

ADDENDUM #1

Project Name:
DOC 5JD DM Bldgs 65-66 Renovation
DAS#9375.00
RFP937500-01
Addendum #1
Dated: January 29, 2024

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 with which it conflicts.

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

The following additions, changes, and clarifications are hereby made by this Addendum.

1. Questions:

- a. Q. Who is the authority having jurisdiction for this facility (City of Des Moines or State of Iowa)? *A. The design professional is to work with the State of Iowa State Fire Marshal.*
- b. Q. What is the intent to relocate the control desk for access control? Is the intent to relocate the equipment, or is there a need to add additional security devices like cameras or electrified door hardware? *A. The intent is to provide a cost-effective way to improve access control, not specifically to relocate equipment. It is the scope of this proposal to provide recommendations to accomplish this deliverable.*
- c. Q. Single restroom water closets – is there a preference for tank versus wall mount fixtures? *A. The design professional is to evaluate the plumbing fixtures during "SD" design.*
- d. Q. In the shower rooms, is the intent to provide individual showers in lieu of the existing shower tree configuration? *A. The intent is to provide individual showers.*
- e. Q. Are there space temperature or humidity issues in the shower rooms? *A. There are temperature and humidity issues in the shower room.*
- f. Q. Are there existing drawings available? *A. Existing drawings are not available.*
- g. Q. Is the flooring assessment to be for all floors throughout the facility or limited locations? *A. The flooring assessment is to be for all floors throughout Bldgs 65-66.*
- h. Q. What is the construction cost/budget? *A. The maximum overall budget for this project is set at \$800,000 including all construction and soft costs.*
- i. Q. When will construction begin? *A. This request for proposal is for design and cost opinion. Construction timelines will be determined once "SD" design is finalized.*

- j. Q. Who is the engineer and/or architect? *A. This request for proposal is for engineering and/or architectural services. Selection of engineering and/or architect is dependent on the responses to this RFP.*
- k. Q. Who is the general contractor? *A. This request for proposal is for engineering and/or architectural services. The bids for general contractor will be issued once "SD" design is finalized.*

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

END OF ADDENDUM



Design
Construct
Furnish

Project Name: 9375.00 – DOC 5JD FT DM Bldgs 65-66 Renovations

Meeting Location: Fort Des Moines Correctional 68 Thayer St Des Moines, Iowa 50315

Meeting Type: Pre-Proposal Meeting

Date and Time: Wednesday, January 23, 2024 @ 10:00 AM

Contact Person	Company Name	Phone Number	Email Address
Rusty Richardson	Samuels Group	515-402-1636	rrichardson@samuelsgroup.net
James Trower	DAS	515-380-8049	james.trower@iowa.gov
Lance Wignall	DOC	515-250-4864	lance.wignall@iowa.gov
Nate Stieler	OPN Architects	515-229-2766	nstieler@opnarchitects.com
Jerry Dehnke	Samuels Group	515-661-7142	jdehnke@samuelsgroup.net

9375.00 DOC 5JD DM Bldgs 65-66 Renovation RFP Pre-Proposal Meeting Agenda: Meeting #1

Meeting Date	Jan 23, 2024	Meeting Time	10:00 AM - 12:00 PM Central Time (US & Canada)
Meeting Location	Fort Des Moines Correctional 68 Thayer St Des Moines, Iowa 50315		
Overview	<p>The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for Space Study, Renovations and Reconfigurations of Restroom, Laundry and other designated spaces in Buildings 65/66 at Fort Des Moines Community Corrections Complex (5JD) in Des Moines, IA.</p> <p>This meeting is to allow prospective design firms to visit the project site, when possible, and learn more about the scope.</p>		
Attachments	9375.00 Pre Proposal Sign In - 1-23-24.docx , RFP 937500-01 DOC 5JD DM Bldgs 65-66 Renovation - Final.docx		

Scheduled Attendees

Name	Company	Phone Number	Email
Lance Wignall	Fifth Judicial District - Department of Correctional Services	P: (515) 250-4864	lance.wignall@iowa.gov
Rusty Richardson	Samuels Group, Inc.		rrichardson@samuelsgroup.net
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions		Jan 23, 2024		Open
		Description Attendance: Please Sign in on our Pre-Proposal Sign In Sheet.				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review		Jan 23, 2024		Open
		Description <ul style="list-style-type: none">DAS is currently seeking design services from qualified firms for a-schematic design for the renovation of Building 65-66. This RFP will allow the State to negotiate with the successful firm for design development, bidding, and construction administrative services after the completion of schematic design.(The Samuels Group, Construction Manager, has been engaged for this Project to serve as advisor to DAS and to provide assistance in administrating the Contract for Design between DAS and the Designer according to separate contract between DAS and Construction Manager.)				

Design services shall include:

- The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.
- All design disciplines necessary to complete the scope of work.
- Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.
- Use of the State of Iowa's construction management software program for uploading all documents, submitting and approving pay apps, and construction administration. The cost for the use of the software is paid by the Owner.
- Participation with the project team during the schematic design process.
- The designer shall evaluate and provide schematic design documents with cost opinion for the renovation in Buildings 65-66. This shall include:
 - First Floor
 - Renovation of 6 single-use restrooms
 - Renovation of 1 urine analysis room
 - Renovation of existing laundry room
 - Option 1: Relocate laundry room to the second floor and convert the existing laundry room into a multi-purpose room
 - Option 2: Renovate the existing laundry room
 - Second Floor
 - Renovation of 1 single-use restroom
 - Renovation of 1 urine analysis room
 - Reconfiguration of 1 existing multi-use restroom to include:
 - 8 lavatories, 8 water closets, and 8 showers
 - Repurposing of remaining current multi-use restroom
 - Option 1: Relocation of first floor laundry room to second floor in available recovered restroom space.
 - Option 2: Conversion of recovered restroom space to a multi-purpose room
 - Flooring Renovation
 - Flooring condition shall be assessed for replacement.
 - Control Desk relocation for improved access control
 - Recommendations to reconfigure the second floor control desk to gain visibility at stair access.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review		Jan 23, 2024		Open
Description						
PROCUREMENT TIMETABLE—Event or Action				Date/Time (Central Time)		
State Posts Notice of RFP on TSB website				January 12, 2024		
State Issues RFP				January 15, 2024		
Pre-Proposal Conference Location and Address: Fort Des Moines Correctional 68 Thayer St Des Moines, Iowa 50315 Is Pre-Proposal Conference mandatory? No If a map is needed, contact the Issuing Officer.				January 23, 2024 at 10 am		

Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement	January 26, 2024 by 2 pm
Proposals Due	February 8, 2024 by 2 pm

Execution of Designer's Contract	Week of February 19, 2024
Tentative Schematic Design Kick-Off Meeting	Week of February 26, 2024
50% Schematic Design Review and Cost Opinion By	Coordinate with CM & DAS
95% Schematic Design Review and Cost Opinion By	Coordinate with CM & DAS
100% Schematic Design and Cost Opinion By	Week of April 8, 2024

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	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	1	Designer Questions				Open
Description Any questions?						