



## Addendum 01 for RFP944400-01

Project Name: CC Elevator Replacements  
DAS RFB #: 944000-01  
DAS Project #: 9440.00  
Date: 12/2/2024

**Proposals Due: December 04, 2024 at 2:00 PM CST**

Contents:

- Cover Page – Revisions, Questions and Answers (1 page)
- Pre-Proposal Meeting Minutes (3 pages)

### 1. Revisions

1.1. The due date for proposals has been **revised to December 04, 2024 at 2:00 PM CST**

### 2. Questions and Answers:

2.1. What is the project budget

2.1.1. Current funding is \$4,600,000 total. The proposed design fee should be based off of design and construction administration for the nine elevators identified in the RFP. Additional funding may be procured to accommodate the replacements if deemed necessary.

2.2. Would the State consider extending the design schedule?

2.2.1. After review, the State would like to maintain the schedule proposed in the RFP.

2.3. I am reviewing the attached RFP and wanted to confirm if working direct with an elevator consulting firm would satisfy your project requirements or if this is a project you are requesting an architectural firm for design and elevator consultant as a subcontractor to the A/E firm?

2.3.1. As long as a firm can meet all the requirements of the RFP, they do not have to have an architectural firm as the lead. With that said, due to the requirement for engineered and stamped drawings, as well as specific requirements in the consensus 803 contract, it is typical to see a design firm as the lead.

## RFP Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Nov 19, 2024	<b>Meeting Time</b>	3:00 PM - 5:00 PM Central Time (US & Canada)
<b>Meeting Location</b>	109 SE 13th St., Des Moines IA 50309		
<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="#">Attachment A – Elevator Code Upgrades (2019) .pdf</a> , <a href="#">RFP944000-01 CC Elevator Replacements.pdf</a>		

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Brent Arntzen	Capitol Complex Maintenance	P: (515) 242-5120	brent.arntzen@iowa.gov	
Brad Meister	Capitol Complex Maintenance		brad.meister@iowa.gov	Present
Kurt Fisher	DCI Group	P: (515) 244-5043	kurtf@dcigroup-us.com	Conference
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Present
Brad Tonyan	State of Iowa - Department of Administrative Services	P: 515-360-7718	brad.tonyan@iowa.gov	

### 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> Sam Escherich - DCI Group Trevor Diederichs - DCI Group Mindy Aust - MA Architecture Mike McLennan - KPE Scott Ayotte - Lerch Bates Eric Heynen - KCL Brent Arntzen - State of Iowa Brad Tonyan - State of Iowa Doug - Schumacher Kyle Reinhart				

### 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>The complete design, including all design disciplines, for full replacement of the following elevators: <ul style="list-style-type: none"> <li>Grimes Building Freight Traction Elevator #113</li> <li>Hoover Building Freight Traction Elevator #1494</li> <li>Iowa Workforce Development Passenger Traction Elevator #115</li> <li>Iowa Workforce Development Passenger Traction Elevator #117</li> <li>Lucas Building Freight Traction Elevator #110</li> <li>Lucas Building Passenger Hydraulic Elevator #4174</li> <li>Oran Pape Building Freight Traction Elevator #11589</li> <li>Jessie Parker Passenger Hydraulic Elevator #120</li> <li>Jessie Parker Passenger Hydraulic Elevator #2502</li> </ul> </li> <li>It is anticipated that multiple elevators will be constructed at a time.</li> <li>Access controls integration into elevators. The designer shall coordinate with Capitol Complex Maintenance, 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.</li> <li>Any required video surveillance or visual verification systems shall be included as part of the design and shall be coordinated with the Department of Public Safety for integration into their existing systems.</li> <li>Integration with building emergency power for emergency backup power.</li> <li>Modifications to existing elevator machine rooms as needed for new elevator equipment, code compliance, security, or otherwise deemed necessary.</li> <li>Connection to the existing Siemens building automation system for any new equipment, excluding the elevators.</li> <li>Coordination with Owner's lock set and keying requirements.</li> <li>Coordination with State agency Iowa Communications Network (ICN) for communications integration.</li> <li>Design review will be conducted to discuss the initial report and findings, 50% construction documents, and 95% construction documents.</li> <li>Construction cost opinions provided by the Design Professional team during Design (at 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code.</li> </ul>						

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 16, 2024</li> <li>Tentative Design Kick-Off Meeting Week of December 16, 2024</li> <li>Onsite Investigation and Initial Report and Cost Opinion By To Be Proposed by Designer</li> <li>50% Construction Documents and Cost Opinion By To Be Proposed by Designer</li> <li>95% Construction Documents and Cost Opinion By February 28, 2025</li> <li>100% Construction Documents and Cost Opinion By March 14, 2025</li> <li>Contractor Bidding March-April 2025</li> <li>Execution of Contractor's Contract(s) April 2025</li> <li>Submittals, Procurement and Construction April, 2025 to August, 2026</li> <li>Close out August, 2026 to Sept., 2026</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 <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
<b>Description</b> 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.