

## **Addendum #01 for Design RFP 0218335020**

Project Name: Capitol Complex Building Security System Upgrade

DAS RFP #: 0218335020

DAS Project #: 8967.00

Date: 01/08/2018

### Addendum #1:

- Cover Page – Table of Contents, Clarifications, & Questions (3 pages)
- Exhibit A: Pre-proposal meeting agenda with notes (in red). (3 pages)
- Exhibit B: Pre-proposal meeting sign-in sheet (1 page)

### Clarification:

- Due date for proposals remains on **January 16<sup>th</sup>, 2018 at 2:00 PM CST.**
- The proposed schedule has been revised to the following:
  - Execution of Contract: January 25<sup>th</sup>, 2018
  - Initial Construction Budget for Phases 1 & 2: By February 9<sup>th</sup>, 2018
  - Design: January 25<sup>th</sup> – March 30<sup>th</sup>, 2018
  - Contractor Bidding: April 2<sup>nd</sup> – 19<sup>th</sup>, 2018
  - Construction Start: May 7<sup>th</sup>, 2018
- Design for the system shall require non-proprietary equipment so future camera replacements or installations can be completed without unnecessary restrictions on equipment manufacturers.

### Questions:

- Q1. The fee breakout shows only design documents for phase 3, but the narrative says construction documents will be required. Which services are needed for phase 3?
- a. The intent of Phase 3 is to have a set of design specifications for the future replacement of cameras as either the needs or funding becomes available. A performance specification for the future replacements shall be developed that could be utilized for individual or multiple camera replacements in the future as well as the identification of camera and equipment locations.

- Q2. How many buildings have cameras?

- a. This project includes eight buildings with current security camera systems and four buildings no current security camera systems.

Q3. What is the anticipated structural or architectural services, if any, that are to be needed?

- a. No known structural modifications are anticipated at this time. Architectural services may include initial layout of building for identification of cameras, equipment, and cabling locations. Where minor patching may be required for camera installation it is anticipated it would be part of this design scope.

Q4. Does the scope include work at the Capitol Building?

- a. Yes

Q5. Is there IT infrastructure already available?

- a. Each building in this project is connected to a fiber loop which ties into the current head in location for the security camera system. The only exception to this is a parking ramp which will be part of this project and has ethernet on the premises but no fiber connection. Buildings with existing cameras have some IT infrastructure but to what extent, and if it is adequate for the upgrades proposed in this project, will need to be verified by the successful design firm. A layout of the campus I.T. infrastructure can be provided to the contracted designer.

Q6. Are there existing CADD drawings and backgrounds?

- a. No.

Q7. How detailed should construction drawings be? The current schedule doesn't allow time to add dimensions and great detail. Is a schematic line diagram sufficient?

- a. It is anticipated that construction drawings should contain sufficient detail to allow a bidder to adequately bid the project without requiring field measurement or verification. Construction drawings shall also provide adequate information for proper installation. Drawings that are schematic in nature should be sufficient if it meets the aforementioned criteria.

Q8. Are there any established requirements or standards at the Capitol Complex for this video surveillance solution?

- a. No

Q9. Are any of the existing 65 cameras of the Pan/Tilt/Zoom (PTZ) variety?

- a. This information will be provided to the contracted design firm.

Q10. For new cameras, will there be any special application requirements such as license plate identification or analytics to be set up that would allow the user to define alarms based parameters such as loitering, object left behind, wrong way of travel, area of interest, etc.?

- a. The need for any such special application requirements will be evaluated during design and if deemed necessary shall be incorporated into the construction documents.

Q11. Will the power-over-ethernet (PoE) switches serving the new cameras be provided by owner or will the project need to carry these?

- a. By Owner

Q12. Are there telecommunications rooms within 200 – 250 feet of each newly proposed and existing camera or will there be a need to utilize extenders/media conversion for new remote cameras?

- a. This will need to be evaluated during the design process.

Q13. Selection Procedures (5.2.2): can a percentage breakout be provided for each of these four criteria? Is each weighed evenly?

- a. Qualifications are 40%, approach is 25%, schedule is 20%, and fee is 15%.

Q14. Will installers be able to bid on this opportunity? If so, will that installer be allowed to bid on the installation portion?

- a. Installers may bid on this opportunity, but they would not be allowed to bid on the installation portion if they are involved in the design.

Q15. Is there a construction budget in place for the security upgrade?

- a. No

Q16. What is the approximate size (sq. ft.) of the State of Iowa Capitol Complex?

- a. Approximately 2 million sq ft.

Q17. Can a list of pre-bid conference attendees be provided?

- a. See attached

Q18. Scope of work (phase #3): should this be considered a separate design package, or can the awarded bidder provide a single set of drawings/specifications that are split up by each phase?

- a. We anticipate the awarded bidder may provide a single set of drawings/specifications that are split up by phase.

Q19. Is this RFP asking for design services or build services?

- a. The RFP is for design services

Q20. Understanding that DAS needs to keep the Homeland Security assessment confidential, is there any way we can get a list of specific buildings that are impacted with this project?

- a. This information will be shared with the contracted design firm

## Pre-Proposal Meeting

### State of Iowa – RFP for Professional Design Services

RFP: 0218335020

Project Name: Capitol Complex Building Security System Upgrade

DAS Project #: 8967.00

Proposals Due: January 16, 2018 at 2:00 PM CST

Schedule:

Post TSB:	December 27, 2017
Pre-Proposal Meeting on Site:	January 5, 2018 at 2:00 PM CST
Questions Due:	January 9, 2018 at 2:00 PM CST
Last Addendum Issued By:	January 11, 2018 by 2:00 PM CST
Proposals Due:	January 16, 2018 at 2:00 PM CST
Selection of Designer, issue NOI:	January 18, 2018
Execution of Contract (5-day appeal period):	January 25, 2018
Design:	January 25, 2018 – March 30, 2018
Initial Construction Budget Phases 1 & 2:	By February 9 <sup>th</sup> , 2018
Contractor Bidding:	April 2 <sup>nd</sup> – 19 <sup>th</sup> , 2018
Construction Start:	May 7, 2018

#### **MAKE SURE IT IS SUBMITTED TO DAS AS THE REQUEST FOR PROPOSALS READS**

1. Proposal Process
  - a. Ensure all sections of 4.2 Proposal Content are included in proposal.
  - b. Proposal shall include a Not-to-Exceed estimate for reimbursable expenses.
  - c. Review Section 5.2 and ensure each of the criteria for evaluation are met.
  - d. All questions after this meeting and prior to 2:00 PM CST on January 9<sup>th</sup> to be submitted to Randall Stapp at [randall.stapp@iowa.gov](mailto:randall.stapp@iowa.gov). Do not contact DCI Group directly for questions or clarifications.

#### **Scope of Work:**

The State of Iowa Department of Administrative Services is currently seeking design services from qualified design firms for a building security system upgrade project at the State of Iowa Capitol Complex. An initial assessment has been prepared by the Iowa Department of Homeland Security and Emergency Management and the Iowa Department of Public Safety.

The assessment provides an outline of the existing security system on the Capitol Complex and provides details about its proposed non-proprietary replacement/upgrade, including the number of cameras and their placement. The complex currently has approximately 65 existing camera locations. This assessment, which will be provided to the selected design firm, provides the basic locations proposed for a new digital security camera system and requested camera storage capabilities.

The scope of this project will include review of current assessment, design to upgrade or replace the monitoring and recording system and existing cameras as well as add new cameras, bidding assistance, and construction administration. It is anticipated that this project will be phased, with **full design for Phases 1 & 2, and the development of a performance specification and locations for Phase 3 cameras and equipment. Bidding assistance and construction administration only for phases 1 and 2.** The Department

may negotiate future services for bidding assistance and construction administration for phase 3. Preliminary phasing is anticipated as shown below:

- Phase #1 - install a digital DVR system that can support the current analog cameras as well as any new digital cameras that are added. The current DVR system uses 16 each 500 GB drives for a total storage of 8 Tb. A new system would need to have at least this capacity to support the 65 existing cameras as well as the expansion capacity to support approximately 45 additional cameras suggested in the assessment.
- Phase #2 – installation of cameras identified in the assessment by priority. Approximately 20 new cameras may be included in this phase, depending on budget.
- Phase #3 (design only, not included in current bidding assistance or construction administration) – FUTURE replacement of approximately 65 existing analog cameras and installation of approximately 25 additional cameras, as identified in the assessment.

Please see below for additional details. The following scope of work shall also be included as part of the design firm's scope:

### **1. Administrative**

- A. A pre-proposal meeting will be held onsite at the Facilities Management Center, December 19, 2017 at 2:00 PM CST.
- B. Construction Manager (DCI Group) has been engaged for this project to serve as an advisor to the Owner and to provide assistance in administering the Contract for Design between Owner and the Designer according to separate contract between Owner and Construction Manager.
- C. Use of the State of Iowa's construction management software EADOC.
- D. The successful designer will be responsible for construction administration for the Security Camera Upgrades, including, but not necessarily limited to, development of submittal master list, submittal reviews, review and response to RFI's, development of Architectural Supplemental Instructions for design revisions, change order review, review of Trade Contractor pay applications, periodic site visits, and participation / development / verification of contractor punch list.
- E. Designer shall provide probable cost opinions at 100% SDs, 100%DDs, 95% CDs, and 100% CDs.
- F. Proposals should include a fee proposal, broken down as follows. These breakdown prices will be used as the schedule of values for billing purposes.
  - i. Building Security System schematic design for Phases 1, 2, and 3.
  - ii. Building Security System design development for Phases 1, 2, and 3.
  - iii. Building Security System construction documents for Phases 1 and 2.
  - iv. Building Security System bidding assistance for Phases 1 and 2.
  - v. Building Security System construction administration for Phases 1 and 2.

### **2. Evaluation, Design, & Construction**

- A. Exterior building security system design to include, but not necessarily be limited to;
  - 1. Complete design for the upgrade of the existing building security system from an analog to a non-proprietary digital system. Design to include cameras, wiring, hardware, and software. This shall include, but not necessarily be limited to Architectural, Mechanical, Electrical, Controls, and Structural design services as required.
  - 2. Design considerations shall include, but not be limited to, views, resolution, record rates, storage requirements, and converter options to re-use existing cameras.
  - 3. Design shall include ability to incorporate existing security system (analog) into new digital system and head end equipment.
  - 4. Design shall include ability to expand system in the future.

5. Designer to develop a complete set of specifications except for Division 00 which will be provided by DCI Group for incorporation into the designer specification book. The designers' specifications shall include Division 01 General Requirements and all technical specifications.
6. Design shall satisfy all Federal, State, and Local codes, including State Energy Conservation requirements.
7. The building will remain occupied during construction.
8. CAD drawings (if available) will be made available for the designer's use. All measurements shall be verified by the designer.
9. Perform one kick-off meeting on-site to discuss overall project scope and needs.
10. Designer to help identify and pursue all potential rebates and credits.
11. Design reviews will be conducted at 100% SDs, 100%DDs, and 95% CDs, and reviewed with Owners Representative, Construction Manager, and Facility Representative. Attend a minimum of three (3) on-site meetings with DAS, Construction Manager, and Facility staff for discussions related to design development comments.
12. Plan submission for State Fire Marshal review and energy code compliance as needed.
13. Final submission of contract documents including drawings, and trade specific specification sections for bidding.
14. Designer shall develop and implement a submittal log for incorporation into the State of Iowa's construction management software EADOC. The submittal log will identify all of the required project submittals as identified in the design specification.
15. Designer shall participate in bi-weekly, or as-needed, Owner, Architect, and Contractor meetings either onsite or by conference call at the Owner's discretion.
16. The designer shall attend, at a minimum, one (1) design kick-off meeting, onsite investigations as needed for design, three (3) design reviews, one (1) pre-bid meeting, one (1) construction kick-off meeting construction reviews on an as-needed basis, one (1) substantial completion/punch list development, one (1) punch list approval, and one-year warranty correction period visit.
17. Field observation reports shall be submitted to DCI Group for each site inspection within five (5) days of the site visit.
18. Maintain an as-built set of drawings and specification for all design modifications. Up-to-date full sheets to be issued electronically to address all Architectural Supplemental Instructions and RFIs as feasible.

### **3. Close Out**

- A. Provide construction as-built drawings and specifications of all design modifications, including RFIs, Architect Supplemental Instructions, Proposal Requests, and Change Orders in both CAD and PDF formats.
- B. Development and verification of punch list document.
- C. Provide date for substantial and final completion.
- D. Conduct 1-year warranty review.

**DAS Project Name: Capitol Complex Building Security System Upgrade**

**Meeting Purpose: Pre-Proposal Meeting**

**Date: 1/5/2017**

### Attendees

In Attendance (Initial)	Name	Company	Phone Number	E-Mail Address	Attended by Phone
CWD	CHRIS DAVIS	KCL	515 333 8844	CDAVIS@KCLENGINEERING.COM	
JDW	Jonathan DeWid	KCL	712 470 2812	JDDEWID@KCLENGINEERING.COM	
TCG	JONATHAN GETTLER	DESIGN ENGINEERS	319-841-1944	JONATHAN.GETTLER@DESIGNENGINEERS.COM	
AMS	ARON SPRINGER	DESIGN ENGINEERS	319-841-1944	aron.springer@designengineers.com	
ML	MIKE CHAMBERS	RDG	515-309-3267	mchambers@rdgusa.com	
SH	James Hertman	Modus	515-743-8022	JHertman@modus-eng.com	
BMD	DAMON DEEN	IMEG	515 334 4329	damon.m.deen@imegcorp.com	
	Rob Greiner	DCI Group	515-650-7777	rob@dcigroup-us.com	
ABV	Andy Venckee	Aviner	515-243-0569	avenckee@clvise.com	
MD	Mike Day	Elerts Ass	515 865 4660	mike.day@tneg.com	
GC	Garson Carrillo	Embark IT	515-440-1451	garson@embarkit.com	
VM	VINCENT MENDEZ	BLUESTONE ENG	515-727-0700	MENDEZ@BLUESTONEMEP.COM	
MAH	Mark Logsdon	post 16	515-418-5774	mlogsdon@dps.state.ia.us	
	Tony Jenkins				
JEM	Jennifer Moehlmann	DAS	515-725-0454	Jennifer.Moehlmann@iowa.gov	