

Addendum #01 for Design RFP 0919335053

Project Name: CC Fuel Station Demolition

RFQ #:0919335053

Date: 11/29/2018

Acknowledge receipt of this Addendum on the proposal response. Failure to do so may subject firm to disqualification.

Addendum #1:

- Cover Page – Clarifications & Questions Received (2 pages)
- Pre-Proposal Agenda (3 pages)
- Pre-Proposal Sign-in Sheet (1 page)

Addendum #1:

1) Revisions:

- a) A second pre-proposal meeting will be held **December 4th, 2018 at 10:00 AM** onsite at Fueling Station at 215 E. 7th St., Des Moines, IA. Participation in this pre-proposal meeting or the pre-proposal meeting previously held on November 29th, 2018 is **mandatory** to propose on this project.
- b) See attached revised schedule:

Pre-Proposal Meeting on Site:	December 4 th , 2018 at 10:00 AM
Questions Due:	December 6 th , 2018 at 2:00 PM
Last Addendum Issued By:	December 7 th , 2018 at 2:00 PM
Proposals Due:	December 11 th , 2018 at 2:00 PM
Selection of Designer, issue NOI:	December 13 th , 2018
Execution of Contract (5-day appeal period):	December 26 th , 2018
Assessment & Design (develop drawings):	December 27 th , 2018 – January 25 th , 2018
Contractor Bidding:	January 28 th , 2018 – February 14 th , 2018
Construction:	February 2019

2) Clarifications

- a) The underground tanks are two 18,000-gallon vessels. Each vessel is partitioned into two 9,000-gallon tanks.
- b) Each 9,000-gallon tank has been temporary closed per the Iowa DNR temporary closure guidelines which can be found at <https://www.iowadnr.gov/Environmental-Protection/Land-Quality/Underground-Storage-Tanks/UST-Owners-Operators/Tank-Closure-Information>
- c) Permanent closure and tank removal will follow the UST guidelines for Underground Storage Tank Closures. These guidelines and 90-page guidance document can be located at the above website address in section 2)b).

End of Addendum #1

November 29th, 2018 at 9:00 AM

Owner/DAS/CM Team Introductions:

Iowa Department of Administrative Services (DAS) – Brad Tonyan
Construction Manager – DCI Group – Michael Steen
DAS Purchasing Agent – Steve Oberbroeckling

General Project Description/Overview:

1. The scope of this project is as follows:
 - a. Site shall be returned to a grass lot with sidewalks only. Design of all demolition and new site construction necessary to accommodate turning the lot back to green space shall be part of this proposal.
 - b. Permanent tank closure for two existing 18,000 gal. fuel vessels per the DNR Underground Storage Tank Closure Guidance document. This document can be found at <https://www.iowadnr.gov/Environmental-Protection/Land-Quality/Underground-Storage-Tanks/UST-Owners-Operators/Tank-Closure-Information>. Each 18,000 gal. fuel vessel is partitioned into two 9,000 gal. tanks. Sampling, project oversight, and reporting necessary to abide by the DNR Underground Storage Tank Closure guidelines to be by others.
 - c. Complete removal and disposal of two existing fuel tanks and associate piping, controls, pumps, equipment, wells, fencing, and controls.
 - d. Complete demolition of existing site paving, bollards, canopy system, and structures.
 - e. Shall include continuation of existing street curb and gutter where approaches are to be removed.

Bid Package Process:

Overview of Instructions to Bidders – DCI Group

PROPOSALS DUE: December 7th, 2018 at 2:00 PM

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 August 24th, to be submitted to Steve Oberbroeckling at steve.oberbroeckling@iowa.gov. Do not contact DAS or DCI Group directly for questions or clarifications.

2. Schedule
 - a. Questions due **December 3rd, 2018** by 2:00 PM CST
 - b. An addendum will be issued to incorporate minutes and sign-in sheet from this Pre-Proposal Meeting.
 - c. Final addendum will be issued no later than **December 5th, 2018** by 2:00 PM CST or no later than 48 hours prior to proposals being due.
 - d. Proposals due **December 7th, 2018** by 2:00 PM CST
 - e. Tentatively an NOI will be issued December 10th, 2018
 - f. Tentatively the execution of contract is to be completed by December 21st, 2018
 - g. It is anticipated the development of construction documents to be completed by January 18th, 2019 and contract bidding to take place in January/February 2019.
 - h. Anticipated construction work to begin February 2019

Scope of Work Overview:

1. Administrative
 - a. 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.
 - b. Use of the State of Iowa's construction management software EADOC.
 - c. Agreement between the Owner and Designer will be a modified ConsensusDoc 803.
 - d. Designer shall acknowledge that all documents are copyright to the State of Iowa and need to be turned over in their native computer format.
 - e. It is requested that the lump sum price be broken down as follows. This breakdown will be used only as the schedule of values for billing purposes:
 - i. Design Development
 - ii. Construction Documents
 - iii. Bidding Phase
 - iv. Construction Administration Phase
 - v. Reimbursable (if applicable)
2. Evaluation, Design, & Construction
 - a. Perform one (1) design kick-off meeting on-site to review and analyze existing conditions as well as discuss overall project scope and needs.
 - b. Provide all disciplines necessary for complete design of the project.
 - c. Existing PDF drawings from a 2014 upgrades project will be provided to the designer. All measurements pertinent to the design shall be verified by the designer.
 - d. Designer shall provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
 - e. Designer shall be responsible to upload all drawings and specifications for the project to EADOC. Drawings uploaded should include both a copy of the entire drawing set (as one file) and then a copy of each individual drawing sheet (as its own file). Specifications should be uploaded per volume (as its own file) as well as per specification section (as its own file).
 - f. Plan submission for State Fire Marshal review or obtain certificate of exemption from full plan review.
 - g. The designer shall allow use of progression drawings by a third-party consultant to identify suspected hazardous materials for abatement if necessary. As an example, a third-party consultant may need to use floor plans developed by the designer to indicate areas of abatement to prospective abatement bidders.
 - h. Designer shall assist Owner and Construction Manager in obtaining bids from qualified contractors.
 - i. Designer shall include sufficient site visits and meetings to complete design work.
 - j. Designer shall satisfy all Federal, State, and Local codes. The Design Professional will coordinate and be the main contact to life safety, energy, and all other applicable codes. All applicable fees with the departments will be covered by the Design Professional.
 - k. Designer shall provide Owner and Construction Manager with design recommendations (including but not limited to construction details and material requirements).
 - l. Designer shall provide electronic documents, supplemental instructions, and proposal requests in PDF and CAD.
 - m. Design review will be conducted at 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager and Facility Representative.

- n. Designer shall include any and all survey work required for completion of project.
 - o. Designer will be required to provide Cost Opinions at 100%CDs before documents are issued to the Public as required by the State of Iowa's ConsensusDoc contract and Iowa Code.
 - p. Final submission of contract documents to include drawings and specifications for bidding. 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. DCI Group will distribute the Division 00 documents for incorporation into the Designer's specifications.
 - q. Include any additional bid alternates as determined during course of design and bid package development.
 - r. Designer shall develop and implement a submittal log for each project 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.
 - s. Designer shall attend a bi-weekly construction update meeting either by conference call or site visit.
 - t. As part of construction, the designer shall attend, at a minimum, one (1) pre-bid meeting, one (1) construction kick-off meeting, two (2) construction reviews, one (1) substantial completion/punch list development, one (1) punch list approval, and one (1) one-year warranty correction period visit.
 - u. Maintain an as-built set of drawings and specifications 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 ASIs, PRs, COs and RFIs in both CAD and PDF formats.
 - b. Review and approval of close-out documentation.
 - c. Development and verification of punch list document with assistance from Construction Manager.
 - d. Provide inspection and date for substantial completion along with Construction Manager.
 - e. Approve Substantial and Final Completions via EADOC.

State Rules

- 1. No smoking or smokeless tobacco use onsite.

Open Discussion



Project Name: 9094.00 CC Fuel Station Demolition

Meeting Purpose: Pre-proposal Meeting

Date: November 29th, 2018 at 9:00 AM

Attendees

<u>Name</u>	<u>Company</u>	<u>Phone Number</u>	<u>E-Mail Address</u>
Michael Steen	DCI Group	515-975-8348	michaels@dcigroup-us.com
Garrett Arganbright	DCI Group	641-757-9791	GarrettA@dcigroup-us.com
Brad Tonyan	DAS	515-360-7718	brad.tonyan@iowa.gov
Justin Ernst	Bolton & Mink	515-318-8092	justinen@bolton-mink.com
Caleb Barduson	Alvine Engineering	515-243-0569	Caleb@alvine.com