

Addendum 1 for RFP 939200-01

Project Name: DOC ASP Admin Building Entry Porch Repairs

RFP#939200-01

DAS Project #: 9392.00

Date: 4/23/2024

Pre-Proposal Meeting Minutes & Questions:

1. Please provide any hazardous material testing reports to keep our design staff safe on site.
 - a. This has not been completed.
2. What is the construction budget and project budget?
 - a. A conceptual budget was put together for both the retaining wall and front entry with a cost opinion of \$578,608.64
3. Please provide project limits to show the scope of the work, porch, retaining walls and last retaining wall that was reviewed by SHPO.
 - a. Project is as explained in the RFP and TE Forensics report (entire front entry porch slab structure) this is limited to the slab structure itself and not to include the 2nd floor structure above. Replacement of the existing retaining wall located south of the admin building shall extend from east corner to the west staircase and encompass the small portion of wall on the north side of the west staircase. (See Highlighted Photo of the project limits). The last retaining wall that was reviewed by SHPO is not included.



b.



- c.
4. How many zoom or team conference calls during the construction phase should we include?
 - a. Construction coordination meetings will be held every other week and will be held virtually unless paired with a site visit.
 5. What is the sequence of the construction project meetings twice a week, every two weeks, once a month or what?
 - a. Every other week meeting would be sufficient for construction meetings. These will be held virtually unless paired with a site visit.
 6. If the construction starts in September 2024 how much time will the contractor have before Winter?
 - a. Assume 3 months of work for 2024, construction will be dependent on weather.
 7. What start date should we assume in the Spring of 2025?
 - a. April, varying local weather impacts will determine official construction start dates.
 8. Please provide the background information that RDG provided for TE Forensics.
 - a. All available information has been provided.
 9. Has there been any effort to do a core drill or exploratory sections of the porch floor?
 - a. No
 10. Please provide the list of other projects and locations that are underway on the building at this time and during construction.
 - a. There are no known other projects that will impact the site.
 11. Are there any other local historic reviews that need to take place in addition to SHPO?
 - a. No
 12. Number of times that SHPO will need to review this project?
 - a. Assume one initial design review and potential re-review if any corrections are needed.
 13. Do we need any security background checks to work on this project, if so what are they?
 - a. PREA online training course and background checks required.
 14. Is there access to water within 100 feet for water testing of the porch floor?
 - a. Water spigot is on the NW corner of Admin Building.

See attached Meeting Minutes from the April 17th , 2024 Pre-Proposal Conference.

END OF ADDENDUM

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Apr 17, 2024	Meeting Time	10:30 AM - 11:30 AM Central Time (US & Canada)
Meeting Location	Anamosa Admin Building Conference Room	Video Conferencing Link	https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTe1ZGQyYmYtYjcxNC00N2M2LWI0MTAtNzczY2RjM2MzZWEx%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%22ae371dc3-8cb9-45a9-9e8b-dd95fbacb6ce%22%7d

Overview Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.

Notes

Attachments [P23-209-TEF-RDG-Anamosa-report_porch & wall.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Boyd Hoyt	Anamosa State Penitentiary	P: (319) 462-3504 ext. 2215	boyd.hoyt@iowa.gov	
Lisa Oswald	Anamosa State Penitentiary	P: (319) 462-3504	lisa.oswald@iowa.gov	
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	
Noah Thelen	McGough Construction	P: (515) 639-3853	noah.thelen@mcgough.com	
Brandon Adams	State of Iowa - Department of Administrative Services		brandon.adams@iowa.gov	

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">Brandon Adams				
		McGough Construction - Construction Manager				
		<ul style="list-style-type: none">Adam DouglasNoah ThelenZach Stoner				
		Anamosa State Penitentiary				
		<ul style="list-style-type: none">Boyd HoytLisa OswaldBrad Hoenig				

Official Documented Meeting MinutesDesigners:

Scott Allen - OPN

Tandi Brannaman - Shive Hattery

Bethany Jordan - MGA

Scotney Fenton - RDG (On Teams)

ASP:

Spencer Klinge

Boyd Holt

Lisa Oswald

DAS:

Jennie Elliot

Brandon Adams

McGough:

Adam Douglas

Noah Thelen

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description Front Entry Porch Replacement Replacement of the entire front entry porch slab structure with salvaging the perimeter stone arches, railings, iron gates, and tile. 1. Review TE Forensics report of the front entry porch failures along with complete a site visit and provide feedback on the best porch correction option to proceed forward with. 2. Identify and provide opinion on what existing porch components can be salvaged. 3. Creation of construction drawings and specifications for the proper replacement of the existing porch slab structure. 4. Coordinate with the State Historic Preservation Office (SHPO) and submit design to SHPO as necessary to confirm the design meets SHPO's requirements.						
Retaining Wall Replacement Replacement of existing retaining wall east of the admin front entry. See attached Report by TE Forensics for additional information. 1. Review of TE Forensics report on the retaining wall failure along with complete site visit to determine best course of action. 2. Creation of construction drawings and specifications for the proper replacement of the existing retaining wall.						
Official Documented Meeting Minutes Questions & Comments: <ul style="list-style-type: none"> • Questions came up during the discussion of this being a SHPO project whether this was a historical project because of section 106 or because of tax credits, Jennie replied that it was section 106 because they were not seeking any tax credits. • Scott with OPN had asked for a list of projects that were adjacent to this one that might impact it, Jennie had stated that she could get a list of other projects currently being reviewed but none of them had a direct impact on this project. • Scott had asked that we clarify the scope of the project by providing a google map image identifying the areas included. • Scott asked to get the background information from Scotney RDG that was used to conduct the TE Forensics report. It was discussed that this was mainly photographs of the porch area. • Scott asked if any physical investigation have been performed such as core drilling. NO only visual inspection. 						

- There was a lot of discussion around what is causing the porch to move and if this is having an impact on the structure above. For the purpose of this RFP the scope will only be centered around the 1st floor entrance porch and retaining neighboring retaining walls, if through design it is determined that the scope needs to grow to include the second-floor balcony or any other components outside what it identified in the RFP this will be addressed through a change order.
- It was asked if there was a local county historical governance, there is believed to be a Jones County Historical section but the State Historical Preservation Office will have jurisdiction since this is a state facility.
- McGough to include in the addendum the number or cadence of virtual construction meetings that are in addition to the onsite meetings indicated in the RFP.
- DAS was going to try and identify if the portion of the retaining wall that was previous redone went through SHPO.

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: 4/19/24 by 2:00pm • Addendum Issued: Tentatively 4/23/24 • Proposals Due: 4/30/24 by 2:00pm • Selection of Designer/Issue NOI: 5/2/24 • Execution of 803 Contract: Week of 5/13/24 • Tentative Design Kickoff Meeting: Week of 5/20/24 • 100% DD: Design professional to coordinate with Construction Manager • 50% CD and budget: Design professional to coordinate with Construction Manager • 95% CD: Design professional to coordinate with Construction Manager • 100% CD and budget: 7/26/24 • Contractor Bidding: August 2024 • Execution of Contractor's Contract(s): September 2024 • Submittals, Procurement and Construction: September 2024 to September 2025 • Closeout: September 2025 to October 2025 						
Official Documented Meeting Minutes Questions & Comments: <ul style="list-style-type: none"> • Shive encouraged the Construction team to extend the schedule, there were concerns about how quick the design schedule was and the ability to meet that timeline given the amount of investigation needed. • It was discussed due to the concerns of the speed of schedule that Phasing for the retaining wall would take place first and the pourch would come later in spring of 2025 depending on design review. It was talked about submitting RFP showing a phased approach to be able to start on the retaining wall first. • It was identified the conceptual project budget put together off the preliminary engineering report was \$578,000 that included the front porch and retaining wall. • RFP's are to be submitted through the IMPACS system, since this is a relatively new process Jennie encouraged the proposers to get their account set up early and make sure they are familiar with the system. 						

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

Official Documented Meeting Minutes

No comments or concerns.

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description Any questions?						
Official Documented Meeting Minutes Questions listed throughout the minutes and advised any additional questions be submitted to DAS Procurement.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Site Visit				Open
Description Walk-through						
Official Documented Meeting Minutes Site walk performed with staff on site.						

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.