

## **Addendum #01 for RFB #916200-01**

Project Name: Hoover Lobby Renovations

DAS RFB #: 916200-01

DAS Project #: 9162.00

Date: 9/8/2020

Addendum #1:

- Cover Page – Table of Contents, Clarifications, Questions and Drawings (2 page)
- Prebid Meeting Minutes (5 pages)
- Revised sheet E101 (1 page)

### Clarifications:

#### **1. BID DATE CHANGED**

- a) Bids due **September 22, 2020** at 2:00 pm
- b) Final questions due September 16, 2020 at 4:00 pm

#### **2. 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**
  - 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](https://vss.iowa.gov/webapp/VSS_ON/AltSelfService).
  - 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**
  - The public opening will be held via conference call only. The call details are below.
    - Call time: 3:00pm on Tuesday, September 22, 2020
    - Call number: 617-675-4444
    - Pin: 476 190 285 2877#

3. Bid Package #2 is responsible for the complete fire sprinkler scope of work. This contractor shall modify existing sprinkler system as needed to meet all applicable building codes. This contractor shall coordinate installation of sprinkler heads with Bid Package #1's ceiling installation.
4. Bid Package #1 will be able to locate a dumpster in the loading dock on the SE corner of the building. Contractor parking and trailer storage will be in the public lot across the street to the south of the Hoover Building.
5. Existing V-Wall will be removed by Bid Package #1 and a portion removed by the owner as noted on sheet A101. The owner will reinstall V-Wall on 4<sup>th</sup> floor and will install the door into the existing V-Wall.
6. Bid Package #3 shall provide surface mounted electrical and data to TV monitor locations on V-Walls.
7. Bid Package #3 is responsible to remove existing electrical tombstones as shown on sheet ED01. Any additional tombstones discovered during construction will be removed per the unit price.

Questions:

1. Do you anticipate extending the bid due date?
  - a. Answer: Yes, bid date has been changed to 9/22/2020.
2. What additional details are you willing to provide, if any, beyond what is stated in the bid documents concerning how you will identify the winning bid?
  - a. Answer: RFB916200-01 will be awarded in accordance with the solicitation documents.
3. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free?](http://www.mygovwatch.com/free?)
  - a. Answer: The State of Iowa did not send RFB916200-01 to the reference website.
4. Other than your own website, where was the bid posted?
  - a. Answer: RFB916200-01 was posted to [www.bidopportunities.iowa.gov](http://www.bidopportunities.iowa.gov), [vss.iowa.gov](http://vss.iowa.gov) and [www.beelineandblue.com](http://www.beelineandblue.com)
5. Will contractors have use of the service elevator?
  - a. Answer: Contractors will have use of the service elevator to transport materials from the loading dock to 1<sup>st</sup> and 4<sup>th</sup> floor.
6. What is the estimated budget for this project?
  - a. Answer: The overall estimated budget is approximately \$258,000
    - i. Bid Package #1: \$149,425
    - ii. Bid Package #2: \$70,500
    - iii. Bid Package #3: \$38,075

Drawings:

1. Revise sheet E101 (see attached)
  - a. **Add** detail D3/E101 – Level A access controls
  - b. **Revise** keynote E01
  - c. **Revise** detail A6/E101 to update location of new floor boxes
  - d. **Revise** detail D6/E101 to remove keynote E01



# Meeting #1

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

**Project:** 9162.00 - IDR CC Hoover Lobby Renovation  
1305 E. Walnut St.  
Des Moines, Iowa 50319

## Pre-Bid Minutes

**MEETING DATE:** 09/02/2020 **MEETING TIME:** 10:00 AM - 11:00 AM Central Time (US & Canada)

**MEETING LOCATION:** Hoover Building - Conf Rm 5/6

**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	Present
Barbara Bendon	DAS Space Management & Leasing Division	Tel: (515) 281-8887	barbara.bendon@iowa.gov	Present
Garrett Arganbright	DCI Group	Tel: (515) 244-5043	garretta@dcigroup-us.com	Present
Michael Steen	DCI Group	Tel: (515) 244-5043	michaels@dcigroup-us.com	For Distribution Only
Mark Allen	Shive Hattery Inc.	Tel: (515) 333-4879	mallen@shive-hattery.com	Present
Tyson Scheidecker	Shive Hattery Inc.	Tel: (515) 223-8104	tscheidecker@shive-hattery.com	For Distribution Only
Lisa Schettler	Shive Hattery Inc.	Tel: (515) 223-8104	lschettler@shive-hattery.com	Present
Josh Herman	State of Iowa - Department of Administrative Services	Tel: (515) 725-1293	josh.herman@iowa.gov	Present

### General Project Information

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Project Team				Open
	<b>Description:</b> <ul style="list-style-type: none"><li>State of Iowa (Owner)<ul style="list-style-type: none"><li>DAS</li></ul></li></ul>					

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.



# Meeting #1

	<ul style="list-style-type: none"><li>▪ Josh Herman, Jennie Elliott, Barb Bendon<ul style="list-style-type: none"><li>◦ Department of Revenue<ul style="list-style-type: none"><li>▪ Matt Bender, Sam Hoerr, Kraig Paulsen</li></ul></li></ul></li><li>• Shive Hattery (Designer)<ul style="list-style-type: none"><li>◦ Lisa Schettler, Mark Allen, Tyson Scheidecker, Kevin Bruxvoort</li></ul></li><li>• DCI Group (Construction Manager)<ul style="list-style-type: none"><li>◦ Garrett Arganbright, Michael Steen</li></ul></li></ul>					
	<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"><li>• Attendees<ul style="list-style-type: none"><li>◦ Air-Con<ul style="list-style-type: none"><li>▪ Eric Olsen</li><li>▪ Jim Shaffer</li></ul></li><li>◦ Modern Electrical Services<ul style="list-style-type: none"><li>▪ Steve Stolp</li></ul></li><li>◦ K. Johnson Construction<ul style="list-style-type: none"><li>▪ Matt Hoch</li></ul></li><li>◦ Sani Enterprise<ul style="list-style-type: none"><li>▪ Samir Kantarevic</li></ul></li></ul></li></ul>					
1.2	1	Project Description				Open
	<b>Description:</b> <ul style="list-style-type: none"><li>• Renovation to office spaces on 1st and 4th floor of Hoover building</li><li>• Existing restroom extended to lobby</li><li>• Access controls installed at lobby doors</li><li>• Owner is removing and reinstalling existing V-Wall</li></ul>					

Bid Process						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Bid Submission				Open
	<b>Description:</b> <p>Bids are due <b>Thursday, September 17, 2020 at 2pm</b></p> <ul style="list-style-type: none"><li>• The Bid shall be submitted to the Issuing Officer through the Iowa VSS electronic bidding system.<ul style="list-style-type: none"><li>◦ Link and information will be provided via addendum</li><li>◦ Contractors will need to register prior to bidding</li></ul></li><li>• Bid Opening will be held via conference call on 9/17 at 3pm</li><li>• Contractor shall reference section 00 0116 for the bid submittal checklist</li><li>• Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening</li></ul>					

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# Meeting #1

2.2	1	Bid Schedule				Open
	<b>Description:</b> <ul style="list-style-type: none"> <li>• Questions Due: September 10, 2020 at 4:00pm <ul style="list-style-type: none"> <li>◦ All questions shall be submitted to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a></li> </ul> </li> <li>• Final Addendum Issued: September 15, 2020</li> <li>• Bids Due: <b>September 17, 2020 at 2:00pm</b> <ul style="list-style-type: none"> <li>◦ Bids will be opened at 3:00pm</li> </ul> </li> <li>• Tentative NOI Issued: September 18, 2020</li> </ul>					
	<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>• Substitution request also due on 10</li> </ul>					
2.3	1	Contracts				Open
	<b>Description:</b> <ul style="list-style-type: none"> <li>• Agreement between the Owner and Contractor will be a modified ConsensusDocs 802 <ul style="list-style-type: none"> <li>◦ 802 Example along with insurance requirements are in the project manual.</li> <li>◦ Sample of COI and Performance/Payment bonds needed before contract is executed.</li> </ul> </li> <li>• Procore – State of Iowa project management software <ul style="list-style-type: none"> <li>◦ DocuSign will be utilized for signatures on contracts and change orders.</li> <li>◦ No cost to the contractor</li> </ul> </li> <li>• Substantial and Final Completion checklists are available in the project manual. <ul style="list-style-type: none"> <li>◦ These items will need to be completed before final and retainage invoices will be approved and the contract is closed.</li> </ul> </li> </ul>					

Project Overview						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Package #1 - Interior Finishes				Open
	<b>Description:</b> <ul style="list-style-type: none"> <li>• Temp partitions and protection</li> <li>• Demo existing ceilings, flooring, walls <ul style="list-style-type: none"> <li>◦ Existing metal ceiling tiles to be salvaged and turned over to owner</li> </ul> </li> <li>• Remove and reinstall wood ceiling as needed</li> <li>• Build back new walls, ceilings, flooring, toilet accessories and doors</li> <li>• New revenue desk on 1st floor</li> <li>• Install owner provided monitors and mounts</li> <li>• New window treatments</li> </ul>					
3.2	1	Bid Package #2 - Mechanical/Plumbing				Open
	<b>Description:</b>					

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# Meeting #1

		<ul style="list-style-type: none"> <li>• Rework ductwork/diffusers in new ceilings</li> <li>• Demo as needed at existing restroom</li> <li>• Build back at restroom</li> </ul>				
		<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>• Add fire sprinkler to this package</li> <li>• Fire protection to this package</li> </ul>				
3.3	1	Bid Package #3 - Electrical				Open
		<b>Description:</b> <ul style="list-style-type: none"> <li>• Demo of existing fixtures including electrical, data and fire alarm equipment <ul style="list-style-type: none"> <li>◦ Provide heat heads for areas under construction</li> </ul> </li> <li>• Rework light cove at 1st floor corridor</li> <li>• New light fixtures</li> <li>• New data and fire alarm equipment</li> <li>• Complete access control scope at Lobby doors</li> <li>• Unit price for patching exposed floor boxes</li> </ul>				
3.4	1	Site Logistics				Open
		<b>Description:</b> <ul style="list-style-type: none"> <li>• Work hours 7am - 5pm <ul style="list-style-type: none"> <li>◦ Work at door H121 to be performed outside normal business hours if hallway is obstructed.</li> </ul> </li> <li>• Contractor will have use of building restroom facilities.</li> <li>• Bid Package #1 to provide dumpster for all bid package contractors</li> </ul>				
3.5	1	Onsite Coordination				Open
		<b>Description:</b> <ul style="list-style-type: none"> <li>• Each bid package contractor is responsible for necessary permits with the State Fire Marshal Office.</li> <li>• Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place.</li> <li>• Contractors shall provide daily logs for each day they are on site. <ul style="list-style-type: none"> <li>◦ DCI Group will collect daily logs on a weekly basis.</li> </ul> </li> <li>• Construction progress meeting will be established once construction starts.</li> </ul>				
		<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>• No permits needed from City of Des Moines</li> <li>• All inspections run through the SFMO</li> </ul>				
3.6	1	Construction Schedule				Open
		<b>Description:</b> <ul style="list-style-type: none"> <li>• Submittals and Procurement anticipated to take place October, 2020 through November, 2020.</li> <li>• Construction anticipated to take place onsite mid-November 2020 to early January 2021. <ul style="list-style-type: none"> <li>◦ Current schedule is driven by procurement of doors.</li> <li>◦ After award, project team can discuss any options to expedite schedule.</li> </ul> </li> </ul>				

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## Meeting #1

		<ul style="list-style-type: none"><li>• The successful bid package contractors shall provide a schedule identifying their tasks along with lead time for material.<ul style="list-style-type: none"><li>◦ DCI Group will use information to establish the initial project schedule.</li></ul></li></ul>				
	<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"><li>• Contractors can work in both areas simultaneously</li><li>• Intent is to have 4th floor completed sooner</li></ul>					
3.7	1	State Rules				Open
	<b>Description:</b> <ul style="list-style-type: none"><li>• It is of the utmost importance to show respect and courtesy to all staff at all times.</li><li>• 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.</li><li>• No smoking, vaping or smokeless tobacco use onsite.</li></ul>					
3.8	1	Questions				Open

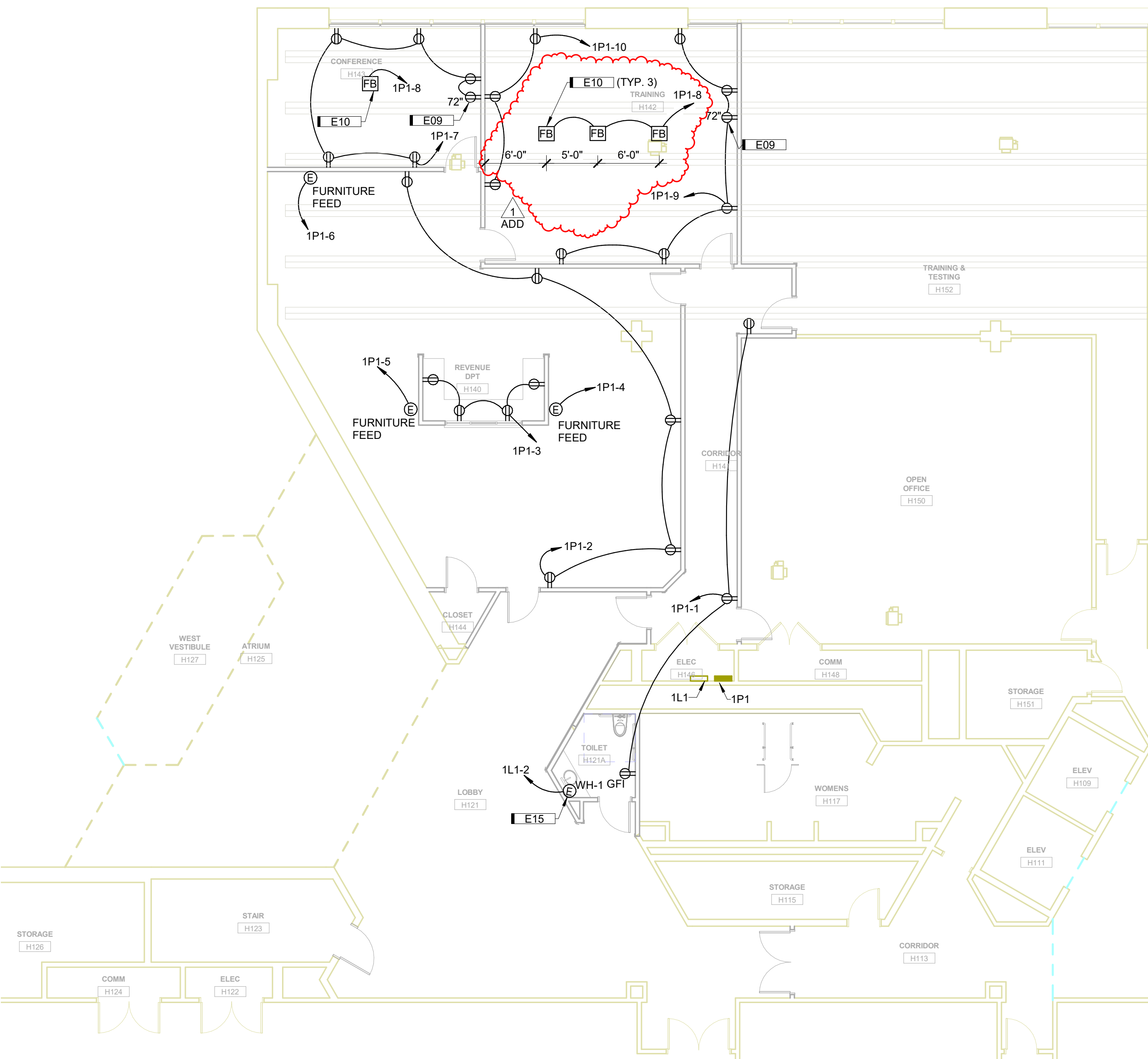
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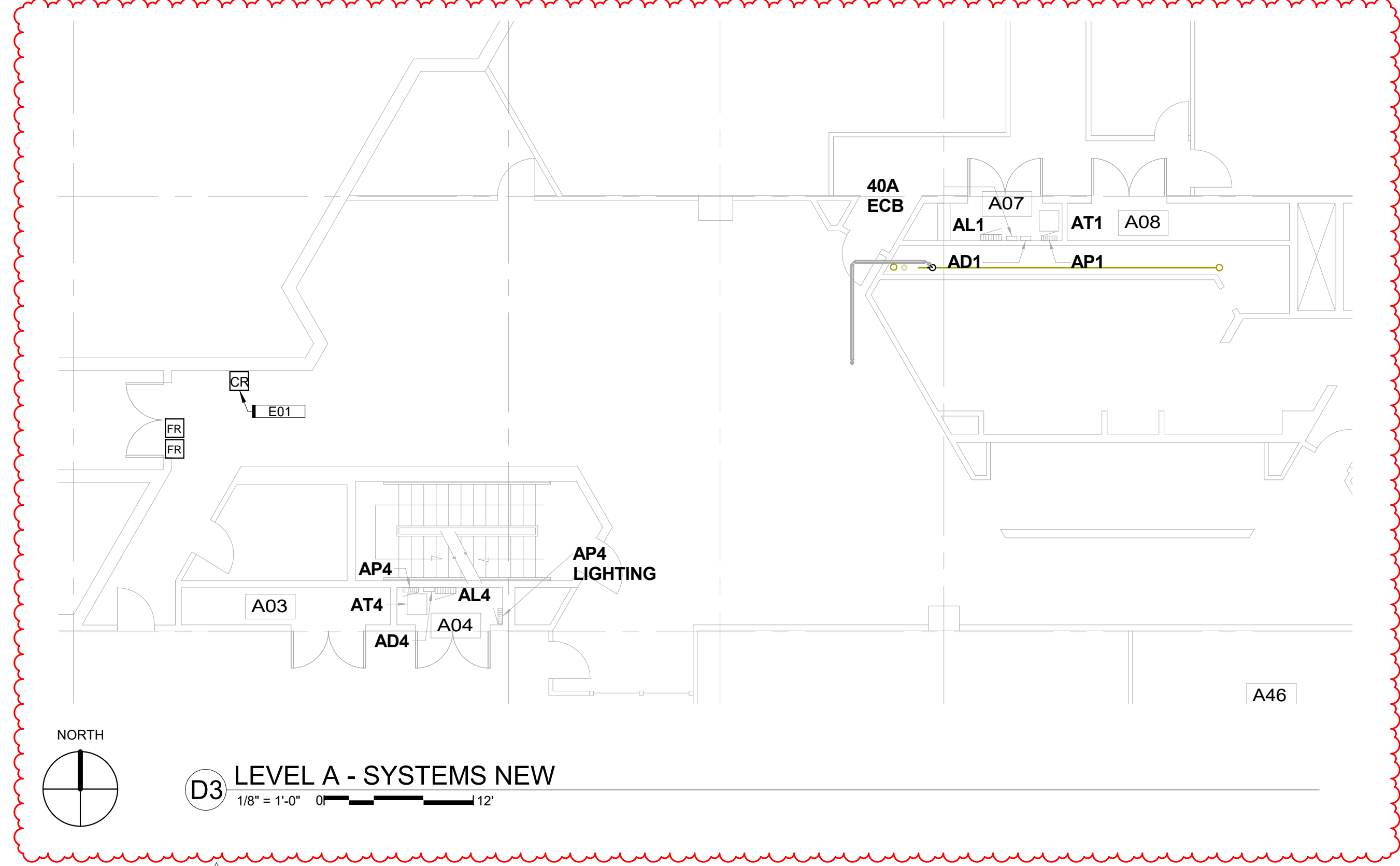




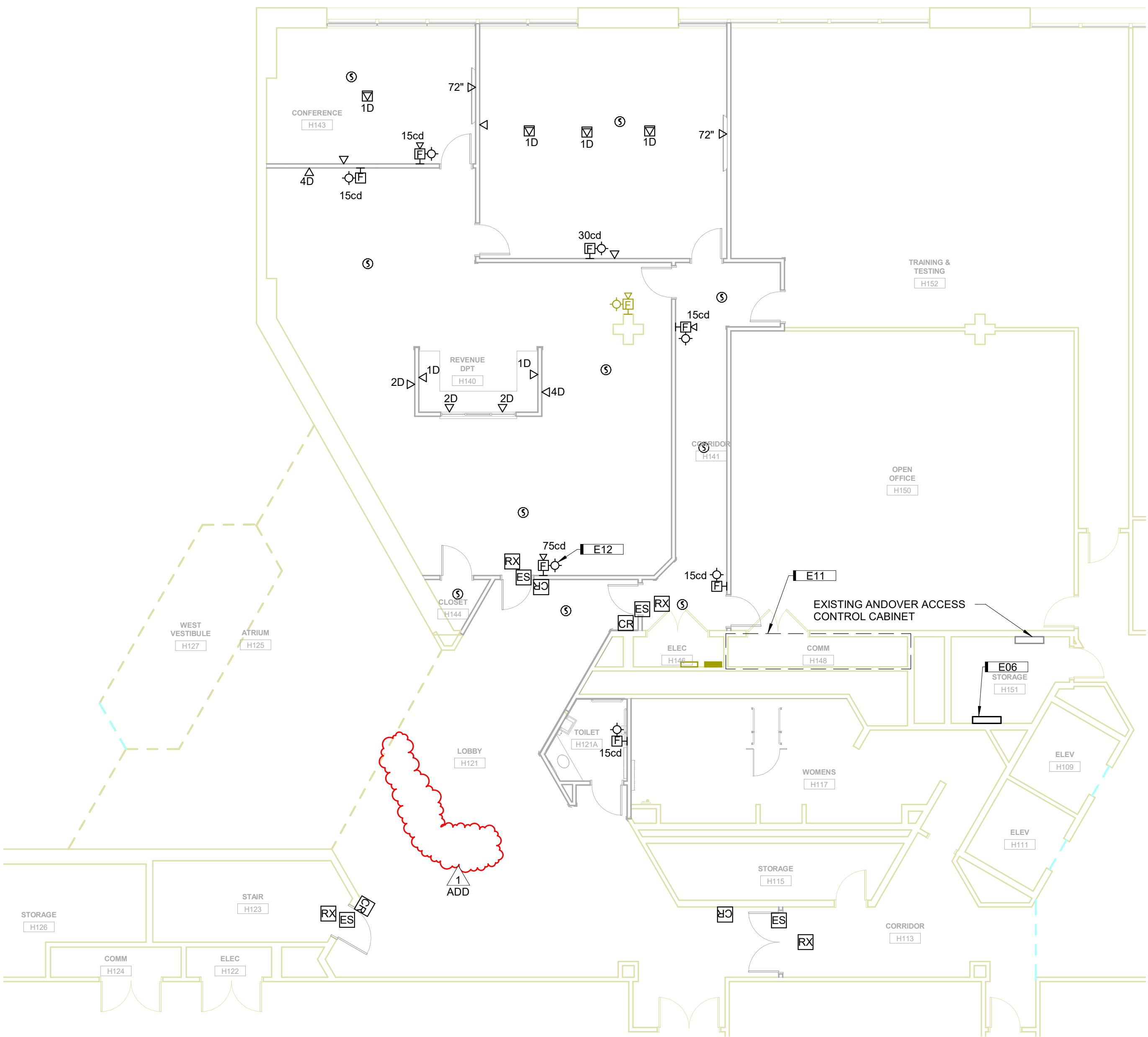
**A4 FIRST FLOOR - LIGHTING NEW**  
1/8" = 1'-0" 0' 12'



**A6 FIRST FLOOR - POWER NEW**  
1/8" = 1'-0" 0' 12'



**D3 LEVEL A - SYSTEMS NEW**  
1/8" = 1'-0" 0' 12'



**D6 FIRST FLOOR - SYSTEMS NEW**  
1/8" = 1'-0" 0' 12'

KEYNOTE LEGEND	
KEY	NOTE
E01	FURNISH AND INSTALL TWO ADDRESSABLE RELAYS AT TUNNEL DOORS TO THE HOOVER BUILDING. THE ADDRESSABLE RELAYS ARE TO DE-ENERGIZE THE POWER TO THE DOOR MAGS WHEN WITH THE HOOVER BUILDING OR THE TUNNEL FIRE ALARM IS ACTIVATED. FURNISH AND INSTALL A SECOND CARD READER TO THE DOORS. THE CARD READER TO BE INSTALLED ON THE HOOVER SIDE OF THE DOOR. PROVIDE MUSHROOM STYLE PUSH BUTTON TO DEACTIVATE POWER TO THE MAGNETIC HOLDERS IN CASE OF AN EMERGENCY. COORDINATE EXACT LOCATION OF THE PUSH BUTTON WITH THE OWNER PRIOR TO ROUGH-IN.
E06	FURNISH AND INSTALL NEW ANDOVER ACCESS CONTROL CABINET, NETWORK NEW CONTROL CABINET TO THE THE EXISTING CONTROL CABINET.
E07	CIRCUIT EXIT SIGNS AND SHADED FIXTURES TO EXISTING LIFE SAFETY CIRCUIT.
E08	FIXTURES IN THIS SPACE TO BE CONTROLLED VIA THE EXISTING BUILDING LIGHTING CONTROL SYSTEM. REUSE EXISTINGLL RELAY THAT CONTROLLED THIS SPACE.
E09	FURNISH AND INSTALL RECEPTACLE FOR WALL MOUNTED TV. COORDINATE EXACT LOCATION FOR RECEPTACLE WITH OWNER PROVIDED MONITOR BRACKET PRIOR TO ROUGH IN.
E10	CONTRACTOR TO X-RAY THE FLOOR TO VERIFY THE LOCATION OF THE EXISTING IN-FLOOR DUCT. CENTER THE NEW POKE THRU BETWEEN THE EXISTING.
E11	LOCATION OF IDF. ALL HORIZONTAL CABLES TO BE TERMINATED IN THIS LOCATION. ALL CABLING TO BE CAT 6. ACCEPTABLE MANUFACTURERS ARE BELDEN, BERK-TEK, COMSCOPE, DRAKA, HUBBELL, PREMISE WIRING, MONAWAY, OCC, SUPERIOR ESSEX INC., SYSTEMAX OR ENGINEER PRE-APPROVED EQUAL.
E12	ALL NEW FIRE ALARM DEVICES TO BE SIMPLEX ONLY. CONNECT NEW DEVICE TO EXISTING NOTIFICATION CIRCUIT IN THE SPACE.
E15	CIRCUIT WATER HEATER WITH 2#12 AND 1 & 12 GND IN 3/4" CONDUIT. FURNISH AND INSTALL SINGLE POLE 277 VOLT SWITCH FOR WATER HEATER DISCONNECT.