



August 27, 2019

Addendum #1 for RFP 1820335005

Cherokee Mental Health Institute Patient Restroom Safety Improvements

Clarifications/Attachments

1. Design Services Pre-proposal Meeting Minutes
2. Design Services Pre-proposal Meeting Sign-in Sheet
3. North Ward floor plans (Restrooms to be remodeled are circled)
4. Preliminary Scope List for each restroom to be remodeled

Bidder Questions/Answers

- 1) Q: Will each restroom undergoing renovation be temporarily ‘closed for use’ during demolition and construction?**

A: Yes, each restroom will be shut down during it’s renovation. See Pre-proposal Meeting Minutes for restrictions on shutting down restrooms concurrently.

- 2) Q: What is the budget?**

A: \$300k-350k construction budget.

- 3) Q: How long must the insurance requirements be effective?**

A: For the duration of the design contract, please see RFP for expected duration.



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Cherokee Mental Health Institute Patient Restroom Safety Improvements - Design Services Pre-proposal Meeting Minutes

MEETING DATE: 08/21/2019

MEETING TIME: 11:30 AM - 1:00 PM

MEETING LOCATION: Cherokee Mental Health Institute

OVERVIEW:

Design Services Pre-proposal Meeting will review scope of work, RFP requirements, and walk project in field for interested design firms.

NOTES:

ATTACHMENTS:

Meeting Commencement

No	Title	Assignment	Due Date	Priority	Status	Old/New?
1.1	Meeting Outline				Open	New
<p>Description:</p> <ul style="list-style-type: none"> • Introductions • Review Schedule & Scope • Review RFP Response Requirements • Walk Facility 						
1.2	Project Team				Open	New
<p>Description: CHMHI - Jeff Miller; Brad Wittrock; Jason Pigott</p> <p>DAS - Owner Representative</p> <ul style="list-style-type: none"> • Doug Carper <p>DAS - Issuing Officer</p> <ul style="list-style-type: none"> • Bobbi Pulley: (o) 515-725-2893; construction.procurement@iowa.gov <p>Ryan Companies - Construction Manager</p> <ul style="list-style-type: none"> • Nick Aldrich: (m) 515-491-4015; nick.aldrich@ryancompanies.com 						
<p>Official Documented Meeting Minutes: Please note the email address for the Issuing Officer, including where bids should be sent, is construction.procurement@iowa.gov. The email address listed in the RFP should not be used.</p>						

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 Ryan Companies if there are any discrepancies or questions with the content of these minutes.



RFP Schedule & Scope

No	Title	Assignment	Due Date	Priority	Status	Old/New?
2.1	Project Schedule				Open	New
<p>Description:</p> <ul style="list-style-type: none"> • Questions Due: August 23, 2019 at 2:00 P.M. • Addendum Issued: August 27, 2019 • Proposals Due: August 29, 2019 at 2:00 P.M. • Selection of Designer: September 4, 2019 • Kick-off Meeting: Week of September 9, 2019 • 100% CD's Complete: November 14, 2019 • Contractor Bidding Phase: November 18, 2019 - December 18, 2019 • CA Phase: January 2020 - June 2020 						
<p>Official Documented Meeting Minutes:</p> <ul style="list-style-type: none"> • The Design Firm will work with the Facility and Construction Manager to develop a preliminary construction schedule/sequence, which will be shown/included on the 100% CD Drawings. • Restrooms will be closed down when being renovated. Attached preliminary scope document identifies which restrooms can and cannot be closed down concurrently. 						
2.2	Project Scope				Open	New
<p>Description:</p> <ul style="list-style-type: none"> • Safety upgrades to (15) patient restrooms • Anti-ligature MEP fixtures, door hardware, bathroom accessories, ceilings, walls • Elimination of blind corners, including wall and door modifications • Flooring replacement • ADA accessible showers 						

RFP Response

No	Title	Assignment	Due Date	Priority	Status	Old/New?
3.1	RFP Highlights				Open	New
<p>Description:</p> <ul style="list-style-type: none"> • Response to cover Sections 1.1-1.3 and Section 4 complete <ul style="list-style-type: none"> ◦ Response Highlights: Design firm qualifications, project team, estimating, organization chart, relevant experience, summary and total fee hourly rates for all team members and consultants, reimbursable costs if any ◦ Design Service Highlights: Site visits, consultants, budgets, cost opinions, design review meetings, field observations, CA • Proposals must be emailed to Bobbi Pulley by 2:00 PM on August 29th. 						
<p>Official Documented Meeting Minutes: As noted above, the email for the Issuing Officer listed in the RFP is incorrect. Questions and proposals must be emailed to construction.procurement@iowa.gov.</p>						
3.2	RFP Questions & Addendum				Open	New
<p>Description:</p> <ul style="list-style-type: none"> • Questions must be submitted to Bobbi Pulley via email by 2:00 p.m. on August 23rd, 2019 in order to receive official response. • Bid Addendum will be issued August 27th, 2019 via email, and posted to the DAS procurement website. 						

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 Ryan Companies if there are any discrepancies or questions with the content of these minutes.



Administrative

No	Title	Assignment	Due Date	Priority	Status	Old/New?
4.1	Administrative				Open	New

Description:

- Original Building Plans
- Hazardous Material Testing
- Modified Consensus 803 Design Contract - copy is available with the RFP on the DAS procurement website
- EADoc Project Management Software
- Professional Liability Insurance - \$2,000,000 per claim; \$25,000 deductible
 - Must note in RFP response if deductible amount needs to vary
- Cost opinions due at time of issuing Design Development drawings and Construction Documents
- If construction bids are over 20% of the designer cost opinion redesign to meet budget will be at no additional cost to DAS

Official Documented Meeting Minutes:

- See attached floor plans of each area with restrooms to be remodeled.
- See attached preliminary scope list for each restroom.
- Ryan Companies will procure the Hazardous Material Testing survey. The Design Team will be responsible for noting on the project drawings any hazardous materials that need removed.

Questions & Tour

No	Title	Assignment	Due Date	Priority	Status	Old/New?
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ATTENDEES:

Name	Company	Phone Number	Email	Attendance
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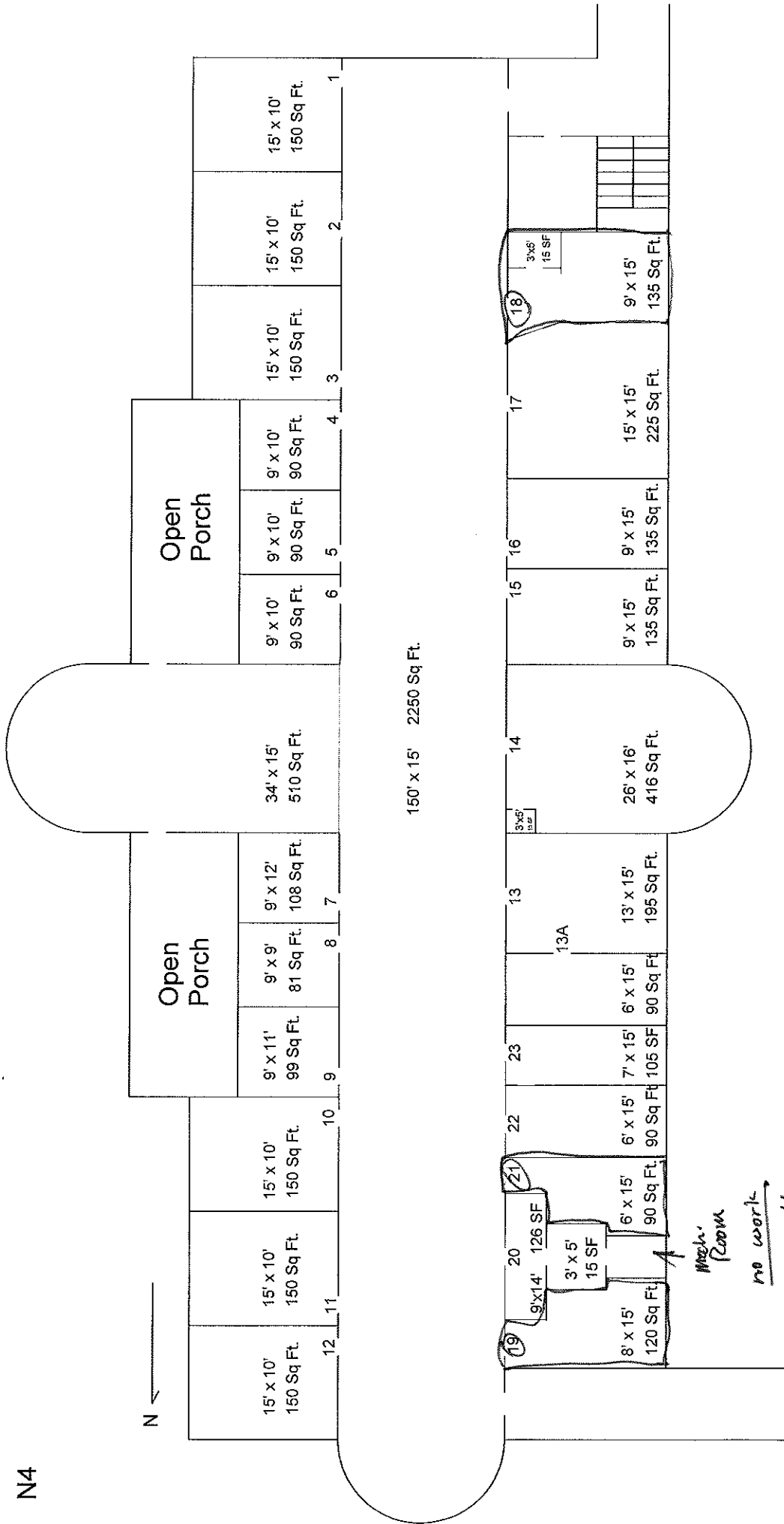
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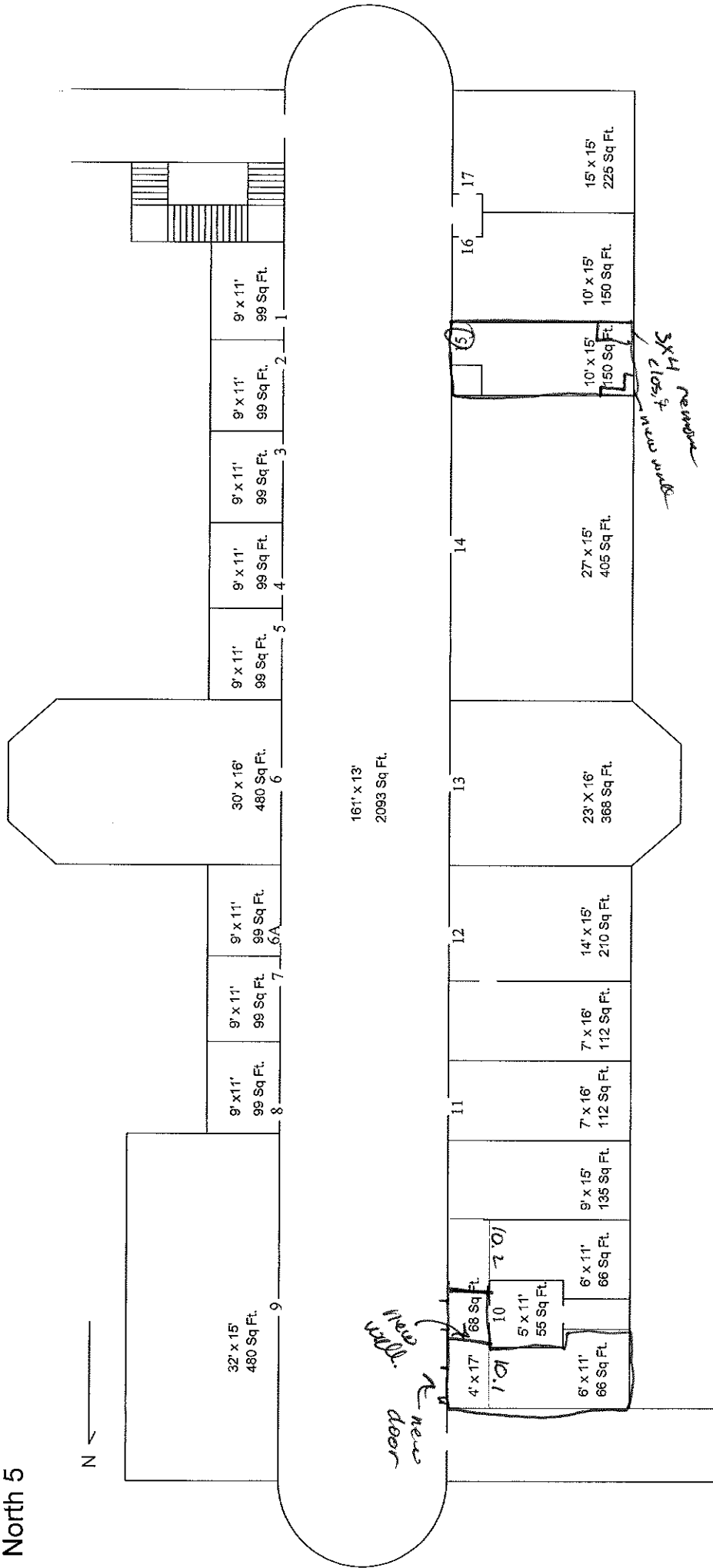
CHMHI Patient Restroom Safety Improvements - Pre-proposal Meeting 08/21/2019 @ 11:30 a.m.

Name	Company	Email/Phone
Garrett Russell	Bluestone Engineering	russellg@bluestonemap.com / 515-291-2126
Erika Menke	Shive - Hattery	emenke@shive-hattery.com
Tyson Scheidecker	Shive - Hattery	tyson@shive-hattery.com
Doug Carper	STATE OF IA - DAS	douglas.carper@iowa.gov
Jason Pigott	STATE OF IA - CMHI	jpigott@dhs.state.ia.us
DON PETERS	PETERS & Assoc, ARCHITECTS	don@petersarchitect.com 402-895-2292
Nick Aldrich	RYAN COMPANIES	

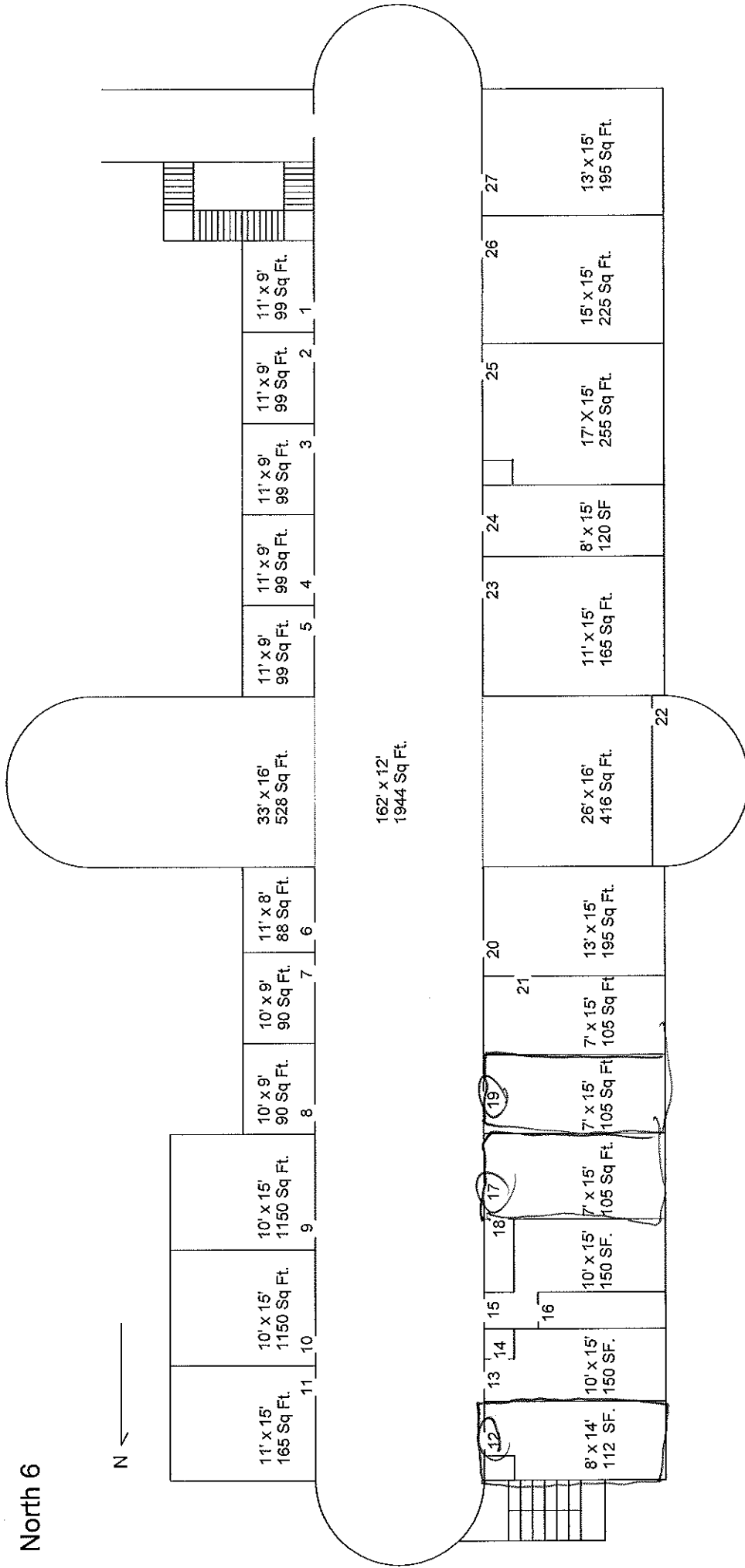
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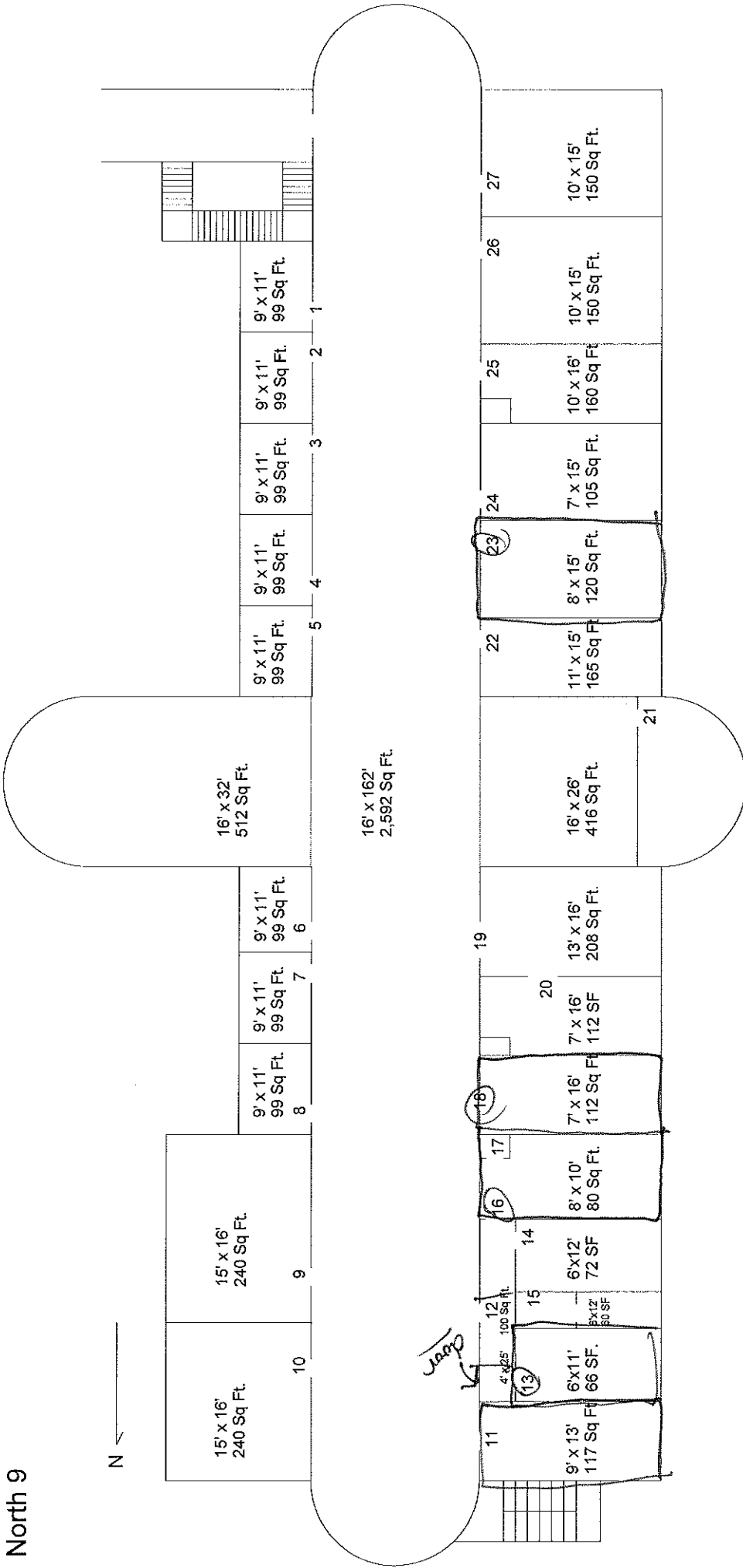
North 5



North 6



North 9



Attendees:

Doug Carper
Jim Stowater
Jeffrey Reams

General Notes:

1. The locations of the bathrooms in need of remodeling are:
 - a. North 2
 - b. North 4
 - c. North 5
 - d. North 6
 - e. North 9
2. North 4, 6 and 9 – Only one location can have the bathrooms shutdown at one time. (i.e. if North 4 is closed, North 6 and North 9 must remain open)
3. North 2 and 5 can be closed at the same time and independent of North 4, 6 and 9.
4. North 9 plumbing controlled on North 6.

Bathroom Notes:

North 2 Bathroom 11

1. Demo wall for new door installation.
2. Demo exterior window and block in with CMU and brick.
3. Install new door frame and door.
4. Install new partition wall.
5. Demo floor tile (asbestos).
6. Demo ACC ceiling and replace with framing and gyp.
7. Demo and replace the sink and toilet.
8. Address the radiator.
9. Address the exhaust fan.
10. Install new epoxy floor and base.
11. Paint walls and ceiling. Finish doors and frames.

North 2 Bathroom 19

1. Replace door hardware with anti-ligature door hardware.
2. Demo exterior window and block in with CMU and brick.
3. Demo and replace the sink, toilet, acc ceiling. Replace ceiling with framing and gyp.
4. Address the radiator and surface mounted electrical.
5. Demo floor tile (asbestos).
6. Install new epoxy floor and base.
7. Demo screen wall and replace with CMU.
8. Paint walls and ceiling.

North 4 Bathroom 18

1. Demo and replace shower. It needs to be ADA accessible and finished with tile.
2. Demo and replace toilet.
3. Demo surface mounted electrical and replace in wall.
4. Paint walls and ceiling
5. Finish trim.

North 4 Bathroom 19

1. Review and provide recommendation on exhaust fan.
2. Demo and replace toilet.
3. Demo and replace shower. It needs to be ADA accessible and finished with tile.
4. Demo and replace acc ceiling. Replace ceiling with framing and gyp.
5. Install new ceiling access panel.
6. Paint walls and ceiling.

North 4 Bathroom 21

1. Demo surface mounted electrical and replace in wall.
2. Review and provide recommendation on (2) exhaust fans.
3. Demo and replace toilet.
4. Demo and replace acc ceiling. Replace ceiling with framing and gyp.
5. Install (1) new ceiling access panel.
6. Paint walls and ceiling.

North 5 Bathroom 10

1. Demo existing door frame and door.
2. Demo exterior window and block in with CMU and brick.
3. Install new wall framing and gyp.
4. Demo gyp. wall for new door.
5. Install new door frame and door.
6. Demo floor tile (asbestos).
7. Install new epoxy floor and base.
8. Demo and replace acc ceiling. Replace ceiling with framing and gyp.
9. Demo and replace the sink and toilet.
10. Address the radiator.
11. Address the exhaust fan.
12. Install new epoxy floor and base.
13. Paint walls and ceiling. Finish doors and frames.

North 5 Bathroom 15

1. Demo exterior windows (2) and block in with CMU and brick.
2. Demo and replace acc ceiling. Replace ceiling with framing and gyp.
3. Demo corner closet and patch walls.
4. Demo and replace the sink and toilet.
5. Install new wall framing, gyp, finish and paint around exposed pipes.
6. Reconfigure radiator location.
7. Demo existing door and frame.
8. Demo wall framing and gyp. for new door frame.
9. Install new door frame and door.
10. Demo floor tile (asbestos).

11. Install new epoxy floor and base.
12. Demo and replace exhaust fan.
13. Paint walls and ceiling. Finish doors and frames.

North 6 Bathroom 12

1. Demo and replace the sink and toilet.
2. Demo and replace the lights and supply vents.
3. Refinish cabinet doors, surface and replace hardware.
4. Recess surface mounted fire strobe.
5. Paint walls and ceiling. Finish doors and frames.

North 6 Bathroom 17

1. Demo and replace shower. It needs to be ADA accessible and finished with tile.
2. Demo and replace the sink and toilet.
3. Demo and replace the lights and supply vents.
4. Add one ceiling light.
5. Install framing and gyp. on half wall.
6. Patch epoxy floor.
7. Paint walls and ceiling.

North 6 Bathroom 19

1. Demo and replace shower. It needs to be ADA accessible and finished with tile.
2. Demo and replace the sink and toilet.
3. Demo and replace the lights and supply vents.
4. Add one ceiling light.
5. Install framing and gyp. on half wall.
6. Patch epoxy floor.
7. Paint walls and ceiling.

North 9 Bathroom 11

1. Demo and replace the toilet and shower.
2. Refinish the cabinets and replace the hardware.
3. Demo and replace the lights and supply vents.
4. Paint walls and ceiling.

North 9 Bathroom 13

1. Demo and replace the sink, toilet and shower.
2. Demo and replace the lights and supply vents.
3. Demo existing door frame and door.
4. Install new door frame and door.
5. Install new wall framing and gyp.
6. Demo gyp. wall for new door.
7. Paint walls and ceiling.

North 9 Bathroom 16

1. Demo and replace the sink, toilet and shower.
2. Demo and replace the lights and supply vents.
3. Demo existing door frame and door.

4. Infill door open with framing and gyp.
5. Demo new opening for new door frame.
6. Install new door frame and door.
7. Paint walls and ceiling.

North 9 Bathroom 18

1. Demo and replace the sink, toilet and shower.
2. Demo and replace the lights and supply vents.
3. Replace ADA bars with anti-ligature.
4. Demo ACC ceiling and install new framing and gyp.
5. Paint walls and ceiling.

North 9 Bathroom 23

1. Demo and replace the sink, toilet and shower.
2. Demo and replace the lights and supply vents.
3. Paint walls and ceiling.