p. This Contractor shall be responsible for the complete installation of the fire and CO detection, monitoring, and alarming systems. This shall include, but not be limited to, all detectors and monitors, CO sensors, pull stations, panels, relays, remote indicators, horns, strobes, and connections to fire suppression systems.
 - q. It shall be the responsibility of this contractor to connect new equipment to the fire alarm system as identified in the project documents or required by code. Coordinate with other bid packages for requirements.
 - r. Include lump sum Allowance of \$5,000.00 for the parts, permit, programming and testing of the existing fire alarm system at 6200 Park Ave. Contractor to submit

invoices, delivery slips, and/or time sheets to show actual quantities to be signed off by construction manager at time of execution/delivery.

- s. Contractor shall be responsible for connections to tamper switches.
- t. Contractor shall confirm all existing fire alarm equipment to be reused is functional. A report shall be provided to the Construction Manager, Owner, and Engineer confirming status.
- u. Contractor shall provide temporary smoke detector covers in quantities sufficient to protect new and existing devices through demolition and construction activities.
- v. Contractor shall coordinate with the facility and the facilities fire alarm monitoring contractor for fire alarm tag out, programming, and testing.
- w. Just prior to Owner occupancy, perform an analysis on the smoke detectors to verify percentages of cleanliness. If any heads are found to be over 25% dirty, it is the responsibility of the Electrical Contractor to replace them.

D. **Bid Package #04 – Fire Suppression:** Trade Contractor shall include all of the following, but not limited to, as part of the contract:

- 1. Includes specification: 21 0500, 21 0523, 21 0553, 21 1100
- 2. Each contractor will be responsible for their own through wall, ceiling, or floor penetrations including sealing of penetration. Contractors shall coordinate with the framing and drywall contractor to either install sleeves, provided by bid package needing the penetration, or to ensure penetrations conform to the required sealant tolerance specifications.
- 3. Contractor shall remove existing sprinkler caps and ceiling tile at sprinkler heads prior to ceiling demolition.
- 4. Where equipment is installed on ceiling tiles, it will be the responsibility of the contractor installing the equipment to mount it in the ceiling tile. It shall be the responsibility of this acoustical ceiling installer to provide ceiling tile to other trades for install.
- 5. Contractor is responsible for complete fire suppression scope of working including, but not limited to, design, material, and installation.
- 6. Contractor is responsible for all testing and reporting both prior to construction and at the completion of construction. If required by the authority having jurisdiction, this contractor shall perform flow test and confirm water pressure/volume within ten (10) working days after contract execution. Provide the necessary design drawings to the Construction Manager and State Fire Marshall within twenty (20) working days after notice of contract award.
- 7. This Contractor to coordinate and obtain all necessary inspections and permits related to the fire protection system. This shall include all fees related to inspections, plan reviews, and fees from the governing party.
- 8. This Contractor shall be responsible for all core drilling required for this scope of work. Core drill locations shall be submitted to the Architect/Engineer for approval prior to proceeding with work. This shall include exact dimensional locations as well as sizes.
- 9. Contractor shall modify fire protection piping and sprinkler locations according to the new ceiling layout. Refer to architectural plans for reflected ceiling layout in compliance with NFPA 13 standards
- 10. Any pipe sizes indicate are estimates only. Final sizes shall be determined by hydraulic calculations
- 11. Contractor shall include the cost to remove and replace all existing piping in the outlined scope of work area, as the existing piping may conflict with new ductwork. Ductwork has priority over sprinkler piping. Coordinate pipe routing and elevations with ductwork. Relocate sprinkler piping as required. In remodeled spaces remove all existing piping, hangers and sprinklers to allow for installation of new ductwork and piping.

12. Sprinkler shall be concealed type in spaces with finished ceilings. Sprinklers in spaces with exposed ceilings shall be upright. Sprinklers in electrical and I.T. rooms shall be sidewall. Do not route piping over electrical and I.T. rooms.
13. Do not install sprinkler piping or sprinklers that encroach on the required clearance of any other equipment. Contractor shall relocate piping and heads where clearances are obstructed. This Contractor is responsible to complete work above new ceilings prior to ceiling installation. All re-work costs associated with the removal and re-installation of acoustical, drywall, or all other ceiling types is the responsibility of the Contractor.
14. Coordinate head locations for proper clearances and adequate coverage relative to lights, soffits, ceiling beams and other features. Provide Unistrut and other hanging devices as required to support any equipment provided in this bid package.
15. Coordinate all work, specifically routing of pipe, valves, and devices with all other trades. This shall include coordination drawings as required to ensure proper coordination between trades.
16. Protect floors, walls, slabs and other surfaces from damage caused by pipe cutting machines. Protect floors, walls, slabs and other surfaces from damage caused by system leakage or overflow.
17. This Contractor is responsible to provide clean piping and devices at the end of installation for all items installed by this Contractor. Draining and filling of the system will be the responsibility of this contractor.
18. Contractor shall coordinate with the State and the State's fire alarm monitoring contractor for fire alarm tag out.

E. Work Performed by Owner: DAS/CCM will perform the following work items:

1. Relocate all moveable furniture, fixtures and equipment (FF&E), including window treatments; and personal materials from each sequenced work area prior to demolition and construction activities and after new construction is completed.
2. Trimming of existing bushes on the SE side of the building
3. Provide and install toilet tissue dispenser
4. Kitchen equipment removed by owner prior to construction, Utilities to be capped and abandoned by Bid Package #02
5. Owner will provide and install card readers and associated wiring for their devices.

F. Owner Furnished Products: DAS/CCM will provide the following materials for installation by the contractor:

1. Soap Dispensers

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION