



Addendum 01 for RFP 918604-01

Project Name: DHS CC Strategic Space Planning Hoover 3rd Floor Dept of Admin Services

DAS RFP #: 918604-01

DAS Project #: 9186.04

Date: 5/24/2024

Proposals Due: June 6th, 2024, at 2:00 PM CST

Addendum #1:

- Cover Page, Revisions, Clarifications, & Questions (2 pages)
- RFP Pre-Proposal Meeting minutes (4 pages)
- Sign in sheet (1 page)

1. Revisions

- 1.1. All designers and consultants will need to pass a background check if they will need access to the building while occupied.
- 1.2. Borrowed lights shall be added in H352 office space to allow for natural light.
- 1.3. Design shall include sound masking to be included as an alternate in the bid documents.

2. Clarifications

- 2.1. Basepoint is the communications / access control contractor for Capitol Complex.
- 2.2. There are smoke heads under the raised floor that will need to be removed as part of the scope of the work.
- 2.3. Cameras in the space will need to be removed.
- 2.4. Damaged windows will be repaired by the facility.
- 2.5. Furniture will be sold off by the facility.
- 2.6. There is an existing copper water line that runs underneath the raised flooring into Storage H366. This line has been abandoned and disconnected within H366. Remaining abandoned copper line will need removed beneath raised flooring.
- 2.7. Available existing documents:
 - 2.7.1. Original 1975 plans including Architectural, Civil, Structural, Mechanical, Electrical, and Plumbing (PDF)
 - 2.7.2. Hoover 3rd Floor Conceptual Remodel Plans (CAD and PDF)

3. Questions:

Q1. Will the furniture vendor be able to assist during design?

A1. Furniture design is already complete and CAD files will be made available to the awarded designer. The State will coordinate with the furniture vendor on behalf of the project team.

Q2. What is the scope for the fire suppression system?

A2. The designer will be responsible for making sure the system is code compliant. This may entail moving, adding, or removing some sprinkler heads. The State has an existing master agreement vendor that could be utilized for minor fire sprinkler work.

Q3. Do the existing light fixtures stay?

A3. Yes, all ceiling lights are to remain. Some may need to be moved with the new layout, and this should be

included in the design. There is some attic stock of metal perforated ceiling tiles if needed. If there are any tiles that have a hole from removed devices, then a cap can be installed in the hole as it has been done in other areas. If we are short on metal tiles, then one of the offices can have the ceiling grid redone with a more traditional ACT so those tiles can be made available for the open areas.

Q4. Are there existing drawings?

A4. Yes, there are some existing drawings / CADs, and they will be made available to the awarded designer. See 2.7 for available drawings.

Q5. Have there been any hazardous materials testing done?

A5. No, there has not been any testing done yet. CM will facilitate testing, and if abatement is required, this will be handled outside of the designer's scope.

Q6. Would 3d scanning be acceptable above and below ceiling?

A6. Yes, awarded designer is welcome to 3d scan the project.

Q7. Are there any fire system contractors on the master agreement?

A7. Yes, JCI is under master agreement. Fire sprinkler work will need to be included in the drawings.

Q8. Should design services for sound masking be included in the base scope of services?

A8. Yes, please include it in the design. The intent is that this will be an alternate.

Q9. Should coordination services with the Owner's audio-visual consultant be included for the (4) new conference rooms?

A9. CTI will be moving the existing equipment; the designer will need to coordinate to provide electrical/data/backing or support for mounting of product.

Q10. Regarding RFP line items 1.3.7 & 1.3.10, have the above-ceiling conditions of any presumed existing rated wall construction (within, or indirectly related to, the project scope) been field verified? If not, should this service be included in the scope?

A10. No, review of these walls should not be included in the initial RFP proposal. This will be added via change order if determined necessary during the design process.

Q11. Are there existing life safety plans of current conditions on the 3rd Floor available for reference? If yes, can those be shared as part of the proposal process? If not, should services to produce these be included?

A11. The original 1975 plans will be made available in PDF format. Modifications have been made to the building that are not represented on these plans including the demising wall between the offices spaces and the corridor/elevator lobby. Originally, this was all an open floor plan. Existing plans will be made available to the contracted design firm. At this time, the scope of work is limited to the Office spaces plan north of Corridor H3535, H359, and H365 and a full code review or plan of adjacent spaces are not anticipated.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	May 23, 2024	Meeting Time	3:00 PM - 4:00 PM Central Time (US & Canada)
Meeting Location	Hoover Building West Entrance 1305 East Walnut St. Des Moines, IA 50319		
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	Exhibit A - Schematic design developed by the State of Iowa.pdf , RFP918604-01 Hoover 3rd Floor Renovation_Final.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Brad Meister	Capitol Complex Maintenance		brad.meister@iowa.gov	For Distribution Only
Barbara Bendon	DAS Space Management & Leasing Division	P: (515) 281-8887	barbara.bendon@iowa.gov	Present
Jarrad Boever	DCI Group	P: (515) 244-5043	jarradb@dcigroup-us.com	Present
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Present
Jennie Elliott	State of Iowa - Department of Administrative Services		jennie.elliott@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description DAS - Owner Representative <ul style="list-style-type: none">Jennie Elliott DCI Group - Construction Manager <ul style="list-style-type: none">Michael SteenJarrad Boever Capitol Complex <ul style="list-style-type: none">Barbara BendonBrad MeisterJenna VanDenover						
Official Documented Meeting Minutes Also in attendance: <ul style="list-style-type: none">Nate Stieler OPN 515-229-2766 nstieler@opnarchitects.comEric Heynen KCL 515-300-8092 eheynen@kclengineering.com						

- Kent Lutz CMBA lutz.k@cmbaarchitects.com
- Seth Shannon Schemmer 515-650-4715 sshannon@schemmer.com

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description Complete design, including all design disciplines, for the renovation of approximately 14,335 SF of office space on the 3rd Floor of the Hoover Building. Project scope is anticipated to include: <ul style="list-style-type: none"> • Demolition including existing mailboxes, coiling counter door, raised flooring system, carpet, base, miscellaneous wall removals, electrical, low voltage, mechanical, and fire alarm. • New wall construction from floor to ACT ceiling and patching where removals occurred. • New doors, frames, borrow lights. • Painting of walls, door frames, and metal acoustical ceiling system. • New carpet, LVP, and vinyl base. • Complete electrical, low voltage, fire alarm, and access controls design. • Break area counter • Coordination with Owner provided access controls vendor for incorporation into project drawings. • Coordination with Owner provided furniture layout and furniture vendor. • HVAC modifications to accommodate new construction. • Sprinklers to be modified to accommodate new construction. • Iowa Communication Network will pull, terminate, and test all low-voltage wiring. It will be the responsibility of the designer to coordinate documents accordingly and design pathways and rough-ins. • See Exhibit A for schematic design developed by the State of Iowa. 						
Attachments Exhibit A - Schematic design developed by the State of Iowa.pdf						
Official Documented Meeting Minutes Clarifications: <ul style="list-style-type: none"> • Basepoint is the communications / access control contractor for Capitol Complex. • There are smoke heads under the raised floor that will need to be removed as part of the scope of work. • Cameras in the space will need to be removed. • Damaged window will be repaired by the facility. • Furniture will be sold off by the facility. • Some borrowed lights will need to be added in H352 office space to allow for some natural light. • Capped water lines to remain as they are. • Awarded designer will need to have background check done prior to working in occupied space due to sensitivity of information. 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description RFP-specific dates below <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 05/29/2024 at 2:00 PM • Addendum Issued: N/A • Proposals Due: 06/06/2024 At 2:00 PM • Selection of Designer/Issue NOI: Week of 06/10/2024 • Execution of 803 Contract: Week of 06/24/2024 						

- Tentative Design Kickoff Meeting: **Week of 06/24/2024**
- 50% CD and budget: **To Be Proposed by Designer**
- 95% CD: **To Be Proposed by Designer**
- 100% CD and budget: **August 22, 2024**
- Contractor Bidding: **August - September 2024**
- Execution of Contractor's Contract(s): **September 2024**
- Submittals, Procurement and Construction: **October 2024 to January 2025**
- Closeout: **January 2024**

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 • Proposals shall be uploaded through the IMPACS Electronic Procurement System (do not email to Procurement). <ul style="list-style-type: none"> ◦ Link and information is in the RFP ◦ Designers will need to register prior to submission ◦ Designer should complete the registration process and ensure the ability to log in as soon as possible to ensure proposals can be submitted on the due date. ◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted. 						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description Any questions?						
Official Documented Meeting Minutes Q1. Will the furniture be able to assist during design? A1. Furniture design is already complete and CAD files will be made available to the awarded designer. Q2. What is the scope for the fire suppression system? A2. Designer will be responsible for making sure the system is code compliant. This may entail moving, adding or removing some sprinkler heads. Q3. Do the existing light fixtures stay?						

A3. Yes, all ceiling lights are to remain. Some may need to be moved with the new layout, and this should be included in the design. There is some attic stock of the metal perforated ceiling tiles if needed. If there are any tiles that have a hole from a sprinkler head, then a cap can just get installed in the hole as it has been done in other areas. If we are short on the metal tiles, then one of the offices can have the ceiling grid redone with a more tradition ACT so those tiles can be made available for the open areas.

Q4. Are there existing drawings?

A4. Yes, there are some existing drawings / CADs and there will be made available to the awarded designer. We will list out in the addendum what all drawings / files are available.

Q5. Have there been any hazardous materials testing done?

A5. No, there has not been any testing done yet. CM will facilitate testing, and this will not be part of the designer's scope.

Q6. Would 3d scanning be acceptable above and below ceiling?

A6. Yes, awarded designer is more than welcome to 3d scan the project.

Q7. Are there any fire system contractors on the master agreement?

A7. Yes, JCI is under master agreement, but this will still need to be included in the drawings.

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.



Date: 5/23/2024

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