

Addendum #01 for RFB #915800-01

Project Name: Grimes Switchgear Replacement

DAS RFB #: 915800-01

DAS Project #: 9158.00

Date: 6/23/2020

Addendum #1:

- Cover Page – Table of Contents, Clarifications, Substitutions, Specifications and Questions (2 pages)
- Revised Section 01 2900 – Payment Procedures (2 pages)
- Prebid Meeting Minutes (4 pages)

Bids Due: Tuesday, June 30, 2020 at 2:00pm

Clarifications:

1. **CHANGES TO BID SUBMITTAL AND OPENING**

Due to the circumstances surrounding COVID-19, the State is amending the bid submittal and public opening procedures of the above RFB.

a) **BID SUBMITTAL**

- The Bid shall be submitted to the Issuing Officer through the Iowa VSS electronic bidding system. The link to VSS is:
https://vss.iowa.gov/webapp/VSS_ON/AltSelfService.
- VSS should be accessed via Internet Explorer. Bidder will need to register regardless of whether it has already done business with the State of Iowa. Click the Register button on the left side of the VSS screen to start the registration process. If you have any issues with registration, please call the helpdesk at 515-281-6614. It is recommended that Bidders complete the registration process today to ensure Bids can be submitted on the due date. Bids should be split into several files if the bid exceeds the 10MB threshold. There is no limit on the number of files which can be uploaded. Please make sure the electronic documents submitted contain all of the required signatures. Digital signatures will be accepted. Bidders without access to electronic means should contact the issuing officer at 515-725-2893.

b) **PUBLIC OPENING**

- The public opening will be held via conference call only. The call details are below.
Call time: 3:00pm on (Tuesday, June 30, 2020)
Call number: 617-675-4444
Pin: 137 031 727 8361#

2. The existing electrical meter shall be salvaged and turned over to the owner. The rest of the equipment shall be disconnected and disposed of by the Contractor.
3. Contractor shall adhere to shut down durations as shown in the project documents.

Substitutions

1. 26 4300 Surge Protection Devices
 - a. Approved Manufacturer: Raycap Inc.

Specifications:

1. Table of Contents
 - a. **Revise** section 26 0533 to read "26 0533.13"
 - b. **Add** "26 0533.16 – Boxes for Electrical Systems"
 - i. This section is already included in the project specifications but was not listed in the table of contents.
2. 01 2900 Payment Procedures
 - a. **Revise** section 01 2900 Payment Procedures per the updated section attached to this addendum.

Questions:

- Q1:** Has the existing transformer been tested for PCBs or is there documentation that it has been replaced and is PCB free?
A1: Records show that the transformer was replaced in 1990. The existing transformer has been labeled as "Filled with Non-PCB dielectric fluid".
- Q2:** Is there a size recommendation for the temporary generator?
A2: Yes, the drawings indicate 200kW generator will be needed to support the building while permanent power is off. The 300amps provided by this generator is adequate for the building.
- Q3:** Is the outage for the entire week for the entire building?
A3: Yes. The work required to be completed while the entire building is on generator backup is expected to take one week. The 200kW generator is based on the building maximum demand.
- Q4:** Can the time on generator power be extended?
A4: No. The project documents call for the building to be powered by the generator for one week. Contractors will be allowed onsite prior to the shut down in order to complete as much work as possible with building power still on. Contractors will also be allowed onsite after the building is back on permanent power to finalize this scope of work.
- Q5:** Can existing panels be retrofitted?
A5: No. Panels shown to be removed shall be removed and replaced with new panels per the project documents.
- Q6:** Will the existing in ground pit need to be pumped out prior to infilling?
A6: Yes. This Contractor shall pump all existing water out of the pit prior to backfilling. Existing water is from ground water leaking into the pit through cracks.

SECTION 01 2900

PAYMENT PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Schedule of values
- B. Application for payment

1.02 SCHEDULE OF VALUES

- A. Coordination: Trade Contractor will coordinate preparation of the Schedule of Values with preparation of the Construction Manager's Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including Application for Payment forms with Continuation Sheets, Submittals Schedule, and Construction Manager's Construction Schedule.
 - 2. Submit original Schedule of Values in Procore within 14 days after date of Owner-Trade Contractor Agreement. Schedule of Values must be approved by Owner prior to submission for first application for payment.
- B. Format: Utilize the Table of Contents of this project manual. Identify each line item with number and title of the major specification section. Each major specification section should be further itemized by materials cost, labor cost and subcontractor cost for each building separately for the base bid and all accepted alternates. Identify site mobilization, bonds and insurance.
 - 1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name and address of Owner, Trade Contractor, Construction Manager and Design Team.
 - c. DAS Project Number.
 - d. Date of Submittal.
 - 2. Revise the Schedule of Values to list approved Change Orders with each Application for Payment.

1.03 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications for payments as certified by the Design Professional and paid for by Owner.
 - 1. Application for Payment at time of Substantial Completion and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement. Progress payments shall be submitted to the Construction Manager. Any request for payment for work completed prior to June 30th of any year needs to be submitted by July 15th of the same calendar year.
- C. Payment Application Forms: Use AIA form G702 and G703 as the form for the Application for Payment or an equivalent approved by the owner.
- D. Include lien waiver forms required by the owner when applicable.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of the Trade Contractor. Construction Manager will return incomplete applications without action.
 - 1. Include amounts of Change Orders issued before last day of construction period covered by application.
- F. Waivers of Mechanic's Lien: If requested by Owner with each Application for Payment, submit waivers of mechanic's lien from every entity who is lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment when applicable.

1. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 2. Submit waivers of lien on forms, executed in a manner acceptable to Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede submittal of first Application for Payment include the following:
1. Schedule of Values
 2. Certificates of insurance and insurance policies.
 3. Lists of vendors and any subcontractors.
- H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for the portion of the Work claimed as substantially complete.
1. Include documentation supporting the claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Letter of Notification to all sub-contractors and suppliers of application for release of retainage.
 8. Evidence that claims have been settled.
- J. Payments will be made to the extent of the value of the work performed in the previous month less a retainage amount of 5% of the value of the work performed. Upon substantial completion for the entire work, a sum sufficient to decrease the total retained to 5% of the contract sum, plus such other retainage as the engineer shall determine for all incomplete work and unsettled claims will be authorized.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION



Meeting #1

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

Project: 9158.00 - DAS CC Grimes Switchgear Replacement
 400 E 14th St
 Des Moines, 50319

Pre-Bid Meeting Minutes

MEETING DATE: 06/16/2020 **MEETING TIME:** 2:30 PM - 3:30 PM Central Time (US & Canada)

MEETING LOCATION: Zoom

OVERVIEW:
 Pre-Bid Meeting

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Jennie Elliott	Capitol Complex Maintenance	Tel: (515) 242-5120	jennie.elliott@iowa.gov	Conference
Garrett Arganbright	DCI Group	Tel: (515) 244-5043	garretta@dcigroup-us.com	Conference
Michael Steen	DCI Group	Tel: (515) 244-5043	michaels@dcigroup-us.com	
James Deeds	KCL Engineering	Tel: (515) 724-7938	jdeeds@kclengineering.com	
Eric Heyen	KCL Engineering	Tel: (515) 724-7938	eheyen@kclengineering.com	Conference
Jennifer Kleene	State of Iowa - Department of Administrative Services	Tel: 5157250454	jennifer.kleene@iowa.gov	Conference

General Project Information

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Project Team				Open

Description:

- Iowa Department of Administrative Services (DAS)
 - Jennifer Kleene, Jennie Elliott
- Designer: KCL Engineering
 - Eric Heynen, James Deeds
- Construction Manager: DCI Group
 - Garrett Arganbright, Michael Steen

Official Documented Meeting Minutes:

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.



Meeting #1

		<ul style="list-style-type: none"> • Prebid attendees <ul style="list-style-type: none"> ◦ Jennifer Kleene - DAS ◦ Jennie Elliott - DAS ◦ Eric Heyen - KCL ◦ Garrett Arganbright - DCI Group ◦ Blake Morgan - Commonwealth Electric ◦ Steve Stolp - Modern Electrical Services ◦ Dave Keicher - Baker Electric 				
1.2	1	Project Description				Open
<p>Description:</p> <ul style="list-style-type: none"> • Replacing existing electrical gear at the Grimes Building. <ul style="list-style-type: none"> ◦ Building to be powered by Contractor provided generator during power shut down. <ul style="list-style-type: none"> ▪ Shut downs to occur over the weekend. • Includes new exhaust fan and controls along with infill of existing pit. • Bid Package #1 is responsible for the entire scope of work. 						

Bid Process						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Bid Submission				Open
<p>Description: Bids are due Tuesday, June 30th, 2020 at 2pm</p> <ul style="list-style-type: none"> • The Bid shall be submitted to the Issuing Officer through the Iowa VSS electronic bidding system. <ul style="list-style-type: none"> ◦ Link and information will be provided via addendum ◦ Contractors will need to register prior to bidding • Bid Opening will be held via conference call on 6/30 at 3pm • Contractor shall reference section 00 0116 for the bid submittal checklist • Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening 						
2.2	1	Bid Schedule				Open
<p>Description:</p> <ul style="list-style-type: none"> • Questions Due: June 23, 2020 at 4:00pm • Final Addendum Issued: June 26, 2020 • Bids Due: June 30, 2020 at 2:00pm <ul style="list-style-type: none"> ◦ Bids will be opened at 3:00pm • Tentative NOI Issued: July 1, 2020 						
2.3	1	Contracts				Open
<p>Description:</p> <ul style="list-style-type: none"> • Agreement between the Owner and Contractor will be a modified ConsensusDocs 802 <ul style="list-style-type: none"> ◦ 802 Example along with insurance requirements are in the project manual. 						

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Meeting #1

- Sample of COI and Performance/Payment bonds needed before contract is executed.
- Procure – State of Iowa project management software
 - DocuSign will be utilized for signatures on contracts and change orders.
 - No cost to the contractor
- Substantial and Final Completion checklists are available in the project manual.
 - These items will need to be completed before final and retainage invoices will be approved and the contract is closed.

Project Overview

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Site Specific				Open
<p>Description:</p> <ul style="list-style-type: none"> • Contractor will have use of building restroom facilities. • Temporary generator will be set up in the south parking lot. <ul style="list-style-type: none"> ◦ Contractor is responsible to route conductors through the building to the electrical room. • Removed equipment and systems will remain the property of the Owner unless noted otherwise. <ul style="list-style-type: none"> ◦ Contractor is responsible to dispose of and haul away anything not salvaged by the Owner. 						
3.2	1	Onsite Coordination				Open
<p>Description:</p> <ul style="list-style-type: none"> • Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place. • Contractors shall provide daily logs for each day they are on site. <ul style="list-style-type: none"> ◦ DCI Group will collect daily logs on a weekly basis. • Construction progress meeting will be established once construction starts. 						
<p>Official Documented Meeting Minutes:</p> <ul style="list-style-type: none"> • DCI Group will have superintendent check in daily with the crew onsite 						
3.3	1	Construction Schedule				Open
<p>Description:</p> <ul style="list-style-type: none"> • Submittals and Procurement anticipated to take place August, 2020 through December, 2020. • Construction anticipated to take place onsite January 2021. <ul style="list-style-type: none"> ◦ Shut downs would happen after the holidays and MLK day. • A pull-plan session will be held with the successful bid package contractors to establish the initial construction schedule. 						
<p>Official Documented Meeting Minutes:</p> <ul style="list-style-type: none"> • Schedule can be adjusted based on the lead time of the equipment. 						
3.4	1	State Rules				Open

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Meeting #1

	<p>Description:</p> <ul style="list-style-type: none"> • It is of the utmost importance to show respect and courtesy to all staff at all times. • Clean all debris, materials, and bring all finishes back to existing conditions in the area they were working in prior to moving to the next area. • No smoking, vaping or smokeless tobacco use onsite.
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Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions and Comments				Open

	<p>Official Documented Meeting Minutes:</p> <ul style="list-style-type: none"> • Site visits by appointment. Please reach out to Bobbi via email (construction.procurement@iowa.gov) <ul style="list-style-type: none"> ◦ COVID-19 procedures in place. ◦ Mask will be required. • DAS to provide information on testing of transformer for PCB or documentation of replacement • Existing max demand is under 200kW generator called out in the drawings. The outage is anticipated to be for one week. <ul style="list-style-type: none"> ◦ If contractors have any questions or comments about the proposed outage times they should submit a question for the engineer's review.
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