

Addendum #01 for RFP #921100-01

Project Name: IVH-Campus Wide Nurse Call Improvements

DAS RFP #: 921100-01

DAS Project #: 9211.00

Date: 8/24/2021

Proposals Due: August 26th, 2021 at 2:00PM

Addendum #1:

- Cover Page – Table of Contents, Clarifications and Questions (2 pages)
- Prebid Meeting Minutes (8 pages)

Questions:

- Can more detailed information be provided on which buildings has CAD plans and which buildings are only PDF? This can potentially impact the design schedule.
 - Yes, a form of CAD plans is available for the following buildings.
 - Dack
 - Malloy
 - Fox
 - Ulery
 - Heinz
 - Sheeler
 - Loftus
- Can more detailed information be provided about which buildings currently have the Ascom nurse call and which don't currently have a system but will as part of the project?
 - Fox, Ulery, Dack, Malloy have ASCOM nurse call systems throughout the building. Sheeler and Loftus nurse call systems are in publicly used restrooms. Heinz Hall does not have a nurse call system. Heinz Hall is anticipated to utilize communication devices for communication.
- 600 phones were mentioned in the meeting (2/3 of the 900 staff), but I would assume not all these staff are working at the same time. Please confirm that phones will be shared and turned over each shift versus everyone having their own phone.
 - Not all staff would be working at the same time. Communication between the devices and how many will be used will be determined during design.
- Is information available about the coverage of the existing wireless data network in each building? The mobile devices need sufficient wireless coverage to operate properly.
 - The facility wireless network has been upgraded within the past 6 months. It will be determined by the selected design firm to determine if existing is sufficient coverage and if not provide design to facilitate a complete system.
- How many square feet of building need to be addressed?
 - Below are the gross square feet for each building. SF to be covered under the nurse call system will be vented through during the design phase.
 - Dack – 104,715 SF
 - Malloy – 272,087 SF

- Fox – 56,280 SF
 - Ulery – 103,231 SF
 - Heinz – 75,942 SF
 - Sheeler – 64,281 SF
 - Loftus – 34,383 SF
- Which buildings have CAD files available vs how many have PDFs?
 - See response to similar question above.
- What levels of nursing care are provided?
 - The facility provides long term care to the residents.
- Are bi-weekly meetings to occur twice each week or once every other week?
 - OAC meetings will occur every other week during construction phase.
- Is there a preference for design file format, i.e. CAD vs. Revit?
 - CAD



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

Project: 9211.00 DVA IVH Campus Wide Nurse Call Improvements
 1301 Summit Street
 Marshalltown, Iowa 50158
 P: 641-752-1501

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Aug 17, 2021	Meeting Time	1:00 PM - 2:00 PM Central Time (US & Canada)
Meeting Location	DCI Group zoom Room 3	Video Conferencing Link	https://us02web.zoom.us/j/84803140815?pwd=LzB2S3NPUGtMZjlxZHRlMwpmUmFOQT09
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	Exhibit A - 210806 IVH - Campus Wide Nurse Call Improvements - Conceptual Schedule (11x17).pdf , RFP921100-01 - IVH Campus Wide Nurse Call Improvements.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Steven Baridon	DCI Group	(515) 244-5043	stevenb@dcigroup-us.com	Present
Kyle Kane	DCI Group	(515) 244-5043	kylek@dcigroup-us.com	Present
Michael Martin	DCI Group	(515) 244-5043	michaelm@dcigroup-us.com	Present
Michael Steen	DCI Group	(515) 244-5043	michaels@dcigroup-us.com	For Distribution Only
Sarah Bruner	Iowa Veterans Home	(641) 753-4384	sarah.bruner@ivh.state.ia.us	Present
Karen Connell	Iowa Veterans Home	(641) 844-6358	karen.connell@ivh.state.ia.us	Present
David Haines	Iowa Veterans Home	(641) 753-4411	david.haines@ivh.state.ia.us	Present
Bradley Van Baale	Iowa Veterans Home	(641) 753-4263	bradley.vanbaale@ivh.state.ia.us	For Distribution Only
Brad Tonyan	State of Iowa - Department of Administrative Services	515-360-7718	brad.tonyan@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Closed
<p>Official Documented Meeting Minutes Attendees:</p> <ul style="list-style-type: none"> • Owner - Iowa Veterans Home <ul style="list-style-type: none"> ◦ Karen Connell - Operations Executive Administrator ◦ David Haines - Facility Bureau Chief ◦ Brad VanBaale - Plant Operations Manager ◦ Sarah Bruner - Administrator of Nursing • Owners Representative - DAS <ul style="list-style-type: none"> ◦ Brad Tonyan - Owner Representative 						

- Construction Manger - DCI Group
 - Michael Steen - Senior Project Manager
 - Michael Martin - Project Manger
 - Kyle Kane - Superintendent
 - Steven Baridon - Project Engineer

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Closed
<p>Official Documented Meeting Minutes</p> <p>PROJECT DESCRIPTION</p> <ul style="list-style-type: none"> • Construction Manager DCI Group, Inc. has been engaged for this Project to serve as advisor to DAS and to provide assistance in administrating the Contract for Design between DAS and the Designer according to separate contract between DAS and Construction Manager. DAS is currently seeking design services from qualified firms for a project consisting of the complete replacement of existing nurse call system on the Iowa Veterans Home Campus. This includes (7) nursing buildings of varying care level, evaluation of existing cabling, phasing, and device/headend replacement. Key components that the facility is looking for in a new nurse call system is as follow. <ul style="list-style-type: none"> ◦ Easy use for staff ◦ Audibility notifications ◦ Call escalation ◦ Point to point communication ◦ Reports (daily, weekly, yearly) generated vs manual ◦ Call light response by room, unit, etc. ◦ Durability/clip on product ◦ Potential use for maintenance staff and or front screen in areas. ◦ System ability to perform a broadcast message to multiple devices and or groups. <p>DESIGN SERVICES</p> <ul style="list-style-type: none"> • The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract. • All design disciplines necessary to complete the scope of work. • Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff. • Use of the State of Iowa's construction management software program for uploading all documents, submitting, and approving pay apps, and construction administration. The cost for the use of the software is paid by the Owner. • Changes throughout construction will be evaluated and categorized into the following categories: <ul style="list-style-type: none"> ◦ Unforeseen Condition ◦ Allowance ◦ Owner Directed Change ◦ Design Deficiency - Value Add ◦ Value Engineering ◦ Design Deficiency – No Value Add <ul style="list-style-type: none"> ▪ Changes related to design deficiency – no value add will be evaluated and if deemed foreseeable prior to bidding, responsibility for costs may be borne by the design firm. ◦ Contractor Delay ◦ Contractor Defective Work • Project shall include evaluation of existing system cabling to confirm compliance with new nurse call system. • Designer shall ensure design adhered to current nursing standards. • The project will be one project with multiple phases for each building. 						

- The existing system will need to be maintained till new system is activated with minimal down time.
- Existing CAD/PDF drawings will be provided to the successful design firm. Accuracy of drawings shall be verified by the design firm.
- Field examination of the existing buildings. Designer shall include all services necessary to perform thorough evaluation including existing cabling, head in equipment locations, and device locations.
- Design for scope of work. Provide material recommendations based on experience, quality, and price. Recommendations for replacements and upgrades shall include non-proprietary equipment and systems.
- Designer shall include any and all survey work required for completion of project.
- Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
- Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- Designer shall assist Construction Manager in the evaluation of long lead times.
- Quality control during Design, Preconstruction and Construction.
- Compliance with all Federal, State, and applicable Local codes.
- Completion of State building and energy code documents, as required.
- Design review will be conducted at 50% construction documents, and 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager, OCIO, and Facility Representative, at a minimum.
- Review with State Fire Marshal's office for approval of plans or exemption from review. All fees associated with the State Fire Marshal's office are the responsibility of the designer.
- A submittal to the State Historical Preservation Office (SHPO) will take place at 50% construction documents. Comments provided by SHPO shall be incorporated into the final design.
- Develop and distribute agendas and meeting minutes for all meetings during the design phase.
- Construction cost opinions during Design (at 50% construction documents and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code.
- Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.
- Provide bid alternates as determined during course of design and bid package development.
- Assist Owner and Construction Manager in obtaining bids from qualified contractors.
- Construction administration, including creation of the submittal and closeout items log, review of and responses to submittals and closeout documentation, RFIs, proposal requests, change orders, pay applications, periodic site visits, attendance at project meetings as required, participation / development of contractor punch list, closeout documentation review and approval, certificates of substantial completion, and certificates of final completion, as well as development of Architectural Supplemental Instructions for design revisions, and punch lists within the construction management software program.
- Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly meetings during the construction period.
- Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.
- Acknowledgement that all documents are copyright to the State of Iowa and shall be turned over to the State of Iowa in their native computer format. Any ASIs/RFIs/PRs and addendums will be expected to be incorporated before final posting. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the project.
- The Department requests lump sum pricing from the respondents to this RFP, with the lump sum base scope price being inclusive of all reimbursables, such as printing, mileage, and travel expenses. The Department requests the fee proposal from the respondents to this RFP be broken down as follows. These breakdown prices will be used as the schedule of values for billing purposes.
 - 50% Construction Documents
 - 95% Construction Documents
 - 100% Construction Documents
 - Bidding or Negotiation Assistance
 - Construction Phase
- Closeout
 - Include at a minimum, ten (10) site visits. Design kick off/Building evaluation, (2) design charrettes with nursing staff, 50% document review, 95% document review, pre-bid meeting, construction field observation (2), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit. This unit price will be additive or deductive based on the number of actual visits made.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Closed
<p>Official Documented Meeting Minutes Key Schedule Dates</p> <ul style="list-style-type: none"> • Questions Due 8/20/21 to construction.procurement@iowa.gov • Final Addendum Issued: No later than 8/24/21 or 48hours prior to proposals due • Proposals Due: 8/26/21 • Selection of Designer/Issue NOI:9/3/21 • Execution of 803 Contract:9/17/21 • Tentative Design Kickoff Meeting:9/20/21 • 50% CD and budget:10/15/21 • 95% CD and budget:11/10/21 • 100% CD and budget:12/2/21 • Contractor Bidding: 12/6/21 - 12/27/21 • Execution of Contractor's Contract(s):1/11/22 • Submittals, Procurement and Construction:1/12/22 - 11/11/22 • Closeout:11/12/22 - 12/13/22 						

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Closed
<p>Official Documented Meeting Minutes</p> <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 \$200,000 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 						

Existing Docs/Images

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	360 Pictures				Closed
<p>Official Documented Meeting Minutes https://app.struictionsite.com/vp/c9ee4ee9-b7d5-4d7a-9729-c4097dc9beb4</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Existing Drawings				Closed
<p>Attachments Heinz Hall Power Plans.pdf, Dack & Malloy IT.pdf, Fox & Ulery IT.pdf, Sheeler & Loftus IT.pdf</p>						

Official Documented Meeting Minutes

See attachments - Will be provided to awarded firm.

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Designer Questions				Closed
<p>Description Any questions?</p> <p>Official Documented Meeting Minutes What is the size of the existing system?</p> <ul style="list-style-type: none"> • The system currently covers (6) buildings with different levels of care. • The nursing staff is roughly 600 individuals. • System covers resident rooms, common spaces, and public restrooms. <p>What is the current system and how old is it?</p> <ul style="list-style-type: none"> • It is an Ascom Telligence C600 system that was installed 2014-2017. <p>What is the reason for replacement?</p> <ul style="list-style-type: none"> • The current model of handheld device has been discontinued. • There have been issues with the reporting system not showing all calls. <p>What is the current model of phone?</p> <ul style="list-style-type: none"> • IVH to provide <p>Which buildings have nurse call and will any additional buildings need nurse call?</p> <ul style="list-style-type: none"> • Buildings that currently have nurse call; <ul style="list-style-type: none"> ◦ Dack ◦ Malloy ◦ Fox ◦ Ulery ◦ Sheeler ◦ Loftus • Buildings that will need nurse call added; <ul style="list-style-type: none"> ◦ Heinz Hall <p>Are existing drawings PDF or CAD?</p> <ul style="list-style-type: none"> • Existing documents are a mix of PDF and CAD files. <p>Is the entire existing nurse call system Ascom?</p> <ul style="list-style-type: none"> • Yes, the existing system is an Ascom Telligence C600 system. <p>Does the existing nurse call system tie into an over head paging system?</p> <ul style="list-style-type: none"> • No, but it needs to be able to reach all devices within the nurse call system. <p>Does the current nurse call system tie into any auxiliary systems such as a wander guard system?</p> <ul style="list-style-type: none"> • Not at this time, but IVH would like to explore options for integration. • Facility has an existing wander guard system at one of the buildings. <p>What is the tentative budget?</p>						

- Overall budget is 2.5 Million including all soft costs.
- Project is currently funded by the owner with the desire to get federal reimbursement.

What is the process for manufacture selection?

- During preconstruction the team will determine the best manufactures/product that meets the needs of the owner and utilize this as the base of design with the potential for approved alternates.

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.

Activity ID	Activity Name	Original Duration	Remaining Duration	Start	Finish	DCI Responsibility	Calendar																											
							A	S	O	N	D	J	F	M	A	May 2022	J	July 2022	A	S	O	N	D	J										
9211.00 IVH Campus Wide Nurse Call Improvements																																		
Preconstruction																																		
A1520	Issue RFP to Procurement	1d	1d	06-Aug-21	06-Aug-21	State of Iowa	Issue RFP to Procurement																											
A1020	Post RFP to TSB	2d	2d	07-Aug-21	08-Aug-21	State of Iowa	Post RFP to TSB																											
A1030	RFP Procurement	14d	14d	09-Aug-21	26-Aug-21	DCI Group	RFP Procurement																											
A1550	Pre-proposal Meeting	0d	0d	17-Aug-21		Milestones	Pre-proposal Meeting																											
A1540	Questions Due - RFP	0d	0d		20-Aug-21	Milestones	Questions Due - RFP																											
A1530	Final Addendum - RFP	0d	0d		24-Aug-21	Milestones	Final Addendum - RFP																											
A1040	RFPs Due	0d	0d		26-Aug-21	Milestones	RFPs Due																											
A1050	RFP Evaluation	5d	5d	27-Aug-21	02-Sep-21	Owner	RFP Evaluation																											
A1060	Designer NOI	0d	0d	03-Sep-21		Milestones	Designer NOI																											
A1070	Designer 5 Day Appeal Period	5d	5d	03-Sep-21	10-Sep-21	State of Iowa	Designer 5 Day Appeal Period																											
A1080	Design Contract Execution	10d	10d	03-Sep-21	17-Sep-21	DCI Group	Design Contract Execution																											
A1090	50% CD Development	20d	20d	20-Sep-21	15-Oct-21		50% CD Development																											
A1350	Design Kick-Off Meeting	0d	0d	20-Sep-21		Milestones	Design Kick-Off Meeting																											
A1380	50% CD Budget Development	3d	3d	18-Oct-21	20-Oct-21	DCI Group	50% CD Budget Development																											
A1470	50% CD Constructibility Review & Bid Packaging	3d	3d	18-Oct-21	20-Oct-21	DCI Group	50% CD Constructibility Review & Bid Packaging																											
A1480	50% CD Submittal	0d	0d		20-Oct-21	Milestones	50% CD Submittal																											
A1490	50% CD Review	5d	5d	21-Oct-21	27-Oct-21	Owner	50% CD Review																											
A1390	50% CD Review Meeting	0d	0d		27-Oct-21	Milestones	50% CD Review Meeting																											
A1130	95% CD Development	10d	10d	28-Oct-21	10-Nov-21		95% CD Development																											
A1140	95% CD Constructibility Review & Bid Packaging	3d	3d	11-Nov-21	15-Nov-21	DCI Group	95% CD Constructibility Review & Bid Packaging																											
A1150	95% CD Budget Development	3d	3d	11-Nov-21	15-Nov-21	DCI Group	95% CD Budget Development																											
A1110	100% Bid Documents	0d	0d		15-Nov-21	Milestones	100% Bid Documents																											
A1320	95% CD Review	5d	5d	16-Nov-21	22-Nov-21	Owner	95% CD Review																											
A1270	95% CD Submittal	0d	0d	16-Nov-21		Milestones	95% CD Submittal																											
A1430	95% CD Review Meeting	0d	0d		22-Nov-21	Milestones	95% CD Review Meeting																											
A1500	100% Bid Doc Coordination	6d	6d	23-Nov-21	02-Dec-21		100% Bid Doc Coordination																											
A1160	100% CD Submittal	0d	0d		02-Dec-21	Milestones	100% CD Submittal																											
A1560	Issue RFB to Procurement	1d	1d	03-Dec-21	03-Dec-21	State of Iowa	Issue RFB to Procurement																											
A1120	Post RFB to TSB	2d	2d	04-Dec-21	05-Dec-21	State of Iowa	Post RFB to TSB																											
A1170	RFB Procurement	15d	15d	06-Dec-21	27-Dec-21	DCI Group	RFB Procurement																											
A1570	RFB Pre-bid Meeting	0d	0d	14-Dec-21		Milestones	RFB Pre-bid Meeting																											
A1590	RFB Questions Due	0d	0d		16-Dec-21	Milestones	RFB Questions Due																											
A1600	RFB Final Addendum	0d	0d		22-Dec-21	Milestones	RFB Final Addendum																											
A1180	Bids Due	0d	0d		27-Dec-21	Milestones	Bids Due																											
A1190	Contractor NOIs	0d	0d	28-Dec-21		Milestones	Contractor NOIs																											
A1200	Contractor 5 Day Appeal Period	5d	5d	28-Dec-21	04-Jan-22	State of Iowa	Contractor 5 Day Appeal Period																											
A1210	Contractor Contract Execution	10d	10d	28-Dec-21	11-Jan-22	DCI Group	Contractor Contract Execution																											
A1230	Contractors under Contract	0d	0d	12-Jan-22		Milestones	Contractors under Contract																											
Construction																																		
A1220	Submittals	30d	30d	12-Jan-22	22-Feb-22		Submittals																											
A1280	Material Procurements	80d	80d	23-Feb-22	15-Jun-22		Material Procurements																											
A1290	Construction Phase 1	100d	100d	16-Jun-22	04-Nov-22		Construction Phase 1																											
A1240	Construction Start	0d	0d	16-Jun-22		Milestones	Construction Start																											
A1510	Weather Contingency (drives Subst. Compl.)	5d	5d	07-Nov-22	11-Nov-22		Weather Contingency																											
Closeout																																		
A1260	Substantial Completion	0d	0d		11-Nov-22		Substantial Completion																											
A1330	Closeout	20d	20d	14-Nov-22	13-Dec-22		Closeout																											

█ Primary Baseline █ Critical Remaining Work
█ Actual Work ◆ Milestone
█ Remaining Work

