

Addendum 2 for RFP925000-02

Project Name: DOC MPCF Building 18 Roof Replacement

RFP #: 925000-02

DAS Project #: 9250.00

Date: 9/06/2022

REVISIONS

1. Revised Schedule

- Questions Due to construction.procurement@iowa.gov: September 9, 2022 @ 12 p.m.
- Proposals Due: September 19, 2022 @ 2 p.m. (PER ADDEUNDUM 1)
- Selection of Designer/Issue NOI: Week of October 3, 2022
- Execution of 803 Contract: Week of October 10, 2022
- Tentative Design Kickoff Meeting: Week of October 17, 2022
- 100% DD and cost opinion: Design professional to coordinate with Construction Manager
- 50% CD and cost opinion: Design professional to coordinate with Construction Manager
- 95% CD and cost opinion: Design professional to coordinate with Construction Manager
- 100% CD and budget: January 27, 2023
- Contractor Bidding: February 2023
- Execution of Contractor's Contract(s): March 2023
- Submittals, Procurement and Construction: April 2023 to October 2023
- Closeout: November 2023 to December 2023

RFP PRE-PROPOSAL CONFERENCE MEETING MINUTES

END OF ADDENDUM



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

Project: 9250.00 DOC MPCF Building 18 Roof
Replacement
1200 E. Washington St.
Mount Pleasant, Iowa 52641
P: 319-385-9511

RFP Pre-Proposal Minutes: Meeting #2

| | | | |
|------------------|-----------------|-------------------------|---|
| Meeting Date | Aug 22, 2022 | Meeting Time | 1:00 PM - 2:30 PM Central Time (US & Canada) |
| Meeting Location | Microsoft Teams | Video Conferencing Link | https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWZiOWM4NzAtOGU4Yi00MzQ2LWFjMjMtOTk5YmRiNDY0Mjk2%40thread.v2/0?context=%7b%22id%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22oid%22%3a%2268b50b72-69be-4702-b867-64b92d76e44f%22%7d |

Overview Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.

Notes

Attachments [RFP925000-02 - MPCF Building 18 Roof Replacement.pdf](#)

Scheduled Attendees

| Name | Company | Phone Number | Email | Attendance |
|----------------|---|-----------------------------|----------------------------|------------|
| Amy Feters | McGough Construction | P: (515) 639-3853 | amy.feters@mcgough.com | Absent |
| Leilani Hammel | McGough Construction | | leilani.hammel@mcgough.com | Present |
| Jeremy Howk | Mount Pleasant Correctional Facility | P: (319) 385-9511 | jeremy.howk@iowa.gov | Absent |
| Tony Kempker | Mount Pleasant Correctional Facility | P: (319) 385-9511 ext. 2536 | anthony.kempker@iowa.gov | Present |
| David Smith | Mount Pleasant Correctional Facility | P: (319) 385-9511 | david.smith3@iowa.gov | Present |
| James Trower | State of Iowa - Department of Administrative Services | P: (515) 725-4150 | james.trower@iowa.gov | Present |

Introduction

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|-----|------------|---|------------|----------|----------|--------|
| 1.1 | 2 | Introductions | | | | Open |
| | | Description DAS - Owner Representative <ul style="list-style-type: none">James Trower McGough Construction - Construction Manager <ul style="list-style-type: none">Amy Feters - VP Project Management, IALeilani Hammel - Project Engineer Mount Pleasant Correctional Facility <ul style="list-style-type: none">Jeremy Howk | | | | |

- Tony Kempker
- David Smith

Official Documented Meeting Minutes

MA Architecture

- Mindy Aust
- Anna Squier
- Jessica Terrill

Terracon

- Darrel Smith

Project Overview

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|--|------------|--------------|------------|----------|----------|--------|
| 2.1 | 2 | Scope Review | | | | Open |
| Description Evaluate the existing gutters and downspouts and flat roofs at the south stair, north stair, and elevator overrun on the DOC MPCF Building 18 Roof Replacement. Re-roofing of existing transite roof shingles at Building 18. The existing transite roof shingles, the dark gray felt, and the tar between the shingles, on the flashing, and at the ridge contain asbestos; this will require the design professional to work with SHPO on an acceptable alternate roof material and must be approved by SHPO. SHPO has approved synthetic slate (color to be reviewed with SHPO) as replacement roof tile. Other options will need to be reviewed with SHPO. A structural review of the existing roof's capacity shall be included to ensure the roof can withstand the new roof material's load. MPCF will furnish a lift and operator to get around the roof perimeter. Any investigation beyond what is visible from the lift is the responsibility of the design professional. MPCF state the design professional will be allowed to use a drone to investigate Building 18's roof but will require notification and coordination with MPCF. Provide minor drawing work to assist the Construction Manager in the development of hazardous materials bid package that will be required on MPCF Building 18 Roof Replacement. This shall include providing PDF backgrounds for identification, by others, of hazardous materials removal. | | | | | | |

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|---|------------|-----------------|------------|----------|----------|--------|
| 2.2 | 2 | Schedule Review | | | | Open |
| Description REFER TO ADDENDUM 2 FOR A REVISED SCHEDULE <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: August 29, 2022 @ 12 p.m. • Proposals Due: September 19, 2022 @ 2 p.m. (PER ADDENDUM 1) • Selection of Designer/Issue NOI: Week of September 26, 2022 • Execution of 803 Contract: Week of October 3, 2022 <ul style="list-style-type: none"> • Tentative Design Kickoff Meeting: Week of October 10, 2022 • 100% DD and cost opinion: Design professional to coordinate with Construction Manager • 50% CD and cost opinion: Design professional to coordinate with Construction Manager • 95% CD and cost opinion: Design professional to coordinate with Construction Manager • 100% CD and budget: January 20, 2023 • Contractor Bidding: February 2023 • Execution of Contractor's Contract(s): March 2023 | | | | | | |

- Submittals, Procurement and Construction: April 2023 to October 2023
- Closeout: November 2023 to December 2023

RFP Overview

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|--|------------|-------------------------|------------|----------|----------|--------|
| 3.1 | 2 | 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 803 Form of Agreement • 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"> ◦ 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"> ◦ Project-specific schedule ◦ Resumes for all technical staff that will be assigned to the project ◦ Anticipated hours and rates for each person on the design team ◦ Lump sum broken down by schedule of values | | | | | | |

Conclusion

| No. | Mtg Origin | Title | Assignment | Due Date | Priority | Status |
|---|------------|--------------------|------------|----------|----------|--------|
| 4.1 | 2 | Designer Questions | | | | Open |
| Description Any questions? | | | | | | |
| Official Documented Meeting Minutes Is the evaluation of the gutters, downspouts, and flat roofs a report? <ul style="list-style-type: none"> • Yes, the evaluation is a report only and may include photographs, but should not include construction drawings. Is a plumbing/civil engineer needed to evaluate the downspouts? Are the downspouts tied into below grade plumbing? <ul style="list-style-type: none"> • The design professional should assume the downspouts drain to grade for their proposal. Is the roof vented? <ul style="list-style-type: none"> • There are two non-powered roof vents located on the ridge of the roofs. Are background checks required for design professionals? <ul style="list-style-type: none"> • Yes, they are required and can be done through MPCF. | | | | | | |

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.