



# Meeting #1

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

**Project:** 9204.00 - DVA IVH Dack Sundeck Roof Replacement  
 1301 Summit Street  
 Marshalltown, Iowa 50158  
 Phone: 641-752-1501

## 9204.00 Design RFP Pre-Proposal Meeting Agenda

**MEETING DATE:** 03/30/2021      **MEETING TIME:** 1:00 PM - 2:00 PM Central Time (US & Canada)

**MEETING LOCATION:** Onsite/Zoom      **VIDEO CONFERENCING LINK:** <https://us02web.zoom.us/j/87374284609?pwd=djVKTXhTeXlMwU1Hb1pIMUNwNG5LQT09>

**OVERVIEW:**

The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for the complete replacement of the Dack sundeck roof at the Iowa Veterans Home in Marshalltown, IA.

**ATTACHMENTS:**

[Dack Sundeck Design RFP- Bidders List.pdf](#) [Exhibit B - Existing Photos.pdf](#) [Exhibit C - Existing Drawings.pdf](#) [Exhibit A - Tentative Schedule.pdf](#)  
[RFP920400-01 - IVH-Dack Sundeck Roof Replacement Design .pdf](#)

**ATTENDEES:**

Name	Company	Phone Number	Email
Steven Baridon	DCI Group	Tel: (515) 244-5043	stevenb@dcigroup-us.com
Kyle Kane	DCI Group	Tel: (515) 244-5043	kylek@dcigroup-us.com
Michael Martin	DCI Group	Tel: (515) 244-5043	michaelm@dcigroup-us.com
Michael Steen	DCI Group	Tel: (515) 244-5043	michaels@dcigroup-us.com
Karen Connell	Iowa Veterans Home	Tel: (641) 844-6358	karen.connell@ivh.state.ia.us
David Haines	Iowa Veterans Home	Tel: (641) 753-4411	david.haines@ivh.state.ia.us
Bradley Van Baale	Iowa Veterans Home	Tel: (641) 753-4263	bradley.vanbaale@ivh.state.ia.us
Brad Tonyan	State of Iowa - Department of Administrative Services	Tel: 515-360-7718	brad.tonyan@iowa.gov

### Project Overview

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Description				Open
<p><b>Description:</b>            The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for the complete replacement of the Dack sundeck roof at the Iowa Veterans Home in Marshalltown, IA.             Alternate #1 Roof Paver System</p>						
1.2	1	Budget				Open
<p><b>Description:</b>            Construction \$138,000</p>						

Complete Project Budget \$197,000

## Proposal Process

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Proposal Submittal Process				Open
<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• State Issuing Officer:             <ul style="list-style-type: none"> <li>◦ Bobbi Pulley Issuing Officer Iowa Department of Administrative Services -Central Procurement Hoover State Office Building, Level 3 1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515-322-2893 Email: <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a></li> </ul> </li> <li>• Procurement Timetable             <ul style="list-style-type: none"> <li>◦ State Posts Notice of RFP on TSB website 03/19/2021</li> <li>◦ State Issues RFP 03/22/2021</li> <li>◦ Pre-Proposal Conference Location and Address: Iowa Veterans Home Dack Sundeck on 3/30/2021 at 1:00 PM Web Conference Link: <a href="https://us02web.zoom.us/j/87374284609?pwd=djVKTXhTeXlmWU1Hb1pIMUNwNG5LQT09">https://us02web.zoom.us/j/87374284609?pwd=djVKTXhTeXlmWU1Hb1pIMUNwNG5LQT09</a></li> <li>◦ Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement 02/02/2021 at 2:00 PM</li> <li>◦ Proposals Due 02/07/2021 at 2:00 PM</li> </ul> </li> <li>• Relevant Websites:             <ul style="list-style-type: none"> <li>◦ Website where Addenda to this RFP will be posted <a href="http://bidopportunities.iowa.gov">http://bidopportunities.iowa.gov</a></li> <li>◦ Website where contract terms and conditions are posted <a href="https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf">https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf</a></li> </ul> </li> </ul>						

## Schedule

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Design Schedule				Open
<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Execution of Designer's Contract Week of April 15th, 2021</li> <li>• Tentative Design Kick-Off Meeting Week of April 29th, 2021</li> <li>• 50% CD Development by May 19th, 2021</li> <li>• 95% CD Development by June 11th, 2021</li> <li>• 100% CD Set by June 28th, 2021</li> </ul>						
3.2	1	Construction Schedule				Open
<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Contractor Bidding July 2021</li> <li>• Execution of Contractors Contract(s) July 2021</li> <li>• Submittals, Procurement, and Construction August 2021</li> <li>• Construction Start August 18th, 2021</li> <li>• Closeout November 2021</li> </ul>						

Scope of Work						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Design Services				Open
<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Design services shall include:           <ul style="list-style-type: none"> <li>◦ The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.</li> <li>◦ All design disciplines necessary to complete the scope of work.</li> <li>◦ Attend evaluation design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.</li> <li>◦ 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.</li> <li>◦ Changes throughout construction will be evaluated and categorized into the following categories:               <ul style="list-style-type: none"> <li>▪ Unforeseen Condition</li> <li>▪ Allowance</li> <li>▪ Owner Directed Change</li> <li>▪ Design Deficiency - Value Add</li> <li>▪ Value Engineering</li> <li>▪ Design Deficiency – No Value Add</li> <li>▪ Changes related to design deficiency – no value add will be evaluated and if deemed foreseeable prior to bidding, responsibility for costs may be borne by the design firm.</li> <li>▪ Contractor Delay</li> <li>▪ Contractor Defective Work</li> </ul> </li> <li>◦ Existing CAD/PDF drawings will be provided to the successful design firm. Accuracy of drawings shall be verified by the design firm.</li> <li>◦ Field examination of the existing buildings.</li> <li>◦ Design for the concrete deck system to include the following scope of services:</li> <li>◦ Review and evaluate existing documentation to understand the existing construction details of the deck system and adjacent ballasted roofs.</li> <li>◦ Onsite evaluation of existing construction including the concrete deck system, potential need for underside insulation, and evaluation of existing knee walls for repair. Designer shall develop an evaluation plan for review and approval by the Owner, DCI Group, and the facility. Evaluation plan shall include a description of the tools to be used, method for evaluation with locations for onsite observations, any locations where destructive testing is suggested, and schedule of activities. The existing system is in disrepair and leaking has been observed on the underside of the deck system and ballasted roof. The designer shall include in their evaluation any need for insulation.</li> <li>◦ Provide a design and scope for the removal, temporary construction, and reinstallation/repairs for any destructive testing suggested to confirm actual construction and condition. It is not anticipated this scope will require the standard bid process.</li> <li>◦ Provide recommendations for concrete deck system replacement, existing ballasted roof replacements, and concrete knee wall repairs. This shall include design of incidental work necessary for replacements and new installations such as electrical, plumbing, insulation, and tie-in with existing systems.</li> <li>◦ Complete design for replacement and new installations based on approved recommendations.</li> <li>◦ Scope shall include design of temporary measures to address existing roof drains during construction.</li> <li>◦ Design for scope of work. Provide material recommendations based on experience, quality, and price. Recommendations for replacements and upgrades shall include non-proprietary equipment and systems.</li> <li>◦ Designer shall include any and all survey work required for completion of project.</li> <li>◦ Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.</li> <li>◦ Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.</li> <li>◦ Designer shall assist Construction Manager in the evaluation of long lead times.</li> <li>◦ Quality control during Design, Preconstruction and Construction.</li> <li>◦ Compliance with all Federal, State, and applicable Local codes.</li> <li>◦ Completion of State building and energy code documents, as required.</li> <li>◦ Design review will be conducted at 50% construction documents, and 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum.</li> <li>◦ Review with State Fire Marshal's office for approval of plans or exemption from review. All fees associated with the State Fire Marshal's office are the responsibility of the designer.</li> <li>◦ Develop and distribute agendas and meeting minutes for all meetings during the design phase.</li> </ul> </li> </ul>						

- Construction cost opinions during Design at 50% construction documents and at 95% construction documents with a Final Estimate for construction included with bid documents, per Iowa Code.
- Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.
- Provide bid alternates as determined during course of design and bid package development.
- Assist Owner and Construction Manager in obtaining bids from qualified contractors.
- Construction administration, including creation of the submittal and closeout items log, review of and responses to submittals and closeout documentation, RFIs, proposal requests, change orders, pay applications, periodic site visits, attendance at project meetings as required, participation / development of contractor punch list, closeout documentation review and approval, certificates of substantial completion, and certificates of final completion, as well as development of Architectural Supplemental Instructions for design revisions, and punch lists within the construction management software program.
- Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls or onsite during the construction period.
- Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.
- Acknowledgement that all documents are copyright to the State of Iowa and shall be turned over to the State of Iowa in their native computer format. Any ASIs/RFIs/PRs and addendums will be expected to be incorporated before final posting. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the project.
- The Department requests lump sum pricing from the respondents to this RFP, with the lump sum base scope price being inclusive of all reimbursables, such as printing, mileage, and travel expenses. The Department requests the fee proposal from the respondents to this RFP be broken down as follows.
  - Schematic Design Documents
  - Design Development Documents
  - Construction Documents
  - Bidding or Negotiation Assistance
  - Construction Phase
- Designer shall provide sufficient site visits as they see fit to complete onsite observations. In addition to these site visits, scope shall include at a minimum two (2) onsite visits to conduct evaluation/kick off and following initial report development, three (3) virtual conferences to include initial report review, 50% report review, and 95% report review, one (1) pre-bid meeting, one (1) Substantial completion/punch list development, one (1) punch list/final completion approval, and one (1) one year warranty correction period visit. Include at a minimum, six (6) onsite visits. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit. This unit price will be additive or deductive based on the number of actual visits made.

## Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Questions & Comments				Open

### Description:

- Does the State of Iowa have a max page length for proposals?
  - Yes, refer to section 4.2 Proposal Content for page limit.
- Does the existing drinking fountain remain?
  - Yes, the existing drinking fountain is to remain.
- Des the existing benches stay?
  - It is anticipated that the benches will need removed and reinstalled during the light weight concrete removal/install.
- Is the existing ballasted roof part of replacement scope?
  - Yes, refer to section 1.3.7.1 of RFP.
- Will a hazardous assessment be performed on this project?

- Yes, the owner will conduct a hazardous material survey by a third party vendor. It will be required of the successful firm to provide PDF back grounds to the third party vendor.
- Can you provide a rough idea on where the owner is experiencing water infiltration?
  - The owner has observed water infiltration in the finished space below near roof the roof drains, adjacent to the 2nd floor entry in the ballasted area, and several other locations.
- Will the existing pergola be removed?
  - It is not anticipated that the existing pergola will be removed.
- Does scope of work include the stairs/landing leading up to the sundeck?
  - No, this areas is outside the scope of work.

Site Walk						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Onsite Clarifications				Open
<b>Description:</b> Conducted a virtual/onsite walk of the Dack Sundeck.						