

Addendum 2 for RFP937700-01

Project Name: Hope-Stratton HVAC Replacement

RFP #: 937700-01

DAS Project #: 9377.00

Date: 5/13/2024

Proposals Due: May 23, 2024 @ 2pm

1. See attached meeting minutes and attendee list from the Pre-Proposal meeting held on May 8, 2024 @ 11am.

2. **QUESTIONS/CLARIFICATIONS**

Q1. Are there any CAD files?

A1. Only PDF drawings that include MEP.

Q2. Will the design be strictly based on West Plains recommendations in the Evaluation Report?

Q2. No, other ideas can be discussed, designers are not limited to what is included in Phase 1 of the evaluation report. The biggest thing is staying within budget and addressing the humidity issues as much as possible. If there is room in the budget for more than Phase 1 work, potential alternates can be added for some of Phase 2 work. The facility is also open to other recommendations in lieu of the items currently in Phase 1.

Q3. How invested is the facility with keeping the current units?

A3. The facility is open to new units, however, still need to stay within budget.

Q4. What is the estimated budget of Phase 1?

A4. The total project budget for Phase 1 is \$289,500.00. Of that, approximately \$180,000 is expected to be available for construction

Q5. There was nothing in the report regarding envelope issues, does the facility know of any building envelope issues that may be contributing to the humidity?

A5. No building envelope issues have specifically been investigated.

Q6. Is the facility open to using a VRF system?

A6. This would need to be discussed during design and would still need to stay within budget.

Q7. Will West Plains be allowed to propose on this project?

A7. Yes, all firms are invited to propose on this project.

Q8. Who was the original designer for the building?

A8. Neumann Monson and Miner Consulting Engineers.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	May 8, 2024	Meeting Time	11:00 AM - 12:00 PM Central Time (US & Canada)
Meeting Location	Hope House		
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	Attendee List.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	Conference
Leilani Hammel	McGough Construction	P: (515) 344-8980	leilani.hammel@mcgough.com	Present
Brian Mullinix	Sixth Judicial District - Department of Corrections	P: (319) 398-3675	brian.mullinix@iowa.gov	Absent
Cory Snyder	Sixth Judicial District - Department of Corrections	P: (319) 398-3675	cory.snyder@iowa.gov	Present
Jennifer Kleene	State of Iowa - Department of Administrative Services	P: (515) 725-0454	jennifer.kleene@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description <ul style="list-style-type: none"> • DAS - Owner Rep <ul style="list-style-type: none"> ◦ Jennifer Kleene • McGough (CM) <ul style="list-style-type: none"> ◦ Adam Douglas ◦ Leilani Hammel • 6JD <ul style="list-style-type: none"> ◦ Cory Snyder ◦ Brian Mullinix 						
Official Documented Meeting Minutes <ul style="list-style-type: none"> • John Trickel, MSA • See attached Attendee List for in person attendees. 						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description Phase 1 HVAC Upgrades as noted in the Hope-Stratton HVAC Evaluation report. Designer to review and confirm all recommendations for equipment sizing, controls and ventilation levels.						
Official Documented Meeting Minutes <ul style="list-style-type: none"> The overall problem the facility is facing is high humidity levels, the goal is to decrease these levels. 						

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: 5/16/24 by 12pm Addendum Issued: Week of 5/13 Proposals Due: 5/23/24 @ 2pm Selection of Designer/Issue NOI: Week of 5/27/24 Execution of 803 Contract: Week of 6/3/24 Tentative Design Kickoff Meeting: Week of 6/10/24 100% DD: Design Professional to Propose in RFP Schedule 95% CD: Design Professional to Propose in RFP Schedule 100% CD and budget: August 23, 2024 Contractor Bidding: September 2024 Execution of Contractor's Contract(s): September 2024 Submittals, Procurement and Construction: October 2024 to April 2025 Closeout: April 2025 to May 2025 						

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 						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description Any questions?						
Official Documented Meeting Minutes <ul style="list-style-type: none"> • See Addendum 2 for questions and answers. 						

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.



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Hope-Stratton HVAC Replacement Pre-Proposal Meeting – 05/08/2024

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