



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

Project: 9253.00 DOC FDCF Floyd and Bldg K Roof Replacement
 1550 L Street
 Fort Dodge, Iowa 50501

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Nov 29, 2022 **Meeting Time** 1:30 PM - 3:00 PM Central Time (US & Canada)

Meeting Location Fort Dodge Correctional Facility

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

Notes

Attachments [RFP925300-01 DOC FDCF Roof & Pre-Cast Sealant Replacement.pdf](#), [FDCF Project Legend.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jeremiah Johnson	Fort Dodge Correctional Facility	P: (515) 571-4874	jeremiah.johnson@iowa.gov	Conference
Amy Fetters	McGough Construction	P: (515) 639-3853	amy.fetters@mcgough.com	Conference
Leilani Hammel	McGough Construction		leilani.hammel@mcgough.com	
Jennifer Kleene	State of Iowa - Department of Administrative Services	P: 5157250454	jennifer.kleene@iowa.gov	Conference

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"> Jennifer Kleene McGough Construction - Construction Manager <ul style="list-style-type: none"> Amy Fetters, PX/Sr. Project Manager FDCF <ul style="list-style-type: none"> Jeremiah Johnson, Facilities 						
Official Documented Meeting Minutes Cameron Manley, Shive-Hattery Bob Ridgeway, Farnsworth Mindy Aust, MA Architecture Ed Matt, Genesis						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p>Description</p> <ul style="list-style-type: none"> • For the Floyd Unit and Grove Unit Roof Replacements: <ul style="list-style-type: none"> ◦ The existing membrane ballasted roofs are original to the building construction and installed between 1996 to 1998. It is anticipated they will be replaced with a fully adhered membrane roof. The Floyd Unit roof is 18,396 SF and the Grove Unit roof is 17,042 SF. ◦ It is anticipated that all metal trim, flashing and sealants and gutters will need to be replaced. It is anticipated the downspouts may be re-used. ◦ Consideration shall be given to re-using the existing insulation, but it is anticipated that additional insulation thickness may be required to comply with current energy code. The roofs have experienced leaks in the past. ◦ There are existing roof anchors that will be removed but not replaced. ◦ There is an existing lightning protection system that will be removed and reinstalled, not replaced or re-certified. It is likely the reinstallation of the system will require new adhesive-type cable holders. ◦ The intent is to produce a single set of construction documents including both roofs for bid and to award all roofing work to a single roofing contractor. • For the Unit H Pre-Cast Sealant Replacement: <ul style="list-style-type: none"> ◦ Review Unit H building for the replacement of pre-cast joint sealants, including windows and other building penetrations. Unit H is 64,709 SF. ◦ Design shall note any building envelope items that may be of concern during pre-cast joint observation. A list of any observed conditions shall be turned over to the State for reference. Design associated with observed conditions outside of the pre-cast joints shall not be part of this RFP. The State reserves the right to negotiate design services to correct noted items at their preference. ◦ The intent is to produce construction documents for a request for quotes and award to a single contractor. <p>Official Documented Meeting Minutes</p> <p>Note the owner is considering changing out the Grove roof and will be changing to Bldg K roof possibly due to leaking issues. See updated FDCF Project Legend reissued with Addendum 1 as this change was made and is being updated via Addendum 1.</p> <p>It should be noted that Building K is outside the secure area of the Correctional Facility.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p>Description</p> <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: December 1, 2022 @ 12 pm • Addendum Issued: If Needed • Proposals Due: December 8, 2022 @ 2 pm • Selection of Designer/Issue NOI: Week of December 12, 2022 • Execution of 803 Contract: Week of December 19, 2022 • Tentative Design Kickoff Meeting: Week of January 2, 2023 • 100% DD and budget: To be negotiated • 95% CD: To be negotiated • 100% CD and budget: March 13, 2023 • Contractor Bidding: April 2023 • Execution of Contractor's Contract(s): May 2023 • Submittals, Procurement and Construction: TBD but tentatively May 2023 to November 2023 • Closeout: TBD but tentatively December 2023 to January 2024 						

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Questions due to construction.procurement@iowa.gov: December 5, 2022 @ 12 p.m.

Proposal Due Date is changing to December 13, 2022 @ 2 p.m. due to Addendum 1.

Selection of Designer/Issue NOI later week of December 2022

No other date changes are anticipated at this time.

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p>Description</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 \$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 						
<p>Official Documented Meeting Minutes</p> <p>Schedule of values will be updated in Addendum 1 to clarify how it should be broken out in your RFP response due to the Roof projects and Building H Precast Recaulking Project.</p>						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<p>Description</p> <p>Any questions?</p>						
<p>Official Documented Meeting Minutes</p> <p>What are the anticipated budgets for the project scope(s)?</p> <p>Are there any photos for Building H Precast Recaulking?</p>						

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.