

Addendum 1 for RFP939500-01

Project Name: DOC 5JD FT DM Bldgs 65 & 66 Water Infiltration Mitigation and DOC 5JD 910 & 1000
Washington Water Infiltration Mitigation

RFP #: 939500-01

DAS Project #: 9395.00

Date: 4/30/2024

Proposals Due: May 10, 2024 @ 2pm

1. See Meeting Minutes from the Design Pre-Proposal Meeting that was held on April 26, 2024 at 10am.
2. Scope Clarifications:
 - a. Design Professional to include a site survey as required and public and private utility locations.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Apr 26, 2024	Meeting Time	10:00 AM - 12:00 PM Central Time (US & Canada)
Meeting Location	Ft Des Moines		
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	RFP939500-01 5JD FT DM Bldg 65 66 and DOC 5JD 910 1000 Washington Final.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Robert Drake	Fifth Judicial District - Department of Correctional Services	P: (515) 242-6900 ext. 26599	robert.drake@iowa.gov	Present
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	Present
Leilani Hammel	McGough Construction	P: (515) 344-8980	leilani.hammel@mcgough.com	Present
Zach Stoner	McGough Construction	P: (515) 639-3853	zach.stoner@mcgough.com	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description <ul style="list-style-type: none">DAS - Owner Representative<ul style="list-style-type: none">James TrowerMcGough Construction (CM)<ul style="list-style-type: none">Adam DouglasLeilani HammelZach Stoner5th Judicial District<ul style="list-style-type: none">Robbie Drake				
		Official Documented Meeting Minutes Darrell Smith, ECS Midwest				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description FT DM Bldgs 65 & 66: <ul style="list-style-type: none"> Evaluate and repair existing basement foundation walls as needed. Waterproofing for the exterior of basement foundation walls and add new drain tile system around the building. Adding new sump pit(s) as needed for new drain tile system. Site restoration 910 & 1000 Washington Avenue (scope of work is for 910 Washington Avenue only) <ul style="list-style-type: none"> Waterproofing the exterior of basement foundation walls and new drain tile system around the building. Add new and/or replace existing new sump pit(s) as needed for new drain tile system. Removal and replacement of interior finishes impacted where water damage is present. Site restoration 						
Official Documented Meeting Minutes <ul style="list-style-type: none"> Design professional to do site survey for utility locations. Bldgs 65 & 66: only removing water damaged materials, no replacement or repairs of interior finishes. 910 Washing Ave: Minor repair work of interior finishes to be included. 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description <ul style="list-style-type: none"> Questions Due to construction.procurement@iowa.gov: 5/3/24 @ 12 pm Addendum Issued: Addendum 1 to be issued week of 4/29 Proposals Due: 5/10/24 @ 2 pm Selection of Designer/Issue NOI: Week of 5/13/24 Execution of 803 Contract: Week of 5/20/24 <ul style="list-style-type: none"> Tentative Design Kickoff Meeting: Week of 5/20/24 100% DD: Design Professional to Propose in RFP schedule 50% CD and budget: Design Professional to Propose in RFP schedule 95% CD: Design Professional to Propose in RFP schedule 100% CD and budget: August 2, 2024 Contractor Bidding: August 2024 Execution of Contractor's Contract(s): September 2024 Submittals, Procurement and Construction: September 2024 - March 2025 Closeout: March 2025 - April 2025 						

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
Description <ul style="list-style-type: none"> All questions to be directed to construction.procurement@iowa.gov DAS uses Procore online project management system for all projects, at no cost to the designer. DAS uses a modified ConsensusDocs 803 Form of Agreement 						

- DAS requires a project-specific Certificate of Insurance and specifies a Professional Liability policy of \$2,000,000 with a deductible of \$25,000
 - Must note in proposal if deductible is different and provide a letter of financial stability from bank
 - Must provide COI prior to contract execution
- Ensure the following items are included in the proposal:
 - Project-specific schedule
 - Resumes for all technical staff that will be assigned to the project
 - Anticipated hours and rates for each person on the design team
 - Lump sum broken down by schedule of values

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description Any questions?						
Official Documented Meeting Minutes <ul style="list-style-type: none">• For any additional site visits please contact construction.procurement@iowa.gov to schedule.• A hazardous material survey will be completed by DAS to determine if hazardous materials are present at either location.						

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.