
Addendum 1 for RFP #917200-02

Project Name: IVH Medical Supply Pharmacy Renovation

DAS RFP #: 917200-02

DAS Project #: 9172.00

Date: 8/24/2020

REVISED Proposals Due: **September 10th, 2020 at 2:00 pm**

Addendum 1:

- Cover Page – Table of Contents (1 page)
- Pre-Proposal Meeting Minutes (5 pages)
- Conceptual Schedule Durations (4 pages)

Revisions

1. **REVISE** proposal due date to September 10th, 2020 at 2:00 PM

END OF ADDENDUM 1



Meeting #1

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

Project: 9172.00 - IVH Medical Supply Pharmacy Renovation
1301 Summit Street
Marshalltown, Iowa 50158
Phone: 641-752-1501

Commissioning RFP Pre-Proposal Minutes

MEETING DATE: 08/20/2020 **MEETING TIME:** 1:00 PM - 3:00 PM Central Time (US & Canada)

MEETING LOCATION: Web Conference **VIDEO CONFERENCING LINK:** <https://us02web.zoom.us/j/83173432365>

OVERVIEW:

Pre-proposal meeting for commissioning firms submitting on RFP 917200-02

NOTES:

ATTACHMENTS:

[RFP917200-02 - IVH Medical Supply Pharmacy Renovation-CxA.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Michael Martin	DCI Group	Tel: (515) 244-5043	michaelm@dcigroup-us.com	
Michael Steen	DCI Group	Tel: (515) 244-5043	michaels@dcigroup-us.com	
Karen Connell	Iowa Veterans Home	Tel: (641) 844-6358	karen.connell@ivh.state.ia.us	
David Haines	Iowa Veterans Home	Tel: (641) 753-4411	david.haines@ivh.state.ia.us	
Bradley Van Baale	Iowa Veterans Home	Tel: (641) 753-4263	bradley.vanbaale@ivh.state.ia.us	
Brad Tonyan	State of Iowa - Department of Administrative Services	Tel: 515-360-7718	brad.tonyan@iowa.gov	

Project Overview

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Description				Open
	Description: <ul style="list-style-type: none">New space will accommodate pharmacy, respiratory, central supply, receiving, storage, and student offices. Project characteristics include, but are not limited, complete demolition and abatement, elevator modernization, new elevator, new MEPT, fire sprinkler, window replacements, new walls, interior finishes, FFE, security, access controls, and medical distribution equipment.SF of Loftus 2nd Floor: Roughly 10,500 SFSee attached preliminary schematic					
1.2	1	Budget				Open
	Description:					

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

- Construction - \$2,338,300
 - Does not include Medical Distribution Equipment (\$3,000,000)
- FFE - \$281,855
- Complete Project Budget - \$7,498,729

Proposal Process

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Proposal Submittal Process				Open
<p>Description:</p> <ul style="list-style-type: none">• State Issuing Officer:<ul style="list-style-type: none">◦ Bobbi Pulley Issuing Officer Iowa Department of Administrative Services -Central Procurement Hoover State Office Building, Level 3 1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515/725-2893 Email: construction.procurement@iowa.gov• PROCUREMENT TIMETABLE—Event or Action Date/Time (Central Time)<ul style="list-style-type: none">◦ State Posts Notice of RFP on TSB website 08/11/2020◦ State Issues RFP 08/13/2020◦ Pre-Proposal Conference Location and Address: Is Pre-Proposal Conference mandatory? No 8/20/2020 at 1:00 PM Web Conference Link: https://us02web.zoom.us/j/83173432365◦ Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement 8/24/2020 at 2:00 PM◦ Proposals Due 8/28/2020 at 2:00 PM• Relevant Websites<ul style="list-style-type: none">◦ Website where Addenda to this RFP will be posted http://bidopportunities.iowa.gov◦ Website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf						

Schedule

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Design Schedule				Open
<p>Description:</p> <ul style="list-style-type: none">• Execution of CxA's Contract Week of September 21st, 2020• Tentative Design Kick-Off Meeting Week of September 21st, 2020• 35% Construction Documents for New Construction By October 19th, 2020• 50% Construction Documents for New Construction By November 23rd, 2020• 75% Construction Documents for New Construction By December 23rd, 2020• 95% Construction Documents for New Construction By January 22nd, 2021• 						
<p>Attachments:</p> <p>RFP DRAFT Schedule.pdf</p>						

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Meeting #1

3.2	1	Construction Schedule				Open
Description: <ul style="list-style-type: none">• Demolition & Abatement<ul style="list-style-type: none">◦ Contractor Bidding – Demo & Abatement October – November 2020◦ Execution of Contractor's Contract(s) – Demo & Abatement December 2020◦ Submittals, Procurement and Construction – Demo & Abatement December 2020 to February 2021◦ Close out – Demo & Abatement February 2021 to March, 2021• Construction<ul style="list-style-type: none">◦ Contractor Bidding – New Construction February to March 2021◦ Execution of Contractor's Contract(s) – New Construction April 2021◦ Submittals, Procurement and Construction – New Construction April 2021 to January 2022◦ Close out – New Construction January 2022 to February 2022						

Scope of Work

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Commissioning Services				Open
Description: <ul style="list-style-type: none">• The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.• Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, Owner's maintenance staff, and Designer.• Use of the State of Iowa's construction management software program for uploading all documents, submitting and approving pay apps, and construction administration. The cost for the use of the software is paid by the Owner.• Anticipated systems to be commissioned include:<ul style="list-style-type: none">◦ Air Handling Systems◦ Air Terminal Units◦ Exhaust Fans◦ Mini Split◦ Lighting Controls◦ BAS Controls• Commissioning agent shall review design and installation for adherence to U.S. Pharmacopeia standards for pharmaceutical compounding and hazardous drugs handling in healthcare settings.• Provide detailed input of commissioning schedule to Construction Manager for overall incorporation into master schedule.• Review the design documents (drawings and specifications) and analyze and present options for systems optimization as well as energy and cost savings. Design reviews will occur at 35%, 50%, 75%, and 95% construction documents. Review will be conducted with Designer, DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum.• Schedule and lead commissioning meetings. The Commissioning Agent shall develop and distribute agendas and meeting minutes for all meetings during the commissioning process.• Commissioning Agent shall be in attendance at one (1) construction pre-bid meeting to discuss CxA scope with contractors and address questions.• Prepare a commissioning outline to coordinate and direct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation and clear and regular communication and consultations with all necessary parties.• Prepare and develop a comprehensive commissioning plan.• Organize and lead the commissioning team.• Adherence to 2012 International Energy Conservation Code, Chapter C408, System Commissioning.• Develop pre-functional checklists for the installing contractors to include in their startup and initial checklist.• Review Contractor submittals applicable to systems being commissioned for compliance with commissioning needs. Critical submittals shall be reviewed and returned within five days.• Update the commissioning plan to reflect equipment and controls data from the submittals and provide commissioning schedule information that the contractor can integrate into the project schedule. Perform site visits, as necessary, to observe component and system installations. Attend selected planning and job-site meetings to obtain information on construction progress. Review						

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Meeting #1

- construction meeting minutes for revisions/substitutions relating to the commissioning process. Assist in resolving any discrepancies.
- Establish and maintain a system for tracking issues needing resolution.
 - Participate in meetings to review construction progress and commissioning items on an as needed basis on site or via conference call.
 - Review the project schedule periodically to ensure commissioning activities are properly incorporated; provide feedback to the designer as needed.
 - Perform a minimum of two (2) on-site observations during construction.
 - Monitor correct component and equipment installation, including controls point-to-point checkouts. Document all observations.
 - Witness equipment and system start-ups. Ensure complete documentation of same.
 - Review and inspect, on a sample basis, the testing, adjusting, and balancing work that has been performed by another contractor.
 - Conduct functional performance testing of sub-systems, systems, and interactions between systems, leading to acceptance of the completed work. Document results of all tests witnessed.
 - Commissioning agent shall include seasonal commissioning for all systems as well as an 11-month review to back check all systems. This 11-month review shall include:
 - Review with facility staff the current building operation. Identification of any problems or concerns arising from this discussion.
 - Review any outstanding issues related to the original and seasonal commissioning.
 - Make suggestions for improvements.
 - Identify any warranty correction prior to the end of the 1-year warranty period.
 - Provide a final report of 11-month review.
 - Field observation reports shall be submitted to DCI Group for each site inspection within five (5) days of the site visit.
 - Organize, direct, and video tape the training of O&M personnel. CxA shall review training agendas submitted by the contractors for approval.
 - Prepare and submit a final commissioning report. Final commissioning report shall include:
 - An executive summary, list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods.
 - For each piece of commissioned equipment, the report should contain the disposition of the commissioning authority regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
 - Equipment meeting the equipment specifications,
 - Equipment installation,
 - Functional performance and efficiency,
 - Equipment documentation and design intent, and
 - Operator training. All outstanding non-compliance items shall be specifically listed.
 - Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.
 - The functional performance and efficiency section for each piece of equipment, shall include a brief description of the verification method used (e.g. manual testing, BAS trend logs, data loggers, etc.) including observations and conclusions from the testing.
 - Appendices shall contain acquired sequence documentation, logs, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, etc. Pre-functional checklists and functional tests, along with blanks for the operators, and monitoring data and analysis will be provided in a separate labeled binder.
 - Acknowledgement that all documents are copyright to the State of Iowa and shall be turned over to the State of Iowa in their native computer format. Any ASIs/RFIs/PRs and addendums will be expected to be incorporated before final posting. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the project.
 - The Department requests lump sum pricing from the respondents to this RFP, with the lump sum base scope price being inclusive of all reimbursables, such as printing, mileage and travel expenses. The Department requests the fee proposal from the respondents to this RFP be broken down as follows. These breakdown prices will be used as the schedule of values for billing purposes.
 - 35% Construction Documents
 - 50% Construction Documents
 - 75% Construction Documents
 - 100% Construction Documents
 - Construction Phase
 - Closeout

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Meeting #1

- Include at a minimum, the following meetings. Design kick off, 35% document review, 50% document review, 75% documents review, 95% document review, Pre-bid meeting (1), Construction Field Observations (2). Design review meetings will be conducted via web conference. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete existing conditions evaluation and work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit. This unit price will be additive or deductive based on the number of actual visits made.

Open Discussion

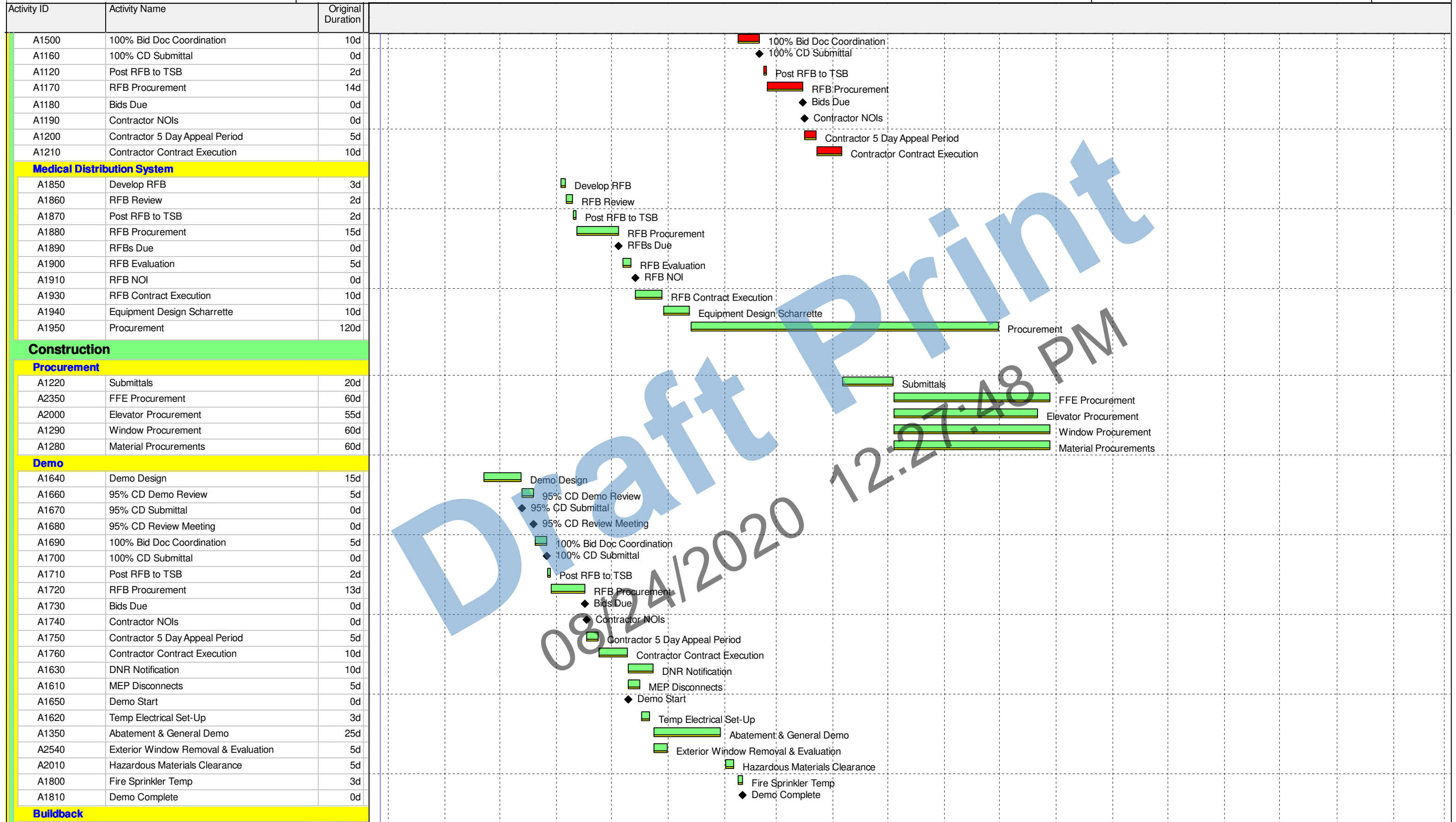
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Questions & Comments				Open
	<p>Description:</p> <ul style="list-style-type: none">• Design RFP<ul style="list-style-type: none">◦ May push the CxA proposal one week to allow firms to propose on both RFPs					

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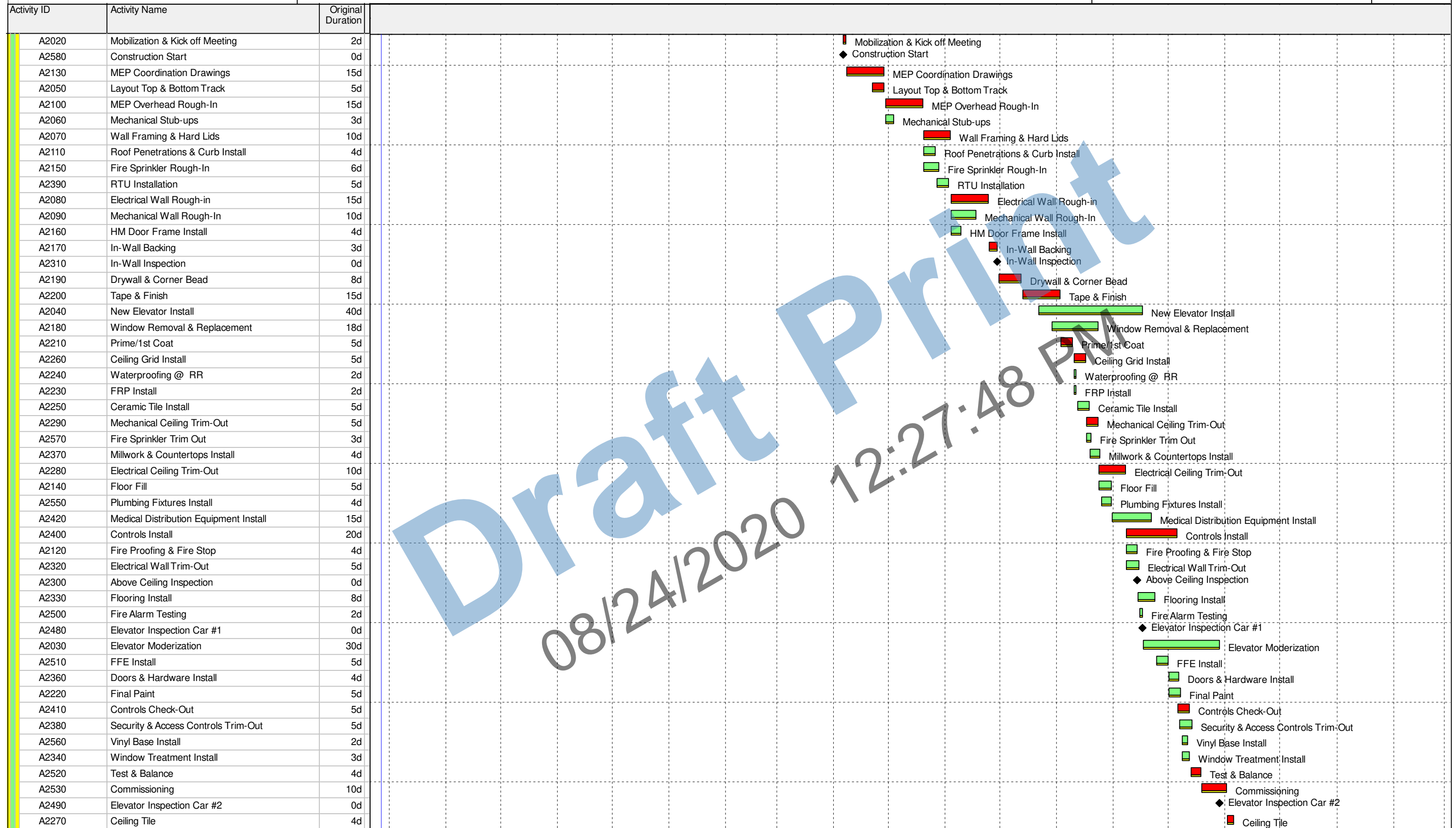
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Activity ID	Activity Name	Original Duration	
9172.00 IVH-Loftus 2nd Floor Remodel			
Milestones			
Preconstruction			
A1000	Submit CM Proposal	4d	Submit CM Proposal
A1010	Develop RFP	3d	Develop RFP
A1560	CM-PC Contract	5d	CM-PC Contract
A1300	Design RFP Review	2d	Design RFP Review
A2450	MOU Funds Transfer	5d	MOU Funds Transfer
A1020	Post RFP to TSB	2d	Post RFP to TSB
A1510	Hazardous Materials (Master Agreement)	5d	Hazardous Materials (Master Agreement)
A1030	RFP Procurement	13d	RFP Procurement
A1530	Hazardous Materials Contract	5d	Hazardous Materials Contract
A2440	Design RFP Pre-Proposal	1d	Design RFP Pre-Proposal
A1540	Hazardous Materials Investigation	2d	Hazardous Materials Investigation
A1550	Hazardous Materials Final Report	10d	Hazardous Materials Final Report
A1040	RFPs Due	0d	RFPs Due
A1050	RFP Evaluation	5d	RFP Evaluation
A1060	Designer NOI	0d	Designer NOI
A1070	Designer 5 Day Appeal Period	5d	Designer 5 Day Appeal Period
A1080	Design Contract Execution	5d	Design Contract Execution
A1309	Design Kick-Off Meeting	0d	Design Kick-Off Meeting
A1770	35% Design	20d	35% Design
A1970	35% Design Contractibility Review	5d	35% Design Contractibility Review
A1980	35% Budget Development	5d	35% Budget Development
A1990	35% Submittal	0d	35% Submittal
A1780	35% Design Review	5d	35% Design Review
A1790	35% Design Meeting	0d	35% Design Meeting
A1310	50% Design	15d	50% Design
A1830	VA Submittal & Request for Comment Form	0d	VA Submittal & Request for Comment Form
A1840	VA Approval	30d	VA Approval
A1440	50% Design Contractibility Review	5d	50% Design Contractibility Review
A1370	50% Budget Development	5d	50% Budget Development
A1450	50% Submittal	0d	50% Submittal
A1460	50% Review	5d	50% Review
A1920	State SHPO Submittal	0d	State SHPO Submittal
A1960	State SHPO Resposne	30d	State SHPO Resposne
A1360	Design Development Review Mtg.	0d	Design Development Review Mtg.
A1090	75% CD Development	10d	75% CD Development
A1380	75% CD Budget Development	5d	75% CD Budget Development
A1470	75% CD Contractibility Review & Bid Packaging	5d	75% CD Contractibility Review & Bid Packaging
A1480	75% CD Submittal	0d	75% CD Submittal
A1490	75% CD Review	5d	75% CD Review
A1390	75% CD Review Meeting	0d	75% CD Review Meeting
A1130	95% CD Development	10d	95% CD Development
A1140	95% CD Contractibility Review & Bid Packaging	5d	95% CD Contractibility Review & Bid Packaging
A1150	95% CD Budget Development	5d	95% CD Budget Development
A1320	95% CD Review	5d	95% CD Review
A1270	95% CD Submittal	0d	95% CD Submittal
A1430	95% CD Review Meeting	0d	95% CD Review Meeting

— Primary Baseline — Critical Remaining Work
■ Actual Work ◆ Milestone
■ Remaining Work



■ Primary Baseline ■ Critical Remaining Work
■ Actual Work ◆ Milestone
■ Remaining Work





Activity ID	Activity Name	Original Duration	
A2590	Construction Complete	0d	◆ Construction Complete
Closeout			
A2460	Construction Clean	5d	■ Construction Clean
A2430	Final Clean	5d	■ Final Clean
A1820	Schedule Contingency	15d	■ Schedule Contingency
A1590	DCI Group Punch List	10d	■ DCI Group Punch List
A2470	CO Inspection	0d	◆ CO Inspection
A1600	Owner & Architect Punch List	10d	■ Owner & Architect Punch List
A1570	Substantial Completion	0d	◆ Substantial Completion
A1330	Closeout	20d	■ Closeout
A1580	Final Completion	0d	◆ Final Completion

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