

---

## **Addendum #01 for RFP #915500-01**

Project Name: CC Pavement Replacement and Repairs

DAS RFB #: 915500-01

DAS Project #: 9155.00

Date: 3/3/2020

Addendum #1:

- Cover Page – Table of Contents, Clarifications (1 page)
- Prebid Meeting Minutes (3 pages)

Clarifications:

1. Base bid will be evaluated on a per project basis resulting in up to (3) separate awards from this RFP.
  - a) Proposal shall include a design cost breakdown for each of the (3) projects.
2. **Alternate #1** to be added to this proposal.
  - a) Designer shall provide an add or deduct cost to award all (3) projects to a single design firm in lieu of awarding to multiple design firms based on each individual project.

**February 28, 2020 at 10:00 AM**

**Owner/DAS/CM Team Introductions:**

Iowa Department of Administrative Services (DAS)  
Construction Manager – DCI Group

**General Project Description/Overview:**

1. Design and construction administration for:
  - a. **9155.00 – Iowa Labs Parking and Sidewalk Repair**
    - i. Evaluation and complete design for replacement of the main entrance sidewalk and the lower parking lot at Building A. Evaluation shall include review of site drainage and building runoff. Design shall incorporate pavement replacement along with site drainage modifications as needed.
    - ii. Anticipated sidewalk area is approximately 700 SY.
    - iii. Existing Parking lot is approximately 3,950 SY.
    - iv. As part of the RFP, the State holds the option to negotiate bidding and construction administration services for the work at the Iowa Labs sidewalk and paving.
  - b. **9156.00 – Parking Lot 21**
    - i. Design, bidding, and construction administration services for joint repairs at the existing pavement in the Oran Pape parking lot.
    - ii. Repairs are anticipated to occur on the east end of the parking lot only due to funds available.
    - iii. Existing Parking lot is approximately 9,000 SY
  - c. **9157.00 – Parking Lot 9**
    - i. Design, bidding, and construction administration services for the complete removal and replacement of the existing parking lot paving and base modifications at the Wallace Building.
    - ii. Existing Parking lot is approximately 1,450 SY.
  - d. **Addendum #1 will include an alternate. The alternate will be an add/deduct for all 3 projects to be awarded to a single design firm.**

**Bid Package Process:**

Overview of Instructions to Bidders – DCI Group

**PROPOSALS DUE: March 13, 2020 at 2:00 PM**

**MAKE SURE IT IS SUBMITTED TO DAS AS THE REQUEST FOR PROPOSALS READS**

2. Proposal Process
  - a. Ensure all sections of 4.2 Proposal Content are included in proposal.
  - b. Proposal shall include a Not-to-Exceed estimate for reimbursable expenses.
  - c. Review Section 5.2 and ensure each of the criteria for evaluation are met.
  - d. All questions after this meeting and prior to March 5<sup>th</sup>, to be submitted to Bobbi Pulley ([construction.procurement@iowa.gov](mailto:construction.procurement@iowa.gov)) Please reference RFP 915500-01. Do not contact DAS or DCI Group directly for questions or clarifications.

### 3. Schedule

- a. Questions due **March 5<sup>th</sup>, 2020** by 4:00 PM CST
- b. An addendum will be issued to incorporate minutes and sign-in sheet from this Pre-Proposal Meeting.
- c. Final addendum will be issued no later than **March 10<sup>th</sup>, 2020** by 2:00 PM CST or no later than 48 hours prior to proposals being due.
- d. Proposals due **March 13<sup>th</sup>, 2020** by 2:00 PM CST
- e. Tentatively an NOI will be issued by March 23<sup>rd</sup>, 2020. Tentatively the execution of contract is to be completed by April 3<sup>rd</sup>, 2020.
- f. It is anticipated the development of construction documents to be completed by June 15<sup>th</sup>, 2020 (6 weeks) and contract bidding to take place June 18<sup>th</sup> – July 9<sup>th</sup>, 2020.
- g. Anticipated construction work to begin August 2020

### Scope of Work Overview:

#### 1. Administrative

- a. Agreement between the Owner and Designer will be a modified ConsensusDocs 803
  - i. Insurance requirements are provide on the 803 example on the procurement website.
- b. Owner and Selected Designer will have the option to negotiate additional scope of work to the project.
- c. Designer shall use the State of Iowa's Project Management Software throughout the duration of the project. **Procore and DocuSign will be used at no cost to the design firm.**
- d. Successful Designer shall provide construction administration, including but not limited to, development of submittal master list (pre-con and close-out), submittal reviews, review and responses to RFIs, development of Architectural Supplemental Instructions for design revisions, change order review, review of Trade Contractor pay applications, periodic site visits, attendance at project meetings as required, and participation / development of contractor punch list.
- e. Designer shall be responsible for issuing meeting agendas and minutes for all meetings during the design phases.

#### 2. Evaluation, Design, & Construction

- a. Provide all disciplines necessary for complete design of the project.
- b. If required a phasing plan will need to be developed to coordinate construction plan.
- c. Designer shall satisfy all Federal and State codes. The Design Professional will coordinate and be the main contact to life safety, energy, and all other applicable

codes include submission for plan review to the State Fire Marshall's office. All applicable fees with the departments will be covered by the Design Professional.

- d. Designer shall provide cost opinions at 100% DDs and 100% CDs.
  - e. Final submission of contract documents to include drawings and specifications for bidding. Designer to develop a complete set of specifications except for Division 00 and 01 which will be provided by DCI Group to incorporation into the designer specification book. The designers' specifications shall include any additional Division 01 General Requirements they deem necessary and all Technical Specifications. DCI Group will distribute their front ends (Division 00 and 01) documents for incorporation into the Designer's specifications.
  - f. Field Observation reports shall be submitted to DCI Group for each site inspection within five (5) days of the site visit.
  - g. As part of design and construction, the designer shall, at a minimum, attend ten (10) site visits as follows for each project: one (1) kick-off meeting, one (1) 100% design development document review meeting, one (1) 95% construction document review meeting, one (1) pre-bid meeting, one (1) construction kick-off meeting, two (2) construction reviews, one (1) substantial completion/punch list development, one (1) punch list approval, and one (1) one-year warranty correction period visit. This total does not include visits for review and documentation of existing conditions which shall be as-needed to accomplish design work. – Site visits shall be included in costs for each project. Savings and efficiencies can be recognized in the alternate to award all projects to a single design firm.
3. Close out
- a. Provide Construction As-Built drawings and specifications of all design modifications, including ASIs, PRs, COs and RFIs in both CAD and PDF formats.
  - b. Review and approval of close-out documentation.
  - c. Development and verification of punch list document with assistance from Construction Manager.
  - d. Provide inspection and date for substantial completion along with Construction Manager.

**State Rules:**

- 1. No smoking or smokeless tobacco use onsite.

**Open Discussion:**

- No background checks will be required for access to the IA Labs parking lot.