

ADDENDUM NO. 1

Date: 01/11/2023

Project Name: DOC NCF BLDG K (Admin) and CRC Boiler and Dorms 1&2 Roof Replacement

DAS RFP #: 925500-01

DAS Project #: 9255.00

PROPOSALS DUE: 01/17/2023

The original Project Manual and Drawings for the project noted above are amended as noted in this Addendum. Included in this Addendum are Specification, Architectural, & Engineering items.

Please review all sheets and incorporate them into your set of Contract Documents.

The receipt of this Addendum shall be acknowledged by inserting its number and date in the space provided on the Bid Form.

This Addendum consists of:

General Items:

1. Meeting minutes from RFP Pre-Proposal Meeting held on 01/05/2023 (4 Pages)
2. Project Budget \$1,020,000
3. Roof access ladders have already been purchased by facility and installation will have to be included in the design.
4. Rock from ballasted roof will be saved and dumped onsite.



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

Project: 9255.00 DOC NCF BLDG K (Admin) and CRC Boiler and Dorms 1&2 Roof Replacement
 307 S 60th Ave E W
 Newton, Iowa 50208
 P: 641-792-7552

RFP 9255.00 Pre-Proposal Minutes: Meeting #1

Meeting Date	Jan 5, 2023	Meeting Time	10:00 AM - 11:00 AM Central Time (US & Canada)
Meeting Location	Newton Correctional Facility (307 S 60th Ave W, Newton, IA 50208)	Video Conferencing Link	https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmJI0GVhM2QtMzI5Yi00ZDZlLTllOGltMTNhYzc0ODg2Y2Qy%40thread.v2/0?context=%7b%22id%22%3a%22705e7dc3-c582-4519-a026-3a1c9fd5fc88%22%2c%22oid%22%3a%2232fc077f-7c0c-4059-94f0-09beb0a16bf6%22%7d

Overview Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope for project DOC NCF BLDG K (Admin) and CRC Boiler and Dorms 1&2 Roof Replacement.

Notes

Attachments [Attachment C - Existing photos - 9255.00.pdf](#), [Attachment B - Release Facility Map 9255.00.pdf](#), [Attachment A - Main Facility Map 9255.00.pdf](#), [9255.00 Designer RFP.docx](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jarrad Boever	Boyd Jones Construction Company	P: (515) 318-8340	jboever@boydjones.biz	Present
Andrew Paleczny	Boyd Jones Construction Company	P: (402) 553-1804	apaleczny@boydjones.biz	Present
Brad Heir	Newton Correctional Facility	P: (515) 314-8820	brad.hier@iowa.gov	Present
Justin Thomas	Newton Correctional Facility	P: +1 (515) 7255013	justin.thomas@iowa.gov	For Distribution Only
Brad Tonyan	State of Iowa - Department of Administrative Services	P: 515-360-7718	brad.tonyan@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
<p>Description</p> <p>DAS - Owner Representative</p> <ul style="list-style-type: none"> Brad Tonyan <p>Boyd Jones - Construction Manager</p> <ul style="list-style-type: none"> Andrew Paleczny (Project Manager) Jarrad Boever (Project Engineer) <p>DOC NCF CRC Facility</p> <ul style="list-style-type: none"> Brad Heir (Associate Warden Administration) 						

- Justin Thomas (Plant Operations Manager)
- Eric Depenning (Correctional Trade Leader)

Official Documented Meeting Minutes

Also in attendance:

- Mike McLennan - KPE Architecture
- Leslie Foss - KPE Architecture
- Michael Nolan - Horizon Architecture
- Darrell Smith - Terracon
- Stephen Thomas - Shive Hattery
- Trevor Huffaker - EngTech
- Bob Ridgway - Farnsworth Group
- Joe Feldmann - OPN Architects

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p>Description</p> <ul style="list-style-type: none"> • At a minimum, design for construction for the following: <ul style="list-style-type: none"> ◦ Project includes the complete design and construction administration for the replacement of approximately 7,500 SF DOC NCF Building K (Admin), 660 SF CRC Boiler and 10,200 SF Dorms 1&2 Roofs. ◦ DOC NCF Building K (Admin) is a ballasted roof and Dorm 1&2 are non-ballasted. It is anticipated that the new design will include a fully adhered EPDM membrane for both roofs. ◦ CRC Boiler currently has a metal roof, and it is intended to be replaced with a similar product. ◦ Design shall include new access ladder on Dorms 1&2 roof. ◦ Design shall include roof top protective walking pads for access to rooftop equipment. ◦ Where previous equipment has been abandoned, design shall include removal and infill of structure and roof. ◦ Design should include the top (2) rows of CMU to be tuckpointed/repared at CRC Dorms as needed. 						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • Design shall include new access ladder on Dorms 1&2 roof. While in the meeting the facility mentioned that they had already purchased (3) roof access ladders. We will just have to include in the design were the facility would like to have the ladders installed. • Designers requested a better understanding of which all equipment will be getting removed. I (Jarrad) walked the roof with Eric from Newton Correctional Facility to get more pictures and get a better understanding of what all equipment will be getting removed. I will get the pictures uploaded and sent out as an addendum. • Top (2) rows of Brick will need tuckpointed. Make correction on RFP • Brad Hier inquired about the explosion exhaust system for building K. This is not a repair so DAS will not be covering this but Brad would like to have this installed as part of the project and the facility will purchase the equipment. • Rock that is removed from building K ballasted roof will be dumped on site for the facility to use and not hauled away. • Lighting cables on Building K (admin) shall be reinstalled after replacing roof. 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p>Description</p> <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 01/10/2023 • Addendum Issued: 						

- Proposals Due: **01/17/2023**
- Selection of Designer/Issue NOI: **Week of 01/23/2023**
- Execution of 803 Contract: **Week of 01/23/2023**

- Tentative Design Kickoff Meeting: **Week of 01/30/2023**
- 50% CD and budget: **03/01/2023**
- 95% CD: **03/21/2023**
- Contractor Bidding: **May 2023**
- Execution of Contractor's Contract(s): **June 2023**
- Submittals, Procurement and Construction: **Starting June 2023**
- Closeout: **September 2023**

Official Documented Meeting Minutes
 No minutes were entered on this day.

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 						
Official Documented Meeting Minutes						
No minutes were entered on this day.						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description						
Any questions?						
Official Documented Meeting Minutes						
<ul style="list-style-type: none"> • Is just the membrane being replaced or is the insulation and coverboard being replaced as well? Whatever is needed to meet code will be required to be replaced. If thicker insulation is needed then we would like to just add to what is existing instead of replacing all of the insulation. Flashing will need replaced along with coverboard as needed. • Are existing CAD or PDF plans available? Yes, plans are available and will be made available to the awarded designer of the project. 						

- What type of EPDM the facility would like installed? They would like white EPDM installed to match what has already been installed on previous roof replacements.

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.

END OF ADDENDUM NO. 1