



## Addendum 01 for RFP944800-01

Project Name: Terrace Hill Improvements  
DAS RFB #: 948000-01  
DAS Project #: 9480.00  
Date: 12/03/2024

**Proposals Due: December 10, 2024 at 2:00 PM CST**

Contents:

- Cover Page – Revisions, Clarifications, Questions and Answers (1 page)
- Pre-Proposal Meeting Minutes (4 pages)

### 1. Revisions

- 1.1. **ADD** section 1.3.6.3.5 “The design professional shall be responsible for the design of repairs from water damage on Levels 1, 2, and 3 from a recent leak. This scope will be negotiated after the roof study is completed.”
- 1.2. **REVISE** section 1.3.6.5 to read “Designer shall anticipate coordination with the State’s Historical Preservation Office (SHPO) and approval of all modifications through their office. Costs for coordination with SHPO shall be negotiated during design following SHPOs initial comments.”
- 1.3. **REVISE** section 1.3.6.3.2 to read” The roof of the main Terrace Hill Mansion has experienced leaks resulting in damage to interior construction. The designer shall evaluate the condition of the existing roof, including adjacent wood and masonry, and provide a recommendation for repairs. Evaluation shall include review of existing roof top equipment and removal of equipment and repair of the roof where any equipment is deemed to have been previously abandoned or unnecessary.

### 2. Clarifications

- 2.1. Headend and workstation for the BAS system are located in the Carriage House.
- 2.2. The construction manager, DCI Group, will provide one mobilization of a lift and operator during design for onsite observations.

### 3. Questions and Answers:

- 3.1. What is the project budget?
  - 3.1.1. Current funding is \$1,890,000 total. Additional funding may be procured to accommodate the repairs and recommendations from the evaluations if deemed necessary.
- 3.2. What control system is utilized for the HVAC system?
  - 3.2.1. It is a Mitsubishi Panel in the basement of the residence, but installed and maintained by Baker Group
- 3.3. What system is the BAS Graphics?
  - 3.3.1. Continuum

## RFP Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Nov 20, 2024	<b>Meeting Time</b>	2:30 PM - 4:00 PM Central Time (US & Canada)
<b>Meeting Location</b>	Terrace Hill Residence & Carriage House		
<b>Overview</b>	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
<b>Notes</b>			
<b>Attachments</b>	<a href="#">Pre-Proposal Sign-In.pdf</a> , <a href="#">Terrace Hill Complex Improvements RFP944800-01.pdf</a>		

### Scheduled Attendees

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

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Attendance				
		<b>Official Documented Meeting Minutes</b> See attached sign-in sheet				

### Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		<b>Description</b>				
		<ul style="list-style-type: none"> <li>• Designer shall be aware this project will be broken out into <b>three separate project requiring separate contracts, billing, bid documents, and administration</b>. This <b>RFP will result in one designer being selected</b> for the three separate projects. The projects will be broken out as follows: <ul style="list-style-type: none"> <li>◦ 9449.00 TH Carriage House Roof Replacement</li> <li>◦ 9447.00 TH HVAC Repairs</li> <li>◦ 9448.00 TH Residence Roof, Porch, and Garden Wall Repairs</li> </ul> </li> <li>• Scope of Work:</li> </ul>				

- TH Carriage House Roof Replacement
  - Full replacement of the existing architectural wood shake roof and evaluation of the EPDM roof.
  - Existing shingles are red cedar, and new installation shall match existing aesthetic.
  - The last known replacement was a 1998 project. Existing PDF drawings and specifications from that replacement will be made available to the successful designer.
  
- TH HVAC Repairs
  - There are thirty-six (36) existing fan coil units between the Terrace Hill Residence and the Terrace Hill Carriage House. The existing fan coil units are 20+ years old and are to experience maintenance issues including leaks to coils.
  - Designer shall evaluate the existing fan coil units and provide recommendations for repairs and replacements. Report shall include engineers opinion of cost.
  - Design for repairs will be negotiated after the evaluation.
  - Five fan coil units have had new coils installed within the last year.
  
- TH Residence Roof, Porch, and Garden Wall Repairs
  - The south portico and east porch both show signs of settlement and deterioration. The porches are constructed of stone slab foundations, wood porch, railings, columns, steel gutter, and roof system. The Designer shall evaluate the need for repairs to address structural, safety, and deterioration concerns. Report shall include engineers opinion of cost.
  - The roof of the main Terrace Hill Mansion has experienced leaks resulting in damage to interior construction. The designer shall evaluate the condition of the existing roof, provide a recommendation for repairs. Evaluation shall include review of existing roof top equipment and removal of equipment and repair of the roof where any equipment is deemed to have been previously abandoned or unnecessary.
  - Evaluation of the existing masonry garden wall. The existing wall shows signs of deterioration to grout joints and stone.
  - Design for repairs will be negotiated after the evaluation.
  
- Design shall take into account the historic nature of the Terrace Hill site and modifications shall match the aesthetic accordingly.
- Designer shall anticipate coordination with the State's Historical Preservation Office (SHPO) and approval of all modifications through their office.
- **The majority of work is not anticipated to take place until after July 1, 2025 to accommodate pre-planned functions onsite schedule for prior to July 1, 2025.**
- Design and construction schedule will be coordinated to minimize impacts to the residence and facility operations.
  
- Personnel working on the project will need to pass a **State of Iowa background check**. Costs for the background check are **\$15 per person** and costs will be the responsibility of the firm requesting the check.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<b>Description</b>						
<ul style="list-style-type: none"> <li>• Execution of Designer's Contract Week of December 30, 2024</li> <li>• Tentative Design Kick-Off Meeting Week of December 30, 2024</li> <li>• <b>Carriage House Roof Replacement</b> <ul style="list-style-type: none"> <li>◦ 50% Construction Documents and Cost Opinion By To Be Proposed by Designer</li> <li>◦ 95% Construction Documents and Cost Opinion By January 30, 2024</li> <li>◦ 100% Construction Documents and Cost Opinion By February 13, 2025</li> <li>◦ Execution of Contractor's Contract(s) March 2025</li> <li>◦ Submittals, Procurement and Construction March, 2025 to July, 2025</li> <li>◦ Close out August, 2025</li> </ul> </li> <li>• <b>Fan Coil Units Improvements</b> <ul style="list-style-type: none"> <li>◦ Evaluation and Cost Opinion By To Be Proposed by Designer</li> </ul> </li> <li>• <b>Roof, Porch, and Garden Wall Renovations</b></li> </ul>						

	<ul style="list-style-type: none"> <li>◦ Evaluation and Cost Opinion By To Be Proposed by Designer</li> </ul>
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**RFP Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• All questions to be directed to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a></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> <li>• Proposals shall be uploaded through the IMPACS Electronic Procurement System (do not email to Procurement).                             <ul style="list-style-type: none"> <li>◦ Link and information is in the RFP</li> <li>◦ Designers will need to register prior to submission</li> <li>◦ 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.</li> <li>◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.</li> </ul> </li> </ul>						

**Conclusion**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<p><b>Description</b> Any questions?</p>						

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.

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