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## **Addendum #01 for RFB #0919335001**

Project Name: DAS CC West Capitol Complex Terrace Leveling

DAS RFB #: 0919335001

Date: 8/16/18

Addendum #1:

- Cover Page (1 page)
- Attachment #01 – Construction Pre-Bid Meeting Minutes (3 pages)

**End of Addendum #1**



**Pre-Bid Meeting: August 14<sup>th</sup>, 2018 – 2:00 PM - Minutes**

**Owner/DAS/CM Team Introductions: - See attached sign-in sheet**

Construction Manager – DCI Group

Iowa Department of Administrative Services (DAS)

Designer – Shive-Hattery

DAS Purchasing Agent – Steve Oberbroeckling

**General Project Description/Overview:**

Address vertical and horizontal offsets in the concrete panels at the Capitol Terrace in Des Moines, Iowa.  
Target date for substantial completion is November 9<sup>th</sup>, 2018

**Bid Packages:**

- 1) BP #1 – Concrete Leveling

**Unit Prices:**

- 1) Unit #01 – Concrete Leveling – SF Cost

**Tour** – Lead by DCI Group and DAS at conclusion of meeting.

**Bid Package Process:**

Overview of Instructions to Bidders – DCI Group

**PROPOSALS DUE:** August 23<sup>rd</sup>, 2018 by 2:00 PM

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

1. Proposal Process
  - a. All questions after this meeting and prior to 2:00 PM August 15<sup>th</sup>, 2018 to be submitted to Steve Oberbroeckling at [steve.oberbroeckling@iowa.gov](mailto:steve.oberbroeckling@iowa.gov). Do not contact DAS, Shive-Hattery or DCI Group directly for questions.
2. Schedule
  - a. An addendum with Meeting Minutes will be issued no later than August 21<sup>st</sup>, 2018 by 2:00 PM CST or no later than 48 hours prior to proposals being due
  - b. Proposals due August 23<sup>rd</sup>, 2018 by 2:00 PM CST
  - c. Tentatively an NOI will be issued no later than August 30<sup>th</sup>, 2018
  - d. Anticipated construction work to take place October 15<sup>th</sup> thru November 9<sup>th</sup>, 2018.
    - i. A scheduling meeting (Pull Plan Schedule) will be held shortly after execution of contracts to further develop the construction schedule. All prime contractors, subcontractors, and key suppliers shall attend.
    - ii. One week prior to this meeting, contractors shall provide a preliminary schedule of their activities with locations and activities of their subcontractors with durations and sequencing.

**Scope of Work:**



3. Administrative
  - a. This RFB will result in one successful proposal per bid package.
  - b. EADOC – State of Iowa project management software
    - i. No cost to the contractor
  - c. Pre-construction meetings and submittals.
    - i. Prime contractors shall submit a submittal schedule within five business days of receipt of Owner/Prime Contractor Agreement. See section 01 1200.16 for requirements. A template with A/E identified submittals will be provided to contractors.
4. Construction
  - a. All areas shall be cleaned and put back to existing conditions prior to substantial completion.
  - b. Staging and storage of materials will need to be coordinated with DCI Group/DAS
  - c. Contractor shall maintain accurate as-built construction records throughout the project.
  - d. Daily logs/Weekly Report/Safety Meetings and meeting requirements.
  - e. Onsite supervision by Prime Contractor at all times work by that contractor or their subcontractors/suppliers is taking place.
  - f. Other work and events will be taking place on the Capitol Complex. All contractors shall coordinate with the CM and the other projects to avoid interfering with schedule or the work being put into place.
5. Close Out
  - a. Provide complete, clean, and legible copies of the as-built construction records to DCI Group upon completion of work. Electronic and hard copies of all O&M's and as-built drawings to be submitted. Refer to spec. section 01 7700 – Closeout Procedures for more details.

**Capitol Complex Worksite Rules:**

1. All personnel who will work on-site will be required to perform background checks.
2. Rob Greiner and David Hokel with DCI Group will be your main point of contact.
3. It is of the utmost importance to show respect and courtesy to all staff at all times.
4. 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.
5. No smoking or smokeless tobacco use onsite

**Open Discussion:**



**Project Name:** 9002.00 – West Capitol Terrace Stairs Repairs

**Meeting Purpose:** Construction Pre-Bid Meeting

**Date:** August 14<sup>th</sup>, 2018 at 2:00 PM

**Attendees**

<u>Initials</u>	<u>Name</u>	<u>Company</u>	<u>Phone Number</u>	<u>E-Mail Address</u>
	Rob Greiner	DCI Group	515-650-7777	<a href="mailto:robg@dcigroup-us.com">robg@dcigroup-us.com</a>
	Michael Steen	DCI Group	515-975-8348	<a href="mailto:michaels@dcigroup-us.com">michaels@dcigroup-us.com</a>
	Dave Hokel	DCI Group	515-979-3187	<a href="mailto:davidh@dcigroup-us.com">davidh@dcigroup-us.com</a>
	Brad Tonyan	DAS	515-360-7718	<a href="mailto:Brad.Tonyan@iowa.gov">Brad.Tonyan@iowa.gov</a>
	Bonita Lane	DAS	515-208-3576	<a href="mailto:Bonita.lane@iowa.gov">Bonita.lane@iowa.gov</a>
	Brent Arntzen	DAS	515-208-4399	<a href="mailto:Brent.Arntzen@iowa.gov">Brent.Arntzen@iowa.gov</a>
	Chris Bauer	Shive-Hattery	515-669-0695	<a href="mailto:cbauer@shive-hattery.com">cbauer@shive-hattery.com</a>
	Kyle Lawson	Shive-Hattery	515-422-5525	<a href="mailto:klawson@shive-hattery.com">klawson@shive-hattery.com</a>