

## **Addendum 1 for RFB929401-01**

Project Name: WRC Elmcrest Elevator Controls  
DAS RFQ #: 929401-01  
DAS Project #: 9294.01  
Date: 4/9/2024

**Quotes Due: April 11, 2024, at 2:00pm**

### **ATTACHMENTS**

1. Pre-Bid Meeting Minutes and Sign in Sheet held on 4/4/2024.

**END OF ADDENDUM**



# STORY CONSTRUCTION

## PRE-BID MEETING MINUTES

WRC Elmcrest Elevator Controls

DAS Project No. 9294.01

Woodward, Iowa

9:00 am on April 4, 2024

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### I. Introductions

- a. Please register your attendance on the sign-in sheet.
  - i. **No contractor's in attendance.**

### II. Project Overview

- a. Project Description: Connecting a fire recall to one (1) hydraulic elevator at the Elmcrest building at the Woodward Resource Center.
- b. Bid Packages
  - i. **Elmcrest Elevator Work**
    1. Install a new FEO-K1 fire recall switch and bezel in the hall station. The bezel shall be Red with the following markings: Bypass, Off, On.
      - a. The key shall be removeable in the off and on positions only.
    2. Connect the relay signals (provided by others) to the controller to enable recall by the fire detection system.
    3. Install fire signage at all landings. The signage made of white plastic with red and black symbols containing three (3) flame emblems and "In Case Of Fire Emergency Use Exit Stairs"
    4. The signage at the Phase One switch shall include instructions for Phase One On, Off and Bypass positions.
    5. There shall be a pretest prior to scheduling the acceptance test with the State of Iowa Elevator Division.
    6. Provide all necessary materials, labor and permits.
- c. Schedule
  - i. Anticipated Notice of Intent to Award – 4/12/2024
  - ii. Submittals/Procurement – April 2024 to May 2024
  - iii. Construction – May 2024 through June 2024
  - iv. Substantial Completion by 6/28/2024
- d. Site Rules
  - i. Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractor/suppliers is taking place.
  - ii. Contractor shall provide daily logs for each day they are on site.
  - iii. Clean debris, materials, and bring all finishes back to existing conditions in the area they were working prior to moving to the next area.

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- iv. Each person must pass a State of Iowa background check prior to working at this campus. There is no cost to the Contractors. We recommend that two weeks be allowed for this process.
- v. Each person must attend a 15-minute WRC/Story Construction orientation prior to working at this campus.
- vi. Ladders and scaffolding must be taken down when not in use and at the end of each shift. (may not be necessary for Elmcrest, building is closed off to patients)
- vii. Fuel cans are always to be secured.
- viii. During an emergency, follow the instructions of the security staff.
- ix. Secure all tools at the end of each day. Never leave tools unattended. If security officers find loose tools, they are under orders to turn them in to their supervisor.
- x. Company and personal vehicles are to be parked, windows up, and locked in designated or authorized area of the work and never leave keys in the vehicle.
- xi. All state properties are tobacco free. No smoking will be permitted or tolerated on campus unless in designated areas.
- xii. Wearing hardhats, safety glasses, work boots, long pants, and shirts with a minimum of 4-inch sleeves are a requirement of this project.
- xiii. Work Hours
  1. There are no work hour restrictions for this project. The Elmcrest building is currently unoccupied.
- xiv. Temporary Facilities and Controls
  1. The Contractor will be allowed to utilize existing utilities. However, the Contractor shall install, maintain, and remove temporary utilities as necessary to suit their needs. Temporary utilities shall not disrupt the Facility's need for continuous service. If using the permanent electrical and water utilities, the Owner will pay for the cost of consumption. (Section 01 5000-1.02)
  2. The Construction Manager/Owner will provide the following:
    - a. Sanitary facilities.
    - b. Temporary gravel parking, laydown, and trailer area.
    - c. Dumpster/waste haul-off
  3. Contractor to provide:
    - a. Plastic barriers for dust control.
- xv. Safety
  1. Proper PPE (hard hat, safety glasses, long pants, shirts with sleeves)
  2. Lock-Out Tag-Out
  3. Silica requirements must be followed
  4. Public Safety
  5. Vehicles Need to be Locked at all Times

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## III. RFQ Overview

### a. Quote Submission

- i. Quotes are due at **2:00 pm on Thursday April 11, 2024.**
- ii. Quotes shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System.
  1. Link and information will be in RFQ.
  2. Contractors will need to register prior to bidding.
  3. Bidders will need to register regardless of whether it has already done business with the State of Iowa.
  4. Bidders should complete the registration process and ensure the ability to log in as soon as possible to ensure Bids can be submitted on the due date.
  5. Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.
  6. Do not send a qualified quote. Quote the contract drawings and specifications as written.

### b. Quote Schedule

- i. Questions/Substitutions Due in Writing to [Construction.Procurement@iowa.gov](mailto:Construction.Procurement@iowa.gov): 4/8/2024 at 10:00 am
- ii. Addendum Issued: Week of 4/8/2024
- iii. **Quotes Due: Thursday April 11, 2024 at 2:00 pm**
- iv. Tentative NOI Issued: 4/12/2024

### c. Administrative Details

- i. The contract between the State of Iowa and the Contractor will be for a lump sum amount, utilizing a modified ConsensusDOCS 802 Standard Form of Agreement.
- ii. The project is exempt from Sales Tax.
- iii. Davis-Bacon rules do not apply to this project.
- iv. Project-specific P&P bonds will not be required for this project.
- v. Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802.
- vi. The successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid.
- vii. DAS will provide tax exempt certificates upon request.
- viii. Procure will be used for all project management, at no cost to the trade contractor.
  1. Submittals, Invoicing, RFIs, ASIs, PRs, RFQs
  2. Contracts, Change Orders and Certificates of Substantial and Final Completion will also use DocuSign.
- ix. Contractor Schedule of Values shall be broken out as specified in the project manual.
  1. SOV must contain a closeout line item for the greater value of 1% of the total contract value or \$1,000.
  2. The line item can only be invoiced once the certificate of final completion has been signed by all parties.

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## IV. Questions

## V. Walkthrough

April 4, 2024



Sign-in Sheet

Name	Company	Email Address	Telephone
Sam Vorrie	Story Construction Co.	<a href="mailto:sam.vorrie@storycon.com">sam.vorrie@storycon.com</a>	515-291-4483
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MIKE BROWN	ATIS	<a href="mailto:mikedbrown@atis.com">mikedbrown@atis.com</a>	319-429-3403