
Addendum 2 for RFP #935200-01

Project Name: HSS ANK IMEO Expansion Evaluation

DAS RFP #: 935200-01

DAS Project #: 9352.00

Date: 07/28/2023

Addendum 1:

- Cover Page – Table of Contents & Clarifications & Questions (1 page)
- DRAFT Programming Documents (1 page)
- Pre-Proposal Meeting Minutes & Sign-In (5 pages)

1) CLARIFICATIONS

- a) Proposal due date remains 8/03/2023 at 2:00 PM CST and shall be submitted to construction.procurement@iowa.gov
- b) There is a potential the ISOME may absorb Polk County. This is the reason for the cost opinion alternate for a 23% increase in capacity. Assume design work will take place starting 2024 and construction following.
- c) An initial programming effort has been done internally based on assumed needs in next 15-20 years.
 - i) This draft document has been provided for reference. This initial programming should be used for reference only. Final programming to be determined by the designer.
- d) Project will need to be phased to maintain operations.

2) QUESTIONS

- a) How many square feet?
 - i) The existing space for the State Medical Examiners is approximately 24,025 SF. This does not include a partial basement space where mechanicals are feed.
 - ii) Recommended overall square footage for the expansion to be provided by the designer.
- b) Are there as-builts and existing documents?
 - i) There are existing CAD files and as-built drawings. CAD files may not be available for all systems.
- c) What is driving this project?
 - i) Lack of space and increase in numbers
 - ii) 2008 IOSME was doing 800 cases, now doing 2,000-2,200 cases per year
 - iii) Per capita, should be doing roughly 3000 cases per year

END OF ADDENDUM 2

Number of Rooms	Type of Room	Room Description	Expansion of Current Room	Special Requirements for Room	Equipment for Room
1	Autopsy	Anthropology	X	50% if additional storage room	
2	Autopsy	Body Coolers	X	2nd cooler can accomidate shelving and lift	
1	Autopsy	Autopsy Suite	X	100%-8 stations - 10 with polk - special 2 stations	
1	Autopsy	Clean Passageway to Autopsy/Special Autopsy		Consider conversion of cooler B to meet this requirement	
1	Autopsy	CT Room			
1	Autopsy - Inv	Evidence Storage	X	expand into evidence prep? increasing by 25%	
1	Autopsy - Inv	Evidence Prep		2x the size of current	more temp shelving - 4 total drying cabinets and table
1	Autopsy	Tissue Storage/Histology	X	25-50%	
1	Autopsy	Supply Room	X		50%
1	Autopsy	Chemical Storage	X		25%
1	Autopsy	Storage Room (that could be cooled down if needed)		? between autopsy and garage? size of special?	
1	Autopsy	IDN	X		
1	Autopsy	Garage	X	1-2 car lengths	
1	Autopsy	Biohazard Storage	X	able to hold 8-10 containers	
1	Office	Library	X		
1	Office	Conference Room	X	Similar to current	
1	Office	Conference Room		Big enough for 30 people	Conference tables, chairs, smart monitor/tv
3	Office	Pathologist Offices		Making a total of 11 pathologists	
1	Office	PA Office		Making a total of 2 PAs	
1	Office	Clerical ? shared space ?		50 % more than current	
3	Office	Mics. office space		CDRT, IVES, and etc	
1	Office	Investigation		individual office	
4	Office	Investigation		Making a total of 15 adjacent to each other	
1	Autopsy	PT Locker Room	X	add 2nd?	
1	Utility	Electrical Closet			
1	Utility	Communication Closet			
2	Utility	Male Restroom		1 restroom and 1 locker room with shower and re reconfig current	
2	Utility	Female Restroom		1 restroom and 1 locker room with shower and re reconfig current	
1	Autopsy	Loading Dock		facilitate 1-2 vehicles	
1	Autopsy	Parking Lot	x	More - doubled 40-50	
2	Auto	Solar EV Chargers			
1	Office	Storage Room		same size as current	
1	Utility	Facility Generator			red plugins in each area
1	Utility	Main Power Source Switch			
1	Utility	Catwalk		maintenance	
1	Utility	Solar/high capacity battery			
1		breakrooms		upgrade	tv and booths?
		dictation room			
		stress room/quite room			
		increased parking in back lot			



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

Project: 9352.00 HSS ANK IMEO Expansion
 2250 S Ankeny Blvd
 Ankeny, Iowa 50023

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Jul 24, 2023	Meeting Time	3:00 PM - 4:30 AM Central Time (US & Canada)
Meeting Location	2250 S Ankeny Blvd, Ankeny, IA 50023	Video Conferencing Link	https://us02web.zoom.us/j/83487367585?pwd=bkNmMEF6Y2hwcTlzTVpOSU9JRDERUT09
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	Sharp Copier_20230728_103832.pdf , Addendum #01- RFP935200-01 - ISOME Expansion Evaluation.pdf , RFP935200-01 ISOME Expansion Evaluation.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Brad Meister	Capitol Complex Maintenance		brad.meister@iowa.gov	Conference
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Present
Aaron Hallengren	DPH - Office of State Medical Examiner	P: (515) 725-1409	aaron.hallengren@idph.iowa.gov	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendance				
		Official Documented Meeting Minutes See attached sign-in sheet				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description				
		<ul style="list-style-type: none"> • The evaluation will serve as the basis for a legislative funding request for a subsequent renovation and expansion of the facility. • The project aims to enhance workspace layouts, optimize workflow processes, update technology infrastructure, improve security measures, provide additional capacity, and ensure compliance with relevant regulations and standards. • Designer shall: <ul style="list-style-type: none"> ◦ Meet with facility stakeholders to understand project intent as well as programming needs and wants. 				

- Conduct a comprehensive assessment of the existing facility, including the building's infrastructure, layout, code compliance, and workflow processes.
- Evaluate the existing site to understand the feasibility of expansion, additional parking, security, infrastructure, layout, code compliance, and workflow processes.
- Space planning and programming, identify areas of improvement related to needs, functionality, efficiency, and compliance with industry standards.
- Analyze the current and projected future needs of the medical examiner's office for the next 15-20 years, considering workload, personnel, and technological advancements.
- Evaluate the facility's technology infrastructure, including IT systems, laboratory equipment, and communication networks.
- Review security measures and propose enhancements to ensure the safety and confidentiality of operations.
- Identify potential environmental, energy efficiency, and sustainability improvements.
- Develop conceptual programming and fit plan for existing spaces and recommended expansion. This shall include high level concept drawings including civil and MEP narrative. Incorporate the findings from the evaluation phase, to enhance the facility's layout, workflow, and overall capacity. Programming and fit plan shall be to a level sufficient to develop a conceptual budget for construction.
- Designer shall provide a cost opinion following their 100% programming and fit plan submittal. Cost opinion shall included anticipated design fees for full design and construction administration.
- As part of the final cost opinion, designer shall include an alternate to add an additional 23% capacity beyond the capacity recommended in the final evaluation.
- Designer's proposal shall include a list of recommended meetings and site visits.
- The designer's proposal shall include the option to negotiate for future design and construction administration related to the expansion and renovation of the IOSME building.

Official Documented Meeting Minutes

- Week of 7th - 11th will be difficult for site visits

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description						
<ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 7/27/23 at 2:00 PM CST • Addendum Issued: 7/28/23 at 2:00 PM CST • Proposals Due: 8/03/2023 at 2:00 PM CST • Selection of Designer/Issue NOI: 8/04/2023 • Execution of 803 Contract: Week of 8/07/2023 • Tentative Design Kick-Off Meeting Week of August 14, 2023 • 50% Programming By August 28, 2023 • 100% Programming & Fit Plan By September 12, 2023 • Cost Opinion & Final Submittal By September 19, 2023 						

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 						

- 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:
 - 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?						
Official Documented Meeting Minutes						
<ul style="list-style-type: none"> • How many square feet? <ul style="list-style-type: none"> ◦ The existing space for the State Medical Examiners is approximately 24,025 SF. This does not include a partial basement space where mechanicals are feed. ◦ Recommended overall square footage for the expansion to be provided by the designer. • Are there as-builts and existing documents? <ul style="list-style-type: none"> ◦ There are existing CAD files and as-built drawings. CAD files may not be available for all systems. • What is driving this project? <ul style="list-style-type: none"> ◦ Lack of space and increase in numbers ◦ 2008 IOSME was doing 800 cases, now doing 2,000-2,200 cases per year ◦ Per capita, should be doing roughly 3000 cases per year • An initial programming effort has been done internally based on assumed needs in next 15-20 years <ul style="list-style-type: none"> ◦ This initial programming should be used for reference only. Final programming to be determined by the designer. • There is a potential the ISOME may absorb Polk County. This is the reason for the cost opinion alternate for a 23% increase in capacity. • Assume design work will take place starting 2024 and construction following. • Project will need to be phased to maintain operations • Utilities: <ul style="list-style-type: none"> ◦ Backup power - existing is insufficient ◦ Chillers - about at capacity ◦ Power comes from east and west - no current ATS • Known issues on comfort and climate control? <ul style="list-style-type: none"> ◦ Struggle keeping offices comfortable with the amount of cooling required in autopsy suites • Body coolers will likely need to be redone, they are at end of life • Workflow issues: <ul style="list-style-type: none"> ◦ Looking for a complete renovation, taking all spaces into account • Must have secure parking for all staff - existing parking will need to be increased 						

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: 9352.00 IMEO Expansion Evaluation
 Date: 7/24/2023

Attendees



In Attendance Virtually	Name	Company	Phone Number	Email
	Michael Steer	DCI Group	(515) 975-8378	Michael.Steer@dcigroup-us.com
	JAMES TROWER	DAS	515-380-8097	James.trower@iowa.gov
	Chris Bauer	SHIVE-HATTERY	515-669-0695	CBauer@shive-hattery.com
	JAMES DEEDS	HEL SKINNER/SLC	515-371-9970	Jrdeeds@skelengineering.com
	BOB BISENILL	SHIVE HATTERY	515 313 7587	bbisenill@shive-hattery.com
	Libby Funke	SHIVE HATTERY		lfunke@shive-hattery.com
	NEIL SUTTON	EMERGENT ARCHITECTURE	7515-443-3778	neil@emergentarch.com
	Nate Stider	OPN	515-229-2766	nstider@opnarchitects.com

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