



RFP942900-01 - Addendum 01

Iowa Department of Administrative Services

Project Name: HSS ANK IMEO Expansion and Renovation

RFP #: 942900-01

Project #: 9429.00

Date: 8/19/2024

Contents:

1. Meeting minutes from the RFP Pre-Proposal Meeting that was held on 8/9/2024.
2. Sign-In sheet

CM RFP942900-01 Pre-Proposal Minutes: Meeting #1

Meeting Date Aug 9, 2024 **Meeting Time** 2:00 PM - Central Time (US & Canada)

Meeting Location 2250 S Ankeny Blvd, Ankeny, IA 50023

Overview Meeting to allow prospective CM firms to learn more about the scope.

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Tera Granger	Capitol Complex Maintenance	P: (515) 242-5120	tera.granger1@iowa.gov	Absent
Aaron Hallengren	HHS- Iowa Office of the State Medical Examiner	P: (515) 725-1409	aaron.hallengren@hhs.iowa.gov	Present
Dennis Klein	HHS- Iowa Office of the State Medical Examiner	P: (515) 725-1400	dennis.klein@hhs.iowa.gov	Present
Jonathan Thompson	HHS- Iowa Office of the State Medical Examiner	P: (515) 725-1400	jonathan.thompson@hhs.iowa.gov	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 Attendance - Please sign in				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description In 2023, the Iowa Department of Administrative Services engaged OPN Architects (MWL Architects were the medical examiner consultant) to evaluate the current Iowa Office of the State Medical Examiner (IOSME) and develop a projected outlook for the future needs at the facility. The evaluation recommended an addition to expand the facility, to renovate the interior of the existing facility, and expand the facility's parking lot. The project is anticipated to be constructed in multiple phases to allow IOSME to remain operational during construction. The evaluation estimated the total of construction bids to be approximately \$23 million. A copy of the redacted evaluation is available upon request by emailing the State Issuing Officer.				

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: 8/13/2024 • Addendum Issued: 8/16/2024 • Proposals Due: 8/22/2022 • Interviews: September, 2024 • Selection of CMA/Issue NOI: September, 2024 • Execution of 801 Contract: September/October, 2024 • Tentative Design Kickoff Meeting: October, 2024 • 100% SD and budget: TBD • 100% DD and budget: TBD • 50% CD and budget: TBD • 95% CD and budget: TBD • 100% CD and budget: Anticipated to be Summer, 2025 • Contractor Bidding: Anticipated to be Summer, 2025 • Execution of Contractor's Contract(s): Anticipated to be Summer, 2025 • Submittals, Procurement and Construction: Anticipated to be Winter, 2027 • Closeout: 30 day after the date of substantial completion. 						

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 801 Form of Agreement • DAS requires a project-specific Certificate of Insurance and specifies a Excess or Umbrella Liability policy of \$10,000,000 or more and professional liability insurance policy of \$2,000,000 per claim 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: <ul style="list-style-type: none"> ◦ Company qualifications, including resumes for all staff that will be assigned to the project. ◦ Response to Scope of Work ◦ Exhibit B - rates for staff, general conditions, reimbursables, and fees. • Proposals shall be uploaded through the IMPACS Electronic Procurement System (do not email to Procurement). 						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	CMA Questions				Open
Description Any questions? <ul style="list-style-type: none"> • Questions are to be submitted to construction.procurement@iowa.gov 						

Official Documented Meeting Minutes

Q. What year was the Iowa Office of the State Medical Examiner (IOSME) built?

A. The State of Iowa's documentation states the date of substantial completion was 2005.

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.

