



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

Project: 9244.00 IPBS JOH 6450 Corporate Dr. Roof Replacement  
 6450 Corporate Drive  
 Johnston, Iowa 50131

## RFP Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Mar 31, 2022	<b>Meeting Time</b>	1:30 PM - 2:30 PM Central Time (US & Canada)
<b>Meeting Location</b>	6450 Corporate Dr, Johnston IA, 50131 or Teams	<b>Video Conferencing Link</b>	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGE1ZjYyMmEtMjExZS00Y2VlLTljYmEtYjE3ZmJmNDUyMDhj%40thread.v2/0?context=%7b%22id%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22oid%22%3a%2268b50b72-69be-4702-b867-64b92d76e44f%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGE1ZjYyMmEtMjExZS00Y2VlLTljYmEtYjE3ZmJmNDUyMDhj%40thread.v2/0?context=%7b%22id%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22oid%22%3a%2268b50b72-69be-4702-b867-64b92d76e44f%22%7d</a>

**Overview** Meeting attendance and introductions.  
 Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.  
 Conduct a walkthrough of the auditorium spaces where special sound acoustical tile is hanging below precast roof structure.

**Notes**

**Attachments** [Iowa PBS - Leak Investigation - 20220310.pdf](#)

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Mike Downey	Iowa PBS		michael.downey@iowapbs.org	Present
Jamie Dye	Iowa PBS	P: (515) 725-9829	james.dy@iowapbs.org	Present
Michelle Wendel	Iowa PBS	P: (515) 725-9828	michelle.wendel@iowapbs.org	Present
Chuck Carpenter, Sr.	McGough Construction	P: (515) 639-3853	chuck.carpenter@mcgough.com	Absent
Amy Fetters	McGough Construction	P: (515) 639-3853	amy.fetters@mcgough.com	Present
Leilani Hammel	McGough Construction		leilani.hammel@mcgough.com	Absent
Jennifer Kleene	State of Iowa - Department of Administrative Services	P: 5157250454	jennifer.kleene@iowa.gov	Present
Andrew Bennett	System Works LLC	P: (515) 975-8251	andrew.bennett@systemworksllc.com	Absent
Karl Kaufman	System Works LLC	P: (515) 975-0575	karl.kaufman@systemworksllc.com	Absent

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Description				
		DAS - Owner Representative				
		• Jennifer Kleene				
		McGough Construction - Construction Manager				

	<ul style="list-style-type: none"> <li>• Amy Fetters, Sr. Project Manager</li> <li>• Chuck Carpenter, Sr. Superintendent</li> <li>• Leilani Hammel, Project Engineer</li> </ul> <p>System Works - Retro-Commissioning Services</p> <ul style="list-style-type: none"> <li>• Andrew Bennett</li> <li>• Karl Kaufman</li> </ul> <p>IPBS</p> <ul style="list-style-type: none"> <li>• Michell Wendel, Director of Admin &amp; Finance</li> <li>• James Dye, Facilities</li> </ul>
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**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p><b>Description</b></p> <p>Replacing the roof and pre-cast sealant and repainting the building exterior of the Iowa PBS Building located at 6450 Corporate Drive, Johnston, IA.</p> <p>The building has had repeated leaks and the roof and sealant systems have exceeded their expected life.</p> <p>Remedial repairs were made to the roof edge in 2003 but no work was done at the precast joints at that time.</p> <p>SystemWorks conducted an evaluation of the building envelope in March 2022 and their report is attached.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: 4/5/2022 @ 10 a.m.</li> <li>• Addendum Issued: 4/7/2022 if needed</li> <li>• Proposals Due: 4/12/2022 @ 2 p.m.</li> <li>• Selection of Designer/Issue NOI: Week of April 18, 2022</li> <li>• Execution of 803 Contract: Week of April 25, 2022</li> </ul> <ul style="list-style-type: none"> <li>• Tentative Design Kick-Off Meeting: Week of May 2, 2022</li> <li>• 100% Design Development Documents: By June 10, 2022</li> <li>• 50% Construction Documents By: July 1, 2022</li> <li>• 95% Construction Documents By: July 15, 2022</li> <li>• 100% Construction Documents By: July 29, 2022</li> <li>• Contractor Bidding: August – September 2022</li> <li>• Execution of Contractor’s Contract(s): September 2022</li> <li>• Submittals, Procurement and Construction: October 2022 to December 2023</li> <li>• Close out: January 2024 to February 2024</li> </ul>						

**RFP Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• All questions to be directed to construction.procurement@iowa.gov</li> <li>• DAS uses Procore online project management system for all projects, at no cost to the designer.</li> <li>• DAS uses a modified ConsensusDocs 803 Form of Agreement</li> <li>• DAS requires a project-specific Certificate of Insurance and specifies a Professional Liability policy of \$2,000,000 with a deductible of \$25,000                             <ul style="list-style-type: none"> <li>◦ Must note in proposal if deductible is different and provide a letter of financial stability from bank</li> <li>◦ Must provide COI prior to contract execution</li> </ul> </li> <li>• Ensure the following items are included in the proposal:                             <ul style="list-style-type: none"> <li>◦ Project-specific schedule</li> <li>◦ Resumes for all technical staff that will be assigned to the project</li> <li>◦ Anticipated hours and rates for each person on the design team</li> <li>◦ Lump sum broken down by schedule of values</li> </ul> </li> </ul>						

**Conclusion**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<b>Description</b> Any questions?						
<b>Official Documented Meeting Minutes</b> Refer to Addendum #1.						

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.