



Addendum 02 for RFP943600-01

Project Name: TH Elevator Replacement
DAS RFB #: 943600-01
DAS Project #: 9436.00
Date: 9/16/2024

Proposals Due: September 19th, 2024, at 2:00 PM CST

Contents:

- Cover Page – Pre-Proposal Meeting Minutes (3 pages)

1. Meeting Minutes:

- 1.1. See following pages for meeting minutes from pre-proposal meeting held 9/11/2024.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Sep 11, 2024	Meeting Time	11:00 AM - 12:00 PM Central Time (US & Canada)
Meeting Location	Web Conference		
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	Addendum #01 RFP943600-01.pdf , Attachment A - TH Elevator Code Upgrades.pdf , RFP943600-01 TH Elevator Replacement.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Travis Hoyle	DCI Group	P: (515) 244-5043	travish@dcigroup-us.com	Conference
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Conference
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Conference
Molly Thompson	Terrace Hill	P: (515) 242-5841	molly.thompson@governor.iowa.gov	Conference

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description Attendance Molly Thompson - Administrator and Assistant to the First Gentleman James Trower - DAS Owners Representative Michael Steen - DCI Group Travis Hoyle - DCI Group						
Official Documented Meeting Minutes Scotney Fenton - RDG Molly Thompson - Terrace Hill, State of Iowa Travis Hoyle - DCI Group Aaron Twedt - OPN Chad Bass - KCL James Trower - Owner's Representative, State of Iowa						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p>Description</p> <ul style="list-style-type: none"> The complete design, including all design disciplines, for full replacement of one existing Montgomery hydraulic four-stop elevator at the Terrace Hill Residence in Des Moines, IA. The State Elevator number for this elevator is 5421. Access controls integration to elevators. The designer shall coordinate with Terrace Hill, the Department of Public Safety, and the State's access controls vendor Basepoint, on access control requirements and shall provide recommendations for secure, reliable, and convenient access control solutions. Any required video surveillance or visual verification systems shall be included as part of the design and shall be coordinated with Terrace Hill and the Department of Public Safety for integration into their existing systems. Integration with building emergency power for emergency backup power. Modifications to existing elevator machine room as needed for new elevator equipment, code compliance, security, or otherwise deemed necessary. Connection to the existing Siemens building automation system for any new equipment, excluding the elevators. Coordination with Owner's lock set and keying requirements. Coordination with State agency Iowa Communications Network (ICN) for communications integration. Design shall prioritize the speed and reliability of the elevator system. DIAL Coordination shall include review of any grandfathered conditions to ensure compliance with DIAL. <p>Include at a minimum, eight (8) site visits. Design kick off/Building evaluation, Pre-bid meeting, Construction Field Observation (3), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design reviews at 100% design development document review, 50% document review, and 95% construction document development will be conducted via conference call. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete their onsite evaluation and work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p>Description</p> <ul style="list-style-type: none"> Questions Due to construction.procurement@iowa.gov: 9/12/2024 at 2:00 PM CST Addendum Issued: 9/13/2024 Proposals Due: 9/19/2024 by 2:00 PM CST Execution of Designer's Contract Week of October 7, 2024 Tentative Design Kick-Off Meeting Week of October 7, 2024 Onsite Investigation and Design Development To Be Proposed by Designer 50% Construction Documents and Cost Opinion By To Be Proposed by Designer 95% Construction Documents and Cost Opinion By By 12/16/2024 100% Construction Documents and Cost Opinion By By 12/31/2024 Contractor Bidding January 2025 Execution of Contractor's Contract(s) February 2025 Submittals, Procurement and Construction February 2025 to September 2025 Close out September 2025 						

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p>Description</p> <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
- Proposals shall be uploaded through the IMPACS Electronic Procurement System (do not email to Procurement).
 - Link and information is in the RFP
 - Designers will need to register prior to submission
 - Designer should complete the registration process and ensure the ability to log in as soon as possible to ensure proposals can be submitted on the due date.
 - Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
		Description Any questions?				

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.