

Addendum 02 for RFB937300-01

Project Name: Terrace Hill Retaining Wall Repairs
DAS RFB #: 937300-01
DAS Project #: 9373.00
Date: 8/9/24

Bids Due: August 14, 2024, at 2:00 PM CST

Contents:

- Cover Page – Clarifications, Questions (2 pages)
- Pre-bid meeting minutes and sign in sheet (6 pages)
- Spec Section 02 0342 – Removal and Salvage of Period construction materials. (1 page)
- Reissued Bid Form Specification Section 00 4116 (4 pages)
- Reissued Contract Summary Specification Section 01 1200 (4 pages)

Clarifications:

1. We will be moving the date of substantial completion of the brick installation and concrete cap to the Spring of 2025. Contractor shall complete the excavation, concrete wall and backfill prior to winter conditions in 2024.
2. Added an assumed bid quantity and a unit cost add/subtract for repointing work on the existing portion of the retaining wall. Contract summary and bid form have been re-issued to include this.

Questions:

1. Will water be available at the site?
Water will be provided by the owner with a standard size yard hose extended to the perimeter fence adjacent to the project area. Contractor shall coordinate usage and extend to the project site with a shutoff valve as required. If larger quantities of water are required for proposed means and methods, they should be provided by Contractor.
2. Is the proposed brick ledge a minimum of 1" larger than the brick dimension to allow for some construction tolerances on the poured in place concrete wall?
The proposed 3-5/8" brick will have overall dimensions of approximately 3" due to the specified rock faced finish which would provide approximately 1" with the currently shown 4" ledge. The Contractor may propose a larger ledge for constructability purposes as part of their shop drawing submittal which will be reviewed by the Engineer and State.
3. Is there any proposed waterproofing on the concrete wall?
No waterproofing is proposed on the front or back side of the cast in place concrete wall.
4. Can you clarify if the joint between the concrete cap and wall is to be sealed?
No, the horizontal joint between the concrete cap and brick is not called to be sealed. The joint between the concrete cap and masonry wall at the height changes is called to be sealed.
5. The repointing area is not shown on Sheet A100 detail C3?
Contractor to assume an area of 12 bricks wide by 5 courses high.
6. Can standard mortar joint widths be constructed in place of matching existing wall brick courses with thicker joints due to the smaller proposed brick size?
Yes, it would be acceptable to use standard 3/8" mortar joints to match exiting wall mortar joint thickness and not match existing brick coursing.
7. Are covers required for the tile outlets and if so please specify type?
Yes, Contractor shall provide a modular brick vent cover, color black, for the 3 tile outlet locations which penetrate the brick to serve as a rodent guard. Provide submittal of proposed covers for approval.

8. Can the concrete cap be patched for the section of the existing wall adjacent to the wall replacement section or should the entire section be replaced to the next wall step?
The concrete cap shall be replaced for the entire wall section adjacent to the replacement section extending to the next wall height step (Wall Section A South, approximately 14' - 8").
9. Are salvaged bricks required to be used for the section of existing wall to be toothed in at limits of wall replacement?
Yes, salvaged bricks shall be used for the existing wall to be toothed in to provide a finished end.
10. Will the existing concrete traffic barrier blocks currently located on the street along the wall be left in place during construction?
No, the existing concrete traffic barriers will be removed at the start of construction. Contractor shall coordinate removal of blocks with proposed traffic control devices provided by Contractor.
11. What is the engineers estimate for this project
\$246,300
12. If the brick work is delayed until Spring and the street and curb patching is required to be completed this fall is it acceptable to raise the brick ledge to the top of curb height to help with constructability?
Yes, it is acceptable to raise the brick ledge to be slightly lower (approximately 1/2") than the top of curb elevation. The concrete brick ledge should not be visible once the brick is placed.
13. Shall the wall concrete cap be included in the wall mockup?
Yes, the concrete cap shall be included in the wall mockup for review and approval.
14. On pages A100 and A101 details C3, E2, A3 there are callouts to "Repoint all mortar joints in this area" without a box to define the area. Is the intent of these callouts to repoint the entire section shown in each of these details or is this a drafting mistake?
Contractor to use a bid quantity of 3,600 lineal feet of repointing work with a unit cost to add/subtract an additional 1 linear feet of repointing.

RFB Pre-Bid Minutes: Meeting #1

Meeting Date Aug 1, 2024 **Meeting Time** 10:00 AM - 11:00 AM Central Time (US & Canada)

Meeting Location

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

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Travis Hoyle	DCI Group	P: (515) 244-5043	travish@dcigroup-us.com	Present
Chris Bauer	Shive Hattery Inc.	P: (515) 223-8104	cbauer@shive-hattery.com	Present
Chris Marvin	Shive Hattery Inc.	P: (515) 223-8104	cmarvin@shive-hattery.com	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Present
Molly Thompson	Terrace Hill	P: (515) 242-5841	molly.thompson@governor.iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendees				
		Official Documented Meeting Minutes Brandon Adams - DAS				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
		Description 1. Bid Package #01 – Retaining Wall Replacement: Trade Contractor shall include all of the following, but not limited to, as part of the contract:				

1. This contractor is responsible for the replacement of the retaining wall located at Terrace Hill as outlined in the contract documents. This includes but is not limited to all demolition, new concrete and masonry retaining wall, pavement replacement, tuckpointing, tree removals, and site restoration
2. Contractor shall provide a mockup of new retaining wall section and concrete cap for architect and Terrace Hill approval.
3. All work shall be constructed in accordance with the most recent edition of the Iowa statewide urban design specifications for public improvements (SUDAS). Erosion control measures shall be provided and maintained throughout construction.
4. **This contractor shall be responsible for all traffic control according to MUTCD and city of Des Moines requirements including obtaining required city permits. Access to adjacent businesses and residential driveways must be maintained throughout construction. Project intent is to maintain a single lane of traffic except for limited durations during pours and street patching.**
5. This contractor is responsible for temporary sanitary facilities and handwashing station.
6. This contractor is responsible for providing dumpster services during construction.
7. **Contractor is responsible for city of Des Moines right-of-way permitting that will be required for this project. contractor shall prepare a traffic control plan according to their proposed means and methods**
8. This contractor shall replace the section of Terrace Hill's retaining wall as outlined on sheet S100
9. The contractor shall sawcut full depth and remove existing paving including brick layer and sand base as outlined in the contract documents.
10. **This contractor shall include cleaning of the entire masonry surface and concrete cap for portion of the wall that is to remain as outlined on sheets A100 and A101.**
11. The contractor shall provide tuckpointing of mortar joints in the existing portions of the retaining wall, replacing broken bricks with salvaged bricks where noted.
12. This contractor shall remove the existing tree and stump to a minimum of 18" below finish grades as noted in the contract documents. The contractor shall protect trees near the construction area with a green construction fence around the drip line of the tree for protection. All landscaping including trees shrubs and perennial not called out to be removed shall be replaced at no cost to the owner if damaged during construction.
13. **Temporary perimeter chain link security fence must be maintained at all times. The owner to remove and replace existing fencing and install a temporary fence and motion detection system on fencing. This contractor shall coordinate the removal and replacement schedule with the construction manager, DAS and Terrace Hill.**
14. This contractor shall install and maintain a green construction fence and temporary chain link fence/barriers around all areas of active construction outside of the secure perimeter fence. Contractor shall assume pedestrian traffic will be in the area throughout the project duration
15. **This contractor shall salvage brick from removed from the wall for repairs to existing wall. This includes turning over 150 bricks with mortar removed on a pallet in good condition to the owner**
16. This contractor is responsible for site restoration, contractor shall scarify areas to receive topsoil to a minimum depth of 4", removing all stones, wood and other debris larger than 2" from areas to receive topsoil. All disturbed areas that are not paved shall be replaced with sod. The contractor is responsible for the initial first week of watering before it is turned over to Terrace Hill.
17. The west half of the existing parking lot located along Grand Ave. may be used for construction vehicle parking and material storage. All material storage locations should be fenced off with temporary chain link fencing and kept clean and organized.
18. Contractor shall install traffic barriers or temporary chain link fencing around portion of the street closure.
19. **In addition to the areas indicated to have mortar joints repointed, include an allowance to repoint and additional 1000 lineal feet of joint.** Allowance shall include all necessary material, plus

cost for delivery, installation, insurance, overhead, and profit. Contractor to submit invoices, delivery slips, and/or time sheets to show actual quantities to be signed off by construction manager at time of execution/delivery.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
<p>Description</p> <ul style="list-style-type: none"> • Contract(s) Issued: August 16th 2024 • Submittals: August 26 - September 12th • Construction: October - November • Closeout: December <p>A pull-plan session will be held with the successful bid package contractors to finalize the construction schedule.</p> <p>State Holidays: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving and day after Thanksgiving, Christmas Day</p> <p>Official Documented Meeting Minutes</p> <ol style="list-style-type: none"> 1. We will be moving the date of substantial completion of the brick installation and concrete cap to the Spring of 2025. Contractor shall complete the excavation, concrete wall and backfill prior to winter conditions in 2024. 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Site Rules				Open
<p>Description</p> <ul style="list-style-type: none"> • Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place. • Contractors shall provide daily logs for each day they are on site. • Construction progress meeting will be established once construction starts. • It is of the utmost importance to show respect and courtesy to all staff at all times. • Clean all debris, materials, and bring all finishes back to existing conditions in the area they were working in prior to moving to the next area. • No smoking, vaping or smokeless tobacco use onsite. • Temporary facilities <ul style="list-style-type: none"> ◦ Provided by contractor at their own expense. • Tool control <ul style="list-style-type: none"> ◦ All tools and equipment shall be monitored and secured at all times. No vehicles shall be left unlocked when unattended at no times shall keys be left in vehicles when unoccupied. • Work hours <ul style="list-style-type: none"> ◦ Typical hours are 7 AM - 5 PM Monday-Friday. Other hours can be arranged on an as needed basis. • Background checks - Contractors will be required to submit background checks with DPS 						

RFB Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Submission				Open
<p>Description</p> <ul style="list-style-type: none"> • Bids are due 2:00 Wednesday, August 14th 2024 • The Bid shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System. <ul style="list-style-type: none"> ◦ Link and information is in the project manual ◦ Contractors will need to register prior to bidding ◦ Bidders will need to register regardless of whether it has already done business with the State of Iowa. ◦ Bidders should complete the registration process and ensure the ability to log in as soon as possible to ensure Bids can be submitted on the due date. ◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted. • Bid Opening will be held via conference call on 3:00 pm on Wednesday, August 14th 2024 • Contractor shall reference section 00 0116 for the bid submittal checklist <ul style="list-style-type: none"> ◦ Bid Proposal Information ◦ Non Discrimination Clause Information ◦ Contractor Targeted Small Business Enterprise Pre-Bid Contract Information ◦ Bid Security – 5% of total Bid amount • Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
<p>Description</p> <ul style="list-style-type: none"> • Questions/Substitutions Due in Writing to Construction.Procurement@iowa.gov: by 2:00 pm August 5th 2024 • Addendum Issued: August 12th by 2:00 pm • Bids Due: 2:00 Wednesday, August 14th 2024 • Tentative NOI Issued: August 16th 2024 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
<p>Description</p> <ul style="list-style-type: none"> • Contractors will sign a modified ConsensusDocs 802. Example in the project manual. • Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802. • Project-specific P&P bonds must be provided prior to contract execution. • Successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid. • DAS will provide tax exempt certificates upon request. • Procure will be used for all project management, at no cost to the trade contractor. <ul style="list-style-type: none"> ◦ Submittals, Invoicing, RFIs, ASIs, PRs, RFQs ◦ Contracts, Change Orders and Certificates of Substantial and Final Completion will also use Docusign • Contractor Schedule of Values shall be broken out as specified in the project manual. <ul style="list-style-type: none"> ◦ SOV must contain a closeout line item for at least 1% of the total contract value. ◦ This line item can only be invoiced once the certificate of final completion has been signed by all parties. 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
Description We will head over to the retaining wall for those who are in attendance						

Questions

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions				Open
Description Submit all questions in writing to construction.procurement@iowa.gov .						

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.



Meeting: 9373.00.00 DAS Terrace Hill Retaining Wall

Repairs - Pre-Bid Meeting

Date: 8/1/24

Attendees

In Attendance (Initial)	Name	Company
	Treviz Hoyle 641-485-7057	DCI Group
	Thomas Perry 515-732-7634	Thomas Perry
	Chris Martin 515-681-3096	Slive-Hattery
	Mark Dlugosz 563-271-2459	BISTATE MASONRY MARK@BSMDC.COM
	Don Owens 515-244-5817	NBT
	Rob VanHerssuyk 515-283-0497	Forrest & Associate.
	Chris Bauer 515-669-0695	Slive-Hattery

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**SECTION 02 0342
REMOVAL AND SALVAGE OF PERIOD CONSTRUCTION MATERIALS**

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Work includes deconstruction and salvage of identified historic items and materials and removal of rubbish and debris.
- B. Historic items and materials are indicated on drawings.

1.2 DEFINITIONS

- A. Debris: Non-historic building materials and contents destroyed during demolition.
- B. Deconstruction: Systematic dismantling and removal of a structure or its parts and salvage of elements and components for reuse, recycling, and retaining maximum value.

1.3 FIELD CONDITIONS

- A. Protection of Existing Historic Property: Before beginning removal, salvage, or demolition work, survey the site and examine the drawings and specifications to determine the extent of the work. Take necessary precautions to avoid damage to existing items to remain in place, be reused, or remain Owner's property. Repair or restore to original condition items damaged by Contractor, using approved means, methods, and techniques. Replace items that cannot be successfully repaired or restored to original condition.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.1 GENERAL PROCEDURES

- A. Drawings indicating existing construction are based on casual field observation and existing record documents only.
 - 1. Report discrepancies to Architect/Engineer before disturbing existing historic elements.
 - 2. Beginning of work constitutes acceptance of existing conditions that are apparent upon examination at that time.

3.2 ITEMS TO BE SALVAGED

- A. General: Salvage elements and components to the maximum extent possible. Maintain a chain of custody of salvaged materials, including the condition of such materials before and after salvage operations.
- B. Masonry Elements: Remove intact and salvage masonry elements indicated on drawings.

END OF SECTION

SECTION 00 4116

BID FORM

The Bid Form must be submitted online through the State's [IMPACS Electronic Procurement System](#).

RFB #937300-01

BID FORM for CONSTRUCTION CONTRACT
for
Terrace Hill Retaining Wall Repairs
2300 Grand Ave, Des Moines, Iowa
Project 9373.00

Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, Iowa 50319-0105

The following information is to be completed and submitted with your bid..

1. Bid Form - Completed and Signed (to be uploaded with bid submission)
2. Non Discrimination Clause Information
3. Contractor Targeted Small Business Enterprise Pre-Bid Contract Information
4. Bid Security – 5% of total Bid amount (to be uploaded with bid submission)

Authorized Representative:

The undersigned Bidder, in response to your Request for Bid for construction of the above project, having examined the Drawings, Specifications, and other Bidding Documents dated July 9th 2024, and Addenda issued and acknowledged below as received and being familiar with all the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, equipment and supplies to perform all work to construct the project in strict accordance with the proposed Contract Documents, within the time and at the prices stated below. Prices are to cover all expenses incurred in performing the work required under the proposed Contract Documents, of which this bid is a part.

Bidder acknowledges receipt of the following Addenda which are a part of the Bidding Documents and for which any effect on cost of the Work is included in the bid amounts indicated:

Number _____

Dated _____

Note that the State of Iowa is exempt from State and Local sales and use taxes (including local option and school option) for this project. Taxes on construction materials shall NOT be included in the bid amounts.

Amounts shall be indicated in both words and figures. In case of discrepancy, the amount indicated in words shall govern.

BID PACKAGES:

BP 01

Description: Retaining Wall Replacement

Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of:

Dollars

(\$_____).

Unit Cost #1

Base bid to include 3,600 lineal feet of repointing work on the existing portion of the retaining wall with a unit cost to add/subtract an additional 1 linear feet of repointing.

1. Amounts will be reviewed daily on site and adjusted either by deducting or adding amounts after the work has been complete. Any cost associated with this repointing should be included in this unit cost.
2. Unit of measure per (1 lineal foot) of additional repointing work, this unit cost will be added or subtracted towards the actual measured amount installed.

Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of:

Dollars

(\$_____).

Bidder hereby certifies that:

1. This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation;
2. Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain any advantage over any other bidder or over the Owner.
3. Bidder hereby certifies that the Bidder is registered with the Iowa Labor Commissioner as a Contractor as required by Chapter 91C, Code of Iowa.
4. Bidder agrees to comply with all Federal and State Affirmative Action/Equal Employment Opportunity requirements concerning fair employment and will not discriminate between or among them by reason of race, color, religion, sex, national origin or physical handicap.
5. All construction under this Contract shall conform to the requirements of the *Iowa State Building Code*.

6. Bidder agrees that this bid shall remain valid and shall not be withdrawn for a period of thirty (30) calendar days after the date for receipt of bids.
7. Bidder agrees that if written notice of acceptance of this bid is mailed, emailed, or delivered to the undersigned within thirty (30) days after the date in which bids are due, or at any time thereafter before it is withdrawn, the undersigned will sign and return the Contract Agreement, prepared in accord with the Bidding Documents and this bid as accepted; and will also provide proof of insurance coverage and required surety bonds.
8. Bidder understands that the Owner reserves the right to reject any and all bids, and to waive irregularities or informalities and enter into a contract for the work, as the Owner deems to be in the best interest of the State.
9. Bidder understands that the Owner reserves the right to accept any, or no, Alternate Bid, if requested, and that the Alternate Bids may be considered in any order or combination, and the low Bidder shall be determined on the basis of the sum of the base bid and any Alternate(s) accepted.

Subcontractors:

The Trade Contractor must identify all Subcontractors and Suppliers within 48 hours of the published date and time for which bids must be submitted, in accordance with Iowa Code Section 8A311, as amended by House File 646 in 2011. Subcontractors and suppliers may not be changed without the approval of the Owner. Requests for changing a Subcontractor or supplier must identify the reason for the proposed change, the name of the new Subcontractor or supplier, and the change in the subcontractor or supplier price as a result of the change. Any reduction in subcontractor or supplier price as a result of the change, if the change is approved by the Owner, shall be deducted from the Trade Contract Price via a deductive Change Order. Any such changes, if approved by the Owner, which result in an increase in the Trade Contract Price shall be borne by the Trade Contractor.

Enforcement of Reciprocal Resident Bidder Preference, per Iowa Code 73A.21.

All bidders shall either check the box next to "Resident Bidder" or check the box next to "Nonresident Bidder" and by doing so and signing thereafter certifies and attests to the same. All information requested must be provided. Seek out the advice of an attorney if you have questions.

"Resident Bidder" means a person or entity authorized to transact business in of the State of Iowa and having a place of business for transacting business within the State of Iowa at which it is conducting and has conducted business for at least three years prior to the date of the first advertisement for the public improvement. Note, however, that if a nonresident bidder's state or foreign country has a more stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country.

Resident Bidder

Name of Resident Bidder: _____

By: _____
 Authorized Agent and Signatory of Resident Bidder

OR:

Nonresident Bidder

Name of Nonresident Bidder: _____

Name of State or Foreign Country of Nonresident Bidder: _____

Particularly identify and describe any preference, labor preference, or any other type of preferential treatment, in effect in the nonresident bidder's state or foreign country at the time of this bid:

NOTICE: Nonresident Bidders domiciled in a state or country with a resident labor force preference shall make and keep, for a period of not less than three years, accurate records of all workers employed on the public improvement. The records shall include each worker's name, address, telephone number when available, social security number, trade classification, and the starting ending time of employment.

By: _____
Authorized Agent and Signatory of Nonresident Bidder

Bid Form shall be signed by an officer of the company with authority to bind in a contract. Notice of acceptance of this bid, or request for additional information by the Department of Administrative Services, may be addressed to the undersigned at the address set forth below:

Legal Name of Firm: _____

Date: _____

Signature of Bidder: _____

Title: _____

Typed Name of Signatory: _____

Email: _____

Business Address:

Telephone Number: _____ Fax Number: _____

Federal Tax Identification Number: _____

Iowa Contractor Registration Number: _____

Bidder Safety Manager Name: _____

For an out-of-state Bidder, Bidder certifies that the Resident Preference given by the State or Foreign Country of Bidder's residence, _____, is _____ %.

END OF SECTION

SECTION 01 1200

CONTRACT SUMMARY

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Project Information
- B. Project Summary
- C. Bid Scope Summary
- D. Work Hour Restrictions
- E. Access to Site
- F. Coordination with Occupants
- G. Rules for Construction Workers
- H. Bid Package Instructions

1.02 PROJECT INFORMATION

- A. Facility Name/Location: Terrace Hill 2300 Grand Ave Des Moines, Iowa 50312
- B. DAS Project #: 9373.00
- C. Owner: State of Iowa, Department of Administrative Services, Hoover State Office Building, Level 3, 1305 East Walnut Street, Des Moines, IA 50319
- D. Owner's Representative: James Trower, Iowa Department of Administrative Services, 109 SE 13th Street, Des Moines, IA 50319
- E. Construction Manager: Travis Hoyle, DCI Group, 220 SE 6th Street Suite 200 Des Moines, Iowa 50309

1.03 PROJECT SUMMARY

- A. The project includes the replacement of a portion of the retaining wall on the east side of Terrace Hill
- B. Target date to provide substantial completion is December 6th, 2024.

1.04 BID SCOPE SUMMARY

- A. Scope Applicable to All Bid Packages:
 - 1. The Contractor's Work includes all labor, supervision, materials, equipment, services, supplies, tools, facilities, transportation, hoisting, storage, receiving, licenses, inspections, certifications, overhead, profit, or other items required or reasonably inferable to properly and timely perform and complete all work and services to be performed by the Contractor pursuant to this Agreement. Unless specifically stated otherwise, incidental work required to accomplish the work of this Bid Package shall be included in the bid. This would include, but not be limited to, temporary facilities, protection of the work, security of equipment, materials, and work in progress, etc. Contractor's Work shall be performed in accordance with the Drawings, Specification Divisions 00 and 01, and Specification sections applicable to each Contractor's scope.
 - 2. Contractor is responsible for all labor and equipment to unload, account for all material delivered, stock, and delivery for this scope of work. Storage and delivery of materials and equipment at the Site shall be permitted only to the extent approved in advance by the Construction Manager, and if anything so stored obstructs the progress of any portion of the work, it shall be promptly removed or relocated by the Contractor without reimbursement.
 - 3. On site supervision by Prime Contractor at all times work by that contractor or their subcontractors/suppliers is taking place.

4. Provide all temporary facilities required for this scope of work including trailer, trailer power, telephone, secured storage, temporary power for work, temporary and task lighting for work, etc. as determined necessary by Contractor. Coordinate location of trailers, material storage and utility lines with Construction Manager. Limited space is available, and permission to bring any such facility or excess materials to the site shall be approved by the Construction Manager.
5. Contractor shall provide all equipment and tools for Contractor's own cleanup. Clean up shall be done at the end of every shift or more frequently if required for the Contractor to perform their work, for other Contractors to perform their work, as required by the Owner's operations, and at the discretion of the Construction Manager.
6. All turf, landscaping, and subgrade disturbances caused by equipment traffic or other activities related to the Contractor's scope shall be repaired or restored to proper conditions by the Contractor.
7. Protect adjacent existing building elements from damage from Scope of work. Repair existing building elements damaged during Contractor's Scope of work.

1.05 WORK HOUR RESTRICTIONS

- A. Work hours are from 7:00 AM to 5:00 PM, Monday through Friday unless arrangements are made in advance.

1.06 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Provide access to and from site as required by law and Owner:
 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 2. Do not obstruct roadways, sidewalks, or other public ways without permission of Owner and permit if required.
- C. Facility will be occupied at all times during duration of work. Contractor personnel shall conduct themselves in an agreeable manner at all times. Failure to do so may result in removal from the work site.

1.07 OWNER OCCUPANCY

- A. Owner intends to occupy the Project upon Substantial Completion.
- B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- C. Schedule the Work to accommodate Owner occupancy.

1.08 RULES FOR CONSTRUCTION WORKERS

- A. The staff of the State of Iowa has a responsibility to protect the public by providing a secure environment. All work site rules must be followed to the letter, at all times.
- B. All construction workers must have a background check completed prior to entering the campus to perform work.
- C. Hot Work Permit Processes and Fire Watch, when necessary, will be adhered to for this project.
- D. All State properties are tobacco free. No smoking will be permitted or tolerated on campus unless in designated areas.
- E. You are permitted access only to the work site and no other area of the institution.
- F. No drugs, alcohol, or firearms are allowed on the work site.
- G. Do not leave money, drugs, alcohol, or firearms in your personal vehicle.
- H. Company and personal vehicles are to be parked and locked in designated or authorized area of the work.
- I. Secure all tools at the end of the day.
- J. Maintain control of all tools, supplies, and debris at all times during the work.

- K. Never leave keys in any vehicle. If a security officer finds keys in a vehicle, they are under orders to turn them in to a security supervisor.
- L. Secure all tools at the end of each day. Never leave tools unattended. All tools shall be checked in at the beginning of the day and checked out at the end of the day. If security officers find loose tools, they are under orders to turn them in to their supervisor.
- M. All delivery vehicles must go directly to the job site. Extra time should be anticipated for all deliveries. Provide 24-hour notice to the facility of deliveries.
- N. During an emergency, follow the instructions of the security staff.

1.09 BID PACKAGE INSTRUCTIONS

- A. **Bid Package #01 – Retaining Wall Replacement:** Trade Contractor shall include all of the following, but not limited to, as part of the contract:
 1. Includes specifications: 02 0342, 02 4100, 03 3000, 04 0300, 04 2613, & 07 9000.
 2. This contractor is responsible for the replacement of the retaining wall located at Terrace Hill as outlined in the contract documents. This includes but is not limited to all demolition, new concrete and masonry retaining wall, pavement replacement, tuckpointing, tree removals, and site restoration
 3. Contractor shall provide a mockup of new retaining wall section and concrete cap for architect and Terrace Hill approval.
 4. All work shall be constructed in accordance with the most recent edition of the Iowa statewide urban design specifications for public improvements (SUDAS). Erosion control measures shall be provided and maintained throughout construction.
 5. This contractor shall be responsible for all traffic control according to MUTCD and city of Des Moines requirements including obtaining required city permits. Access to adjacent businesses and residential driveways must be maintained throughout construction. Project intent is to maintain a single lane of traffic except for limited durations during pours and street patching.
 6. This contractor is responsible for temporary sanitary facilities and handwashing station.
 7. This contractor is responsible for providing dumpster services during construction.
 8. Contractor is responsible for city of Des Moines right-of-way permitting that will be required for this project. contractor shall prepare a traffic control plan according to their proposed means and methods
 9. This contractor shall replace the section of Terrace Hill's retaining wall as outlined on sheet S100
 10. The contractor shall sawcut full depth and remove existing paving including brick layer and sand base as outlined in the contract documents.
 11. This contractor shall include cleaning of the entire masonry surface and concrete cap for portion of the wall that is to remain as outlined on sheets A100 and A101.
 12. The contractor shall provide tuckpointing of mortar joints in the existing portions of the retaining wall, replacing broken bricks with salvaged bricks where noted. Contractor shall use a bid quantity of 3,600 lineal feet of repointing work on the existing portion of the retaining wall with a unit price to add/subtract an additional 1 linear foot of repointing.
 13. This contractor shall remove the existing tree and stump to a minimum of 18" below finish grades as noted in the contract documents. The contractor shall protect trees near the construction area with a green construction fence around the drip line of the tree for protection. All landscaping including trees shrubs and perennial not called out to be removed shall be replaced at no cost to the owner if damaged during construction.
 14. Temporary perimeter chain link security fence must be maintained at all times. The owner to remove and replace existing fencing and install a temporary fence and motion detection system on fencing. This contractor shall coordinate the removal and replacement schedule with the construction manager, DAS and Terrace Hill.
 15. This contractor shall install and maintain a green construction fence and temporary chain link fence/barriers around all areas of active construction outside of the secure perimeter fence. Contractor shall assume pedestrian traffic will be in the area throughout the project duration

16. This contractor shall salvage brick from removed from the wall for repairs to existing wall. This includes turning over 150 bricks with mortar removed on a pallet in good condition to the owner
17. This contractor is responsible for site restoration, contractor shall scarify areas to receive topsoil to a minimum depth of 4", removing all stones, wood and other debris larger than 2" from areas to receive topsoil. All disturbed areas that are not paved shall be replaced with sod. The contractor is responsible for the initial first week of watering before it is turned over to Terrace Hill.
18. The west half of the existing parking lot located along Grand Ave. may be used for construction vehicle parking and material storage. All material storage locations should be fenced off with temporary chain link fencing and kept clean and organized.
19. Contractor shall install traffic barriers or temporary chain link fencing around portion of the street closure.
20. In addition to the areas indicated to have mortar joints repointed, include an allowance to repoint and additional 1000 lineal feet of joint. Allowance shall include all necessary material, plus cost for delivery, installation, insurance, overhead, and profit. Contractor to submit invoices, delivery slips, and/or time sheets to show actual quantities to be signed off by construction manager at time of execution/delivery.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION