

Addendum #01 for Design RFP 0918335075

Project Name: M.E. Office X-Ray Room Remodel

DAS RFP #: 0918335075

Date: 5/11/2018

Addendum #1:

- Cover Page – Clarifications/Revisions & Questions Received by Steve Oberbroeckling (2 pages)
- Attachment #01 – Design RFP Meeting Minutes with sign-in sheet (4 pages)

Clarifications/Revisions:

- **Revise 1.2 SCHEDULE**

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| 1) Post TSB: | April 26 th , 2018 |
| 2) Pre-Proposal Meeting On-Site: | May 7 th , 2018 at 2:30 PM |
| 3) Questions Due: | May 17 th , 2018 at 2:00 PM CST |
| 4) Last Addendum Issued By: | May 18 th , 2018 at 4:00 PM CST |
| 5) Proposals Due: | May 24 th , 2018 at 2:00 PM CST |
| 6) Selection of Designer, Issue NOI: | June 1 st , 2018 |
| 7) Execution of Contract | June 8 th , 2018 |
| 8) Design: | June 11 th , 2018 – August 31 st , 2018 |
| 9) Contractor Bidding: | September 3 rd , 2018 – September 20 th , 2018 |
| 10) Construction Start: | October 2018 |
- REVISE 1.3.b.ii)(4) to read “Designer shall review up to four equipment submittals during design and provide four separate room layouts to accommodate each for the basis of assisting the Owner in final equipment selection.”
 - Scope of design shall include the addition of a light in the hallway to notify personnel when x-rays are being conducted.
 - Design of a new shielded automatic entrance into the x-ray room will likely be required to accommodate shielding requirements.
 - Fully engineered drawings have not been provided by the potential equipment suppliers at this time but are anticipated to be provided during the design process once the final equipment is selected.
 - It is not anticipated that the x-ray equipment will be incorporated into the building generator system.
 - The successful design firm shall provide a certificate of insurance that meets or exceeds the insurance requirements set forth in the sample contract included with the RFP. Design firms shall have their deductible listed on the certificate of insurance they submit to the State.
 - Firms will be required to enlist the services of a registered service provider to help develop and submit a Request for Review of Room Shielding for X-Ray Equipment for review and approval by

the Iowa Department of Public Health/Radiological Health. There is no fee associated with the submittal review process. The latest request form can be found at the IDPH website <https://idph.iowa.gov/radiological-health/xray-machines>.

Questions:

Q1 - Is any technology-related scope anticipated for this project (modifications to structured cabling, data connections, security, etc.)?

A1 – Dependent on the final equipment selection, technology design may be required to accommodate data requirements for the x-ray machine and operator station.

Q2 - Is attendance at the pre-bid, construction kick-off, and one-year warranty correction meetings required for the engineer of record?

A2 – A representative from the design team shall be in attendance that can answer questions that pertain to the design. It does not have to be the engineer of record.

Q3 - The RFP notes design reviews at 3 stages – schematic design, 100% DD, and 95% CD. Are we to assume that these will be in-person review meetings? Or will they be drawing/spec exchanges with emailed comments?

A3 – In-person review meetings held.

End of Addendum #1

May 7th, 2018 at 2:30 PM

Owner/DAS/CM Team Introductions:

Iowa Department of Administrative Services (DAS) – Josh Herman
State of Iowa Medical Examiners – Aaron Hallengren
Construction Manager – DCI Group – Michael Steen
DAS Purchasing Agent – Steve Oberbroeckling

General Project Description/Overview:

1. Design and construction administration for the remodel of the existing x-ray room at the Iowa Office of the State Medical Examiner to accommodate new x-ray equipment.

Bid Package Process:

Overview of Instructions to Bidders – DCI Group

PROPOSALS DUE: **May 17th, 2018 at 2:00 PM**

MAKE SURE IT IS SUBMITTED TO DAS AS THE REQUEST FOR PROPOSALS READS

2. Proposal Process
 - a. Ensure all sections of 4.2 Proposal Content are included in proposal.
 - b. Proposal shall include a Not-to-Exceed estimate for reimbursable expenses.
 - c. Review Section 5.2 and ensure each of the criteria for evaluation are met.
 - d. All questions after this meeting and prior to May 11th, to be submitted to Steve Oberbroeckling at steve.oberbroeckling@iowa.gov. Do not contact DAS or DCI Group directly for questions or clarifications.
3. Schedule
 - a. Questions due **May 11th, 2018** by 2:00 PM CST
 - b. An addendum will be issued to incorporate minutes and sign-in sheet from this Pre-Proposal Meeting.
 - c. Final addendum will be issued no later than **May 15th, 2018** by 2:00 PM CST or no later than 48 hours prior to proposals being due.
 - d. Proposals due **May 17th, 2018** by 2:00 PM CST
 - e. Tentatively an NOI will be issued by May 24th, 2018
 - f. Tentatively the execution of contract is to be completed by June 1st, 2018
 - g. It is anticipated the development of construction documents to be completed by July 27th, 2018 and contract bidding to take place July 30th – August 16th, 2018.
 - h. Anticipated construction work to begin September 2018

Scope of Work Overview:

1. Administrative
 - a. Agreement between the Owner and Designer will be a modified ConsensusDocs 803

- b. Designer shall use the State of Iowa’s Project Management Software, EADOC, throughout the duration of the project.
 - c. Successful Designer shall provide construction administration, including but not limited to, development of submittal master list (pre-con and close-out), submittal reviews, review and responses to RFIs, development of Architectural Supplemental Instructions for design revisions, change order review, review of Trade Contractor pay applications, periodic site visits, attendance at project meetings as required, and participation / development of contractor punch list.
 - d. Designer shall be responsible for issuing meeting agendas and minutes for all meetings during the design phases.
 - e. All staff working on the project will need to have background checks completed before working at the Iowa Office of the State Medical Examiner. Background checks to include social security numbers and signatures.
2. Evaluation, Design, & Construction
- a. Provide all disciplines necessary for complete design of the project.
 - b. Designer shall be responsible for adherence to Iowa Administrative Code 641-41.1)3”d”(1) which includes development and submission of the Request for Review of Room Shielding for X-Ray Equipment by a registered service provider as required by the Iowa Department of Public Health/Radiological Health. Any costs related to submission of this request will be borne by the designer.
 - c. Designer shall satisfy all Federal and State codes. The Design Professional will coordinate and be the main contact to life safety, energy, and all other applicable codes include submission for plan review to the State Fire Marshall’s office. All applicable fees with the departments will be covered by the Design Professional.
 - d. Responses to an RFP for x-ray equipment has been provided to the Iowa Office of the State Medical Examiner. Final equipment selection has not been made. The Designer shall provide up to three room layouts to accommodate up to three different potential x-ray machines. These layouts shall provide adequate information for DCI Group to provide conceptual budgets to aid the Medical Examiners Office in making a final selection for equipment. Final design shall accommodate the equipment selected.
 - e. Designer shall provide cost opinions at 100% DDs and 100% CDs.
 - f. Final submission of contract documents to include drawings and specifications for bidding. Designer to develop a complete set of specifications except for Division 00 which will be provided by DCI Group to incorporation into the designer specification book. The designers’ specifications shall include Division 01 General Requirements and all Technical Specifications. DCI Group will distribute the Division 00 documents for incorporation into the Designer’s specifications.
 - g. Field Observation reports shall be submitted to DCI Group for each site inspection within five (5) days of the site visit.
 - h. As part of construction, the designer shall attend, at a minimum, one (1) pre-bid meeting, one (1) construction kick-off meeting, two (2) construction reviews, one

(1) substantial completion/punch list development, one (1) punch list approval, and one (1) one-year warranty correction period visit.

3. Close out

- a. Provide Construction As-Builts drawings and specifications of all design modifications, including ASIs, PRs, COs and RFIs in both CAD and PDF formats.
- b. Review and approval of close-out documentation.
- c. Development and verification of punch list document with assistance from Construction Manager.
- d. Provide inspection and date for substantial completion along with Construction Manager.

State Rules

1. No smoking or smokeless tobacco use onsite.

Open Discussion



Project Name: 9030.00 M.E. X-Ray Room Remodel

Meeting Purpose: Pre-Proposal Meeting

Date: May 5th, 2018 at 2:30 PM

Attendees

Name	Company	Phone Number	E-Mail Address
MICHAEL STEEN	DCI GROUP, INC.	(515) 975-8348	MICHAEL.S@DCIGROUP-US.COM
Dennis Forinash	Bluestone Engineering	(515) 371-8491	forinash@bluestoneeng.com
TIM OLSON	ETHOS DESIGN GROUP	515.984.3077	tim.olson@ethos.arch
Cami Manley	Shive-Hattery	515-223-8104	cmanley@shive-hattery.com
Matt Faber	RCL Engineering	515.512.3250	mfaber@RCLENGINEERING.COM
JASON JONES	Alvine Engr	515-243-0569	JONES@ALVINE.COM
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DANIEL FROST	ROMBER ASSOCIATES	319-338-9311	DFROST@ROMBERASSOCIATES.COM