

## ADDENDUM #1

**Project Name:**

**DOC IMCC Electrical Service Upgrades**

**DAS#9353.00**

**RFP935300-01**

**Addendum #1**

**Dated: December 20, 2023**

This Addendum forms a part of the Request For Proposal documents. This Addendum supersedes and supplements all portions of the original Request For Proposal dated December 04, 2023 with which it conflicts.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE REQUEST FOR PROPOSAL. FAILURE TO DO SO MAY SUBJECT TO DISQUALIFICATION.

1. **RFP Questions, requests for clarification:** Extended to 12/28/2023 by 2:00 pm.
2. **Proposal Schedule** – Proposal due date does not change.
3. **Schematic Design Schedule:**

Execution of Designer's Contract	Week of January 15, 2024
Tentative Schematic Design Kick-Off Meeting	Week of January 22, 2024
50% Schematic Design and Cost Opinion By	TBD
100% Schematic Design and Cost Opinion By	March 21, 2024
100% Schematic Review	Week of March 25, 2024

4. **Questions:**

- a. Q. Short circuit, current coordination and arc flash studies are very intensive and require a lot of field documentation and verification. To develop the fee for the study extensive field surveying is required. Are we to provide the fee for the study at the schematic stage?  
*A. Yes, a budget estimate for the arc flash study should be included in the cost estimates developed during schematic design.*
- b. Q. Will the entire capital appropriation of 2,800,000.00 need to be completed in a fiscal year or can it be broken up into years and phases? *A. The \$2,800,000 can be spent over several fiscal years. The funding will revert on June 30, 2026, but the goal would be to have the bulk of the work done by June 30, 2025, to the extent feasible.*
- c. Q. Is there any known grounding issues or lack of grounding conductors with branch circuits? *A. Most of grounding in the facility uses raceway for grounding conductors (no ground wire in raceways). The Branch wiring uses a lot of 3 phase to one grounded conductor (White) (Gray).*
- d. Q. Are the items in Exhibit A listed in order of importance? *A. Exhibit A is not ranked or prioritized in any certain order. The actual scope of work may be more or less than the items included in Exhibit A, depending on decisions made in schematic design. The overall priorities for the project are to:*
  1. *Add new capacity.*
  2. *Service/refurbish/repair/replace existing equipment.*
  3. *Conduct an arc flash study.*

- e. Q. Is the entire facility included in the scope? *A. The entire facility should be reviewed, but it is expected that the most work would be in the older buildings, such as the Main Building, the North Building, R/S and East/West.*
- f. Q. Is it possible to change some of the dates in the design schedule? *A. Yes, but changes must be proposed in a question to [construction.procurement@iowa.gov](mailto:construction.procurement@iowa.gov) before 2:00 on 12/28/23.*
- g. Q. Is \$2,800,000 the construction budget or the project budget? *A. That is the project budget, including design, construction management and other soft costs.*
- h. Q. Would it be acceptable to replace some of the existing panels with larger panels, rather than to add new panels? *A. That may be acceptable, it would need to be discussed during design. The goal is to reduce the nuisance tripping experienced now and provide room for future growth. The facility would prefer to avoid / limit shutdowns to the greatest extent possible, which may affect this decision.*
- i. Q. Does the facility have an existing arc flash study or updated as-builts of all buildings? *A. No, there has never been an arc flash study done. There are PDF original drawings of the buildings, but they have not been updated over the years.*
- j. Q. Does the facility want to start with the arc flash study and use those results to determine the scope of the project? *A. No, see the priorities above. The facility would like to do an arc flash study to the extent possible with remaining funds once the other priorities have been addressed, realizing that the study may uncover additional changes that need to be made. The arc flash study should be included as a budgeting item during schematic design and may be negotiated as an additional service with the successful proposer.*
- k. Q. Will there be a need for architectural services? *A. Possibly, but that would be negotiated as a future design service with the successful proposer. The proposed architectural staff members should be included in this proposal.*
- l. Q. What ceiling types exist in the buildings? *A. There is a mixture of ACT, hard lid and open ceilings, depending on the security of the area. Hallways are typically ACT.*
- m. Q. Are there tunnels that link the buildings where new feeders could be run? *A. Yes.*
- n. Q. Is there metering on the main switchgears? *A. There is metering on the switchgear in the newer Powerhouse, but not in the original switchgear in the Main building. The facility does not have historical data from the metering that exists, and it would be the responsibility of the designer to extract any data. The facility has the ability to amp probe panels as needed. Additional temporary metering could be negotiated as an additional service with the successful proposer.*
- o. Q. Has a hazardous materials survey been performed? *A. No, the owner will procure that independently once the areas of work have been identified. It is anticipated there will be lead-containing paint found, so the eventual electrical contractor will likely need to be lead paint certified to efficiently make new penetrations. Any asbestos-containing material anticipated to be disturbed would be abated by a separate contract.*
- p. Q. Does the power system in Power house electric room have capacity for additional electrical panels requested? *A. It is believed there is enough capacity for the additional panels, but this will need to be verified by the designer. Any expansion of the main service would be negotiated as additional design services.*
- q. Q. Does the power system in Main Building old boiler room have capacity for additional electrical panels requested? *A. It is believed there is enough capacity for the additional panels, but this will need to be verified by the designer. Any expansion of the main service would be negotiated as additional design services.*
- r. Q. Is the panelboard proposed in R unit to be 3-phase or 1-phase? *A. This will need to be determined during design. It is believed there is capacity for either and probably only 1-phase is needed, but this will need to be evaluated further.*
- s. Q. How many lighting contactors are to be replaced? Are they all in the same location? Is the replacement like-for-like? *A. The contactors are all centrally located and anticipated to be*

*replaced in the same location, like-for-like unless the designer has a different recommendation.  
There are approximately 20 contactors currently*

- t. Q. Is the Arc Flash Study to be completed by the end of 100% schematic design phase? *A. No, just the estimated fee for an arc flash study needs to be included by the end of the 100% schematic design phase.*

Attachments: Pre-Proposal Sign in sheet and meeting minutes.

**END OF ADDENDUM**



Design  
Construct  
Furnish

Project Name: 9353.00 IMCC Electrical Service Upgrades  
Meeting Location: IMCC 2700 Coral Ridge Ave., Coralville, IA 52241  
Meeting Type: Pre-Proposal Meeting  
Date and Time: Tuesday, December 12, 2023 @ 10:00 AM

Contact Person	Company Name	Phone Number	Email Address
Brian Polzin	Samuels Group	515-218-0227	bpolzin@samuelsgroup.net
Jennifer Kleene	DAS	515-822-8197	Jennifer.kleene@iowa.gov
Steve Bickford	IMCC		Steve.bickford@iowa.gov
MIKE DRAHOS	WEST PLAINS ENGINEERING	(319) 365-0030	mike.drahos@westplainsengineering.com
MOHAMMED ARUHAN	SAW IEI	319-855-4115	mabuhasan@innovativeengineersinc.com
Mitchell Frazier	Shive-Hattery	319-930-2396	mfrazier@shive-hattery.com
Michael Lortz	KCL Engineering	515 664 7685	mlortz@kclengineering.com



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

Project: 9353.00 DOC IMCC Electrical Service  
Upgrades  
2700 Coral Ridge Ave  
Coralville, Iowa 52241

## RFP Pre-Proposal Minutes: Meeting #1

**Meeting Date** Dec 12, 2023 **Meeting Time** 10:00 AM - 11:00 AM Central Time (US & Canada)

### Meeting Location

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

### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

Click here to join the meeting

Meeting ID: 292 225 322 851 Passcode: 8BHRwY

Download Teams | Join on the web

**Or call in (audio only)**

+1 515-598-7333,,813420512# United States, Iowa City

Phone Conference ID: 813 420 512#

### Notes

### Attachments

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Steve Bickford	Iowa Medical Classification Center		steve.bickford@iowa.gov	
Craig Gobush	Iowa Medical Classification Center		daniel.gobush@iowa.gov	
Jeff Curtis	Samuels Group, Inc.	P: (515) 288-0467	jcurtis@samuelsgroup.net	
Brian Polzin	Samuels Group, Inc.	P: (715) 841-1982	bpolzin@samuelsgroup.net	
Bill Reynolds	Samuels Group, Inc.	P: (515) 288-0467	breynolds@samuelsgroup.net	
Rusty Richardson	Samuels Group, Inc.		rrichardson@samuelsgroup.net	
Jennifer Kleene	State of Iowa - Department of Administrative Services	P: 5157250454	jennifer.kleene@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> See the sign in sheet				

## Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<b>Description</b> DAS is currently seeking design services from qualified firms for a project consisting of schematic design to develop the construction budget and scope of work for electrical service upgrades at the IMCC. IMCC has received a capital appropriation of \$2,800,000.00 for electrical service upgrades and has a list of priorities but is seeking the expertise of a design professional to review the entire electrical system to provide input on a scope of work that will meet the facility's needs and best utilize the available funding. The design firm selected through this process will also provide all related future design services for the electrical service upgrades at the IMCC, with the remaining scope of work to be negotiated as funding allows.						
<b>Official Documented Meeting Minutes</b> Read for those in attendance						

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>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: December 19, 2023 by 2:00 pm</li> <li>• Addendum Issued: December 28, 2023</li> <li>• Proposals Due: January 09, 2024 by 2:00 pm</li> <li>• Selection of Designer/Issue NOI: Week of January 08, 2024</li> <li>• Execution of 803 Contract: Week of January 15, 2024</li> <li>• Tentative Design Kickoff Meeting: Week of January 22, 2024</li> <li>• 50% Schematic Design &amp; Budget: February 15, 2024</li> <li>• 100% Schematic Design and budget: March 21, 2024</li> <li>• 100% Schematic Design Review: Week of March 25, 2024</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 construction.procurement@iowa.gov</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> </ul>						

## Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<b>Description</b> Any questions?  -  -  -						
<b>Official Documented Meeting Minutes</b> Questions from the meeting are tabulated in Addendum #1 - which is scheduled to go out the no later than 12-20-23						

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.