

## Addendum 02 for RFB935500-01

Project Name: DVA IVH Courtyard Sunshades  
DAS RFB #: 935500-01  
DAS Project #: 9355.00  
Date: 1/17/24

**Bids Due: January 23<sup>rd</sup>, 2024 at 2:00 PM CST**

Contents:

- Cover Page – Table of Contents, Questions, Supplemental Design Information (1 page)
- Pre-Bid Meeting Minutes (5 Pages)

### 1. Questions:

Q: What is the required entry height for the shades?

A: This is addressed in the supplemental design information below.

Q: Who is responsible for watering replanted trees and shrubs.

A: IVH staff will handle the watering of these after the contractor has relocated these items.

Q: If sunshade size changes because of underground utility locations how will this be handled?

A: If sunshades need to be modified by for than 4-5 feet a change order may be used.

Q: Is there a defined weight limit for sidewalk vehicle traffic?

A: the Contractor shall coordinate all required equipment access with Engineer to minimize impacts to existing sidewalks and utility tunnels.

Q: Is there a location on the campus where excess soil material can be dumped?

A: Facility can provide a dump location for clean soil and granular material at a location on campus. All other debris, concrete material, and concrete washout should be properly disposed of offsite.

### 2. Supplemental Design Information:

- 2.1. Sun shade Location 1: The minimum clearance height of the sun shade shall be 10'-0". The high point of the sun shade shall be centered in the design. Sun shades fabric shall have a minimum slope of 1:5 to ensure proper drainage. Maximum footing size shall be 4' in diameter to accommodate site restraints, unless otherwise approved by the Engineer.
- 2.2. Sun Shade Location 2: The minimum clearance height of the sun shade shall be 12'-0". Sun shades shall be sloped to provide positive drainage off the fabric meeting minimum manufacturer recommended slopes. Maximum footing size shall be 4' in diameter to accommodate site restraints, unless otherwise approved by the Engineer.
- 2.3. Alternate 1 Sun Shade: The minimum clearance height of the cantilevered sun shade shall be 10'-0". The high point of the sun shade shall be centered in the design. Sun shades fabric shall have a minimum slope of 1:5 to ensure proper drainage. Maximum footing size shall be 4' in diameter to accommodate site restraints, unless otherwise approved by the Engineer.

## RFB Pre-Bid Minutes: Meeting #1

**Meeting Date** Jan 16, 2024 **Meeting Time** 2:00 PM - 3:00 PM Central Time (US & Canada)

**Meeting Location**

**Overview** Meeting to allow prospective bidders to visit the site, when possible, and learn more about the project.

**Notes**

**Attachments** [Addendum 01 for RFB935500-01.pdf](#)

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Christopher Conn	DCI Group	P: (515) 244-5043	chris2@dcigroup-us.com	Present
Kurt Fisher	DCI Group	P: (515) 244-5043	kurtf@dcigroup-us.com	Absent
Travis Hoyle	DCI Group	P: (515) 244-5043	travish@dcigroup-us.com	Present
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Absent
Parkes Wilterdink	DCI Group	P: (515) 244-5043	parkesw@dcigroup-us.com	Absent
Scott Anderson	Iowa Veterans Home	P: (641) 752-1501	scott.anderson@ivh.state.ia.us	Absent
David Haines	Iowa Veterans Home	P: (641) 753-4411	david.haines@ivh.state.ia.us	Present
Chris Bauer	Shive Hattery Inc.	P: (515) 223-8104	cbauer@shive-hattery.com	Present
Brad Tonyan	State of Iowa - Department of Administrative Services	P: 515-360-7718	brad.tonyan@iowa.gov	Absent

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
<b>Description</b>						
Attendees						
<b>Official Documented Meeting Minutes</b>						
<ul style="list-style-type: none"> <li>• Jason Oliver - J Oliver Construction</li> <li>• Beth Charlton - J Oliver Construction</li> <li>• Emma R. - Shive Hattery</li> <li>• James - Neumann Brothers</li> <li>• Lynn Norton - the american playground</li> </ul>						

### Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<b>Description</b>						
<p>1. <b>Bid Package #01</b> – Courtyard Sunshades: Trade Contractor shall include all of the following, but not limited to, as part of the contract:</p> <ol style="list-style-type: none"> <li>1. <b>This contractor shall be responsible for supplying and installing courtyard sunshades as outlined in the contract documents. Which includes but is not limited to all delegated design, sunshades, posts, structural frame tubing and hardware.</b></li> <li>2. The contractor shall layout proposed sunshade locations and confirm exact locations with DCI Group and the owner.</li> <li>3. <b>This contractor shall field locate and adjust sunshade structures and foundations as required based on actual field conditions and utility locates. No additional payment for field adjustments to avoid existing utilities will be made. The locations of plants and trees shown are approximate, based off construction drawings and were not field located. The contractor shall mark all trees and plants that will be impacted by the proposed sunshades and coordinate with DCI Group and the owner prior to removal/relocation.</b></li> <li>4. Contractor shall conform to Iowa DOT specifications for air-entrained type C-4 mix with type I cement. Refer to sheet C001 for all concrete requirements. Concrete mix design will need to be submitted for approval.</li> <li>5. The contractor shall provide the owner with the ability to relocate or trim plants and trees prior to construction at their discretion. This contractor shall remove and dispose of any plants and materials that the owner chooses not to relocate.</li> <li>6. All landscaping not called out to be removed shall be protected and replaced at no cost to the owner if damaged during construction.</li> <li>7. All landscaping and trees called out to be removed should be removed in their entirety, including stumps and roots larger than 2". Provide compacted soil backfill for all voids created.</li> <li>8. This contractor shall verify and coordinate with the owner and DCI Group to locate all private utilities that will be impacted by construction.</li> <li>9. <b>The locations of utility mains, structures and service connections plotted on these drawings are approximate only and were obtained from records made available to Shive Hattery Inc. There may be other existing utility mains, structures and service connections not known to Shive Hattery, DCI Group, DAS and IVH. The determination of the exact locations of these connections shall be the responsibility of this contractor.</b></li> <li>10. The contractor shall anticipate that additional utilities that are not shown will be encountered. The contractor shall work with the construction manager and facility as required to make field adjustments.</li> <li>11. <b>This contractor shall excavate or pothole footings to locate and avoid utilities.</b></li> <li>12. This contract shall provide all survey staking required to complete the project. This contractor is responsible for establishing project control and layout as required.</li> <li>13. The contractor shall control dust spreading from all work and staging areas.</li> <li>14. This contractor shall be responsible for providing temporary facilities and handwashing stations for the duration of construction. The final location will need to be reviewed with DCI Group and IVH.</li> <li>15. This contractor must maintain emergency egress access to the building throughout construction, unless other approved by owner.</li> <li>16. This contractor must maintain fire department access to the courtyard throughout construction.</li> <li>17. This contractor shall install and maintain a 4 ft. orange construction fence around all areas of active construction. The contractor shall assume pedestrian traffic will be in the area throughout the project duration.</li> <li>18. This contractor is responsible for repairing all disturbed areas that are not paved or in landscape beds with sod. These disturbed areas shall receive 6" of topsoil prior to sodding. Scarify areas to receive topsoil to a minimum depth of 4" removing all stone, wood, and other debris larger than 2" from the area.</li> <li>19. The contractor is responsible for restoring all landscape bed areas disturbed by construction, replacing rock and/or mulch to match existing materials.</li> <li>20. This contractor shall protect existing utilities and structures to remain during construction.</li> <li>21. Unless otherwise specified, all work shall be constructed in accordance with the most recent edition of the Iowa Statewide Urban Design Specifications for public improvements.</li> <li>22. An NPDES permit will NOT be required for this project as it will have a total disturbed area of less than one acre.</li> </ol> <p>1. <b>Alternate #01</b> – Single column, cantilever sunshade: Trade Contractor shall include all of the following, but not limited to, as part of the contract:</p>						

1. This Contractor shall provide pricing to ADD a single column 15' x 15' cantilever sunshade including all delegated design, materials, and installation.
2. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
3. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
4. Execute accepted alternates under the same conditions as other work of the Contract.

1. **Alternate #02** – Custom powder coat finish: Trade Contractor shall include all of the following, but not limited to, as part of the contract:

1. The contractor shall provide ADDED cost to upgrade all shade structures (posts and framing) to a custom powder coat color provided by Owner.
2. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
3. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
4. Execute accepted alternates under the same conditions as other work of the Contract.

**Official Documented Meeting Minutes**

- Iowa veterans home staff will water any relocated plants and trees after construction
- What will need to be done if shade size changes because of utility locations
  - a change order will need to be reviewed for a footing change over 4-5 feet
- is there a defined weight limit for sidewalks and tunnel vehicle traffic?
  - will need to be addressed in an addendum by Shive Hattery
- Is there a clearance or minimum height required for the top of the sun shades? How much clearance over the fountain
  - Shive Hattery to work on this and update via an addendum
- Excess dirt can be used by IVH, they will work with contractor on final location onsite
- not a hard finish date of 5/31, IVH would like this work completed by mid to late June 2024

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
<b>Description</b>						
<ul style="list-style-type: none"> <li>• Contract(s) Issued: End of January</li> <li>• Submittals: February-March</li> <li>• Construction: April-May</li> <li>• Closeout: June</li> </ul> <p>A pull-plan session will be held with the successful bid package contractors to finalize the construction schedule.</p> <p>State Holidays: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving and day after Thanksgiving, Christmas Day</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Site Rules				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place.</li> <li>• Contractors shall provide daily logs for each day they are on site.</li> <li>• Construction progress meeting will be established once construction starts.</li> <li>• It is of the utmost importance to show respect and courtesy to all staff at all times.</li> <li>• 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.</li> <li>• No smoking, vaping or smokeless tobacco use onsite.</li> <li>• Temporary facilities                             <ul style="list-style-type: none"> <li>◦ To be provided by contractor for the duration of construction</li> </ul> </li> <li>• Tool control:                             <ul style="list-style-type: none"> <li>◦ All tools and equipment shall be monitored and secured at all times. No vehicles shall be left unlocked when unattended at at no times shall keys be left in vehicles when unoccupied.</li> </ul> </li> <li>• Work hours:                             <ul style="list-style-type: none"> <li>◦ Typical hours are 7 AM - 5 PM Monday-Friday. Other hours can be arranged on an as needed basis.</li> </ul> </li> <li>• View Specification 01 1200 - Contract Summary for more information.</li> </ul>						

**RFB Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Submission				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Bids are due <b>January 23rd, 2024 at 2:00 PM</b></li> <li>• The Bid shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System.                             <ul style="list-style-type: none"> <li>◦ Link and information is in the project manual</li> <li>◦ Contractors will need to register prior to bidding</li> <li>◦ Bidders will need to register regardless of whether it has already done business with the State of Iowa.</li> <li>◦ Bidders should complete the registration process and ensure the ability to log in as soon as possible to ensure Bids 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> <li>• Bid Opening will be held via conference call on <b>January 23rd, 2024 at 3:00 PM</b></li> <li>• Contractor shall reference section 00 0116 for the bid submittal checklist                             <ul style="list-style-type: none"> <li>◦ Bid Proposal Information</li> <li>◦ Non Discrimination Clause Information</li> <li>◦ Contractor Targeted Small Business Enterprise Pre-Bid Contract Information</li> <li>◦ Bid Security – 5% of total Bid amount</li> </ul> </li> <li>• Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• Questions/Substitutions Due in Writing to <a href="mailto:Construction.Procurement@iowa.gov">Construction.Procurement@iowa.gov</a>: January 17th 2024 at 2:00 pm</li> <li>• Addendum Issued: January 18th, 2024</li> <li>• Bids Due: January 23rd, 2024 2:00 PM</li> <li>• Tentative NOI Issued: January 25th, 2024</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• Contractors will sign a modified ConsensusDocs 802. Example in the project manual.</li> <li>• Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802.</li> <li>• Project-specific P&amp;P bonds must be provided prior to contract execution.</li> <li>• Successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid.</li> <li>• DAS will provide tax exempt certificates upon request.</li> <li>• Procure will be used for all project management, at no cost to the trade contractor.                             <ul style="list-style-type: none"> <li>◦ Submittals, Invoicing, RFIs, ASIs, PRs, RFQs</li> <li>◦ Contracts, Change Orders and Certificates of Substantial and Final Completion will also use DocuSign</li> </ul> </li> <li>• Contractor Schedule of Values shall be broken out as specified in the project manual.                             <ul style="list-style-type: none"> <li>◦ SOV must contain a closeout line item for at least 1% of the total contract value.</li> <li>◦ This line item can only be invoiced once the certificate of final completion has been signed by all parties.</li> </ul> </li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
<b>Description</b> Can be arranged Please let Travis Hoyle, DCI Group know.						

**Questions**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions				Open
<b>Description</b> Submit all questions in writing to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a> .  Superior Recreation Products - Superior Shades has been approved by the designer						

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.