



## Addendum #01 for RFB 0919335109

Project Name: Professional Design Services, CCM Wallace AHU & VAV Upgrades

RFP #: 0919335109

Date: 3/08/19

The Addendum contains written information that modify, supplement, or replace information contained in the RFP0918335082

Acknowledge receipt of this Addendum on the proposal response. Failure to do so may subject contractor to disqualification.

#### Addendum #1:

- Cover Page Clarifications, Revisions, & Questions (1 page)
- Pre-Proposal Meeting Agenda (4 pages)
- Pre-Proposal Sign-In Sheet (1 page)
- Floor plan identifying area of scope for ground-level former Lab spaces modifications (1 page)
- Floor plan identifying area of scope for Alternate #01 (1 page)

#### Clarifications:

• The State of Iowa shall hold the option to negotiate with the successful designer for future design services.

#### Revisions:

- Add a meeting prior to finalization of construction documents to review controls with the Sate of Iowa and Construction Manager
- Add a meeting during the submittal phase to review and discuss controls with the State of Iowa, Construction Manager, and Contractors.

Questions:

Q. Is it the intent to replace all 140 pressure dependent VAV boxes to pressure independent VAV boxes with DDC controls? A. Yes

Q. Is it intended for the existing 9 air handlers to remain and just change valve and damper actuators to DDC?

A. Yes

Q. Are existing VAV and AHU schedules available?A. No, original VAV and AHU schedules are not available.

Q. What existing mechanical and electrical drawings are available?

- A. Original 1975 Mechanical Drawings Original 1975 Electrical Drawings 1983 1<sup>st</sup> & 2<sup>nd</sup> Floor HVAC Modifications 1992 AHU 1 VFD Addition 1998 4<sup>th</sup> Floor HVAC Modifications 2005 HVAC Modifications
- Q. Are CAD floor plans available or do they need to be drawn up by the design firm. A. Architectural floor plans in CAD are available only.

Q. Are there a heating water source and pumps sized appropriately to handle AHU-1 & 2 to be changed from steam to hot water coils?

- A. The successful firm will need to review the existing sizing during design.
- Q. After AHU-1 & 2 heating coils are changed, is there anything else served by steam?A. Yes, AHU-9 in the garage is still on steam.
- Q. Can the existing heating system(s) be described?

A. Building heating, cooling, and ventilation is provided by ten air handling units (AHUs). In general, each AHU has a heating coil, cooling coil, face bypass ducting and return fan. AHUs 1 and 2 do not have a return fan, utilize 100 percent outside air, and have a steam humidifier distribution pipe after the cooling coil. These AHUs were designed to condition air for the labs that have been converted to office space. Space heating is provided by hot water reheat coils at the terminal units. Hot water is circulated to each floor by a 7.5 hp pump and heated by way of a 4,170 pound of steam per hour heat exchanger to a temperature between 150 and 180 degrees F. Heating hot water is then drawn off the main

loop by secondary loop pumps, two for each floor. These secondary hot water loop pump motors vary in size from 1/2 to 3/4 hp and operate in a lead-lag control mode. Steam is provided to the building from the Central Energy Plant. Domestic water is provided by electric water heaters at 120 degrees F.

An air compressor with two 5-hp motors provides 90 psig compressed air for pneumatic controls on thermostats, steam and hot water AHU coil valves, AHU dampers, and terminal unit dampers.

All information to be verified by design team.

Q. Alternate #1: Does the owner believe that there is sufficient pump and chiller capacity to serve the former 2nd floor lab area or does this need to be evaluated?

A. The successful firm will need to evaluate pump and chiller capacity during design.

Q. Is steam connected to the AHUs on the 4th floor? What is it used for? A. No, Steam is not connected to the AHUs on the 4th floor.

Q. Does DAS have replacements for the perforated metal ceiling panels in case any are damaged during construction?

A. No, no attic stock is available for these materials.

Q. Is anything else on the building on the pneumatic system beside the AHU VAVs?A. See description of existing heating system. Pneumatic controls are for HVAC system only.

Q. Is there an existing boiler to provide hot water? Is the existing converter sized to handle the additional load?

A. There are no existing boilers in the building, but there is a steam-hot water converter. The successful firm will need to review the existing converter sizing during design.

Q. What is the project budget?

A. The current project budget is \$350,000. it is anticipated this project will be phased and additional funding may be made available. The intent is to design all phases now and construct what is within the current project budget.

Q. How many phases does DAS anticipate for construction?

A. Up to five (one per floor). Unit price will be used to negotiate any additional site visits for additional phases. DAS may negotiate additional bidding and construction administration services for additional phases.

Q. Are there asbestos concerns?

A. Hazardous materials evaluation, and abatement design if necessary, will be addressed by a third party. As part of this RFP, the only requirement of the successful design firm is to allow the use of floors plans for the identification of hazardous materials by a third party if applicable.

- Q. What is driving the desire to convert the AHUS from steam to hot water?
  - A. More control over space temperature and prevention of coil freezing.

Q. What does DAS plan for future use of the former lab spaces in the first and second floors?

A. Office and storage space.

Q. Are the VAV boxes in good condition, so DAS is just changing controls? Why does DAS want to change the controls?

A. There are no known issues with the VAV boxes, but they are pressure dependent boxes that don't have airflow stations. DAS wants to change to DDC pressure-independent controls to improve operations.

- Q. What type of BAS system is in the building? Will building panels be upgraded?A. Siemens. The front-end software and graphics will be upgraded, but no immediate plans to change out the panels. All HVAC equipment is currently connected to the BAS.
- Q. Is interior renovation of the lab spaces included?

A. No, but DAS reserves the right to negotiate interior renovation as additional services in the future.

#### End of Addendum #1



## March 4, 2019 at 11:00 AM

## **Owner/DAS/CM Team Introductions:**

Iowa Department of Administrative Services (DAS) – Jennifer Kleene Construction Manager – DCI Group – Michael Steen DAS Purchasing Agent – Steve Oberbroeckling

### **General Project Description/Overview:**

- 1. Modification of actuators and valves on 9 (nine) existing AHUs to convert from pneumatic to direct digital controls.
- 2. Modification of approximately one hundred and forty (140) pressure dependent DDC controlled VAV boxes with new DDC controller and airflow station. Construction may be phased by floor, depending on budget
- 3. The ground-level of the Wallace building formerly held laboratory spaces. Old fume hoods that contributed to ventilation for the space have been removed. This project shall include the re-zoning, balancing, and system modifications of the HVAC for these spaces to accommodate current layout, occupancy, and use. Potential modifications include adding return air duct to AHUs and/or retrofitting existing VAV boxes with new controllers and airflow stations or replacing VAV boxes.
- 4. Modification of existing AHU 1 and 2 to change units from steam to hot water heating.
- 5. Design for final balancing of entire HVAC system. Designer shall include any baseline testing necessary to establish parameters for design and balancing of systems.
- 6. ALTERNATE #01 Design and construction administration to provide cooling at the former lab area on the 2nd floor. This area is currently unoccupied and previous rooftop units providing cooling have been removed. As part of the design consideration, the designer shall evaluate the option to connect to the buildings existing chilled water system.

### **Bid Package Process:**

Overview of Instructions to Bidders – DCI Group

### PROPOSALS DUE: March 14<sup>th</sup>, 2019 at 2:00 PM

### MAKE SURE IT IS SUBMITTED TO DAS AS THE REQUEST FOR PROPOSALS READS

- 7. Proposal Process
  - a. Ensure all sections of 4.2 Proposal Content are included in proposal.
  - b. Proposal shall include a Not-to-Exceed estimate for reimbursable expenses.
  - c. Review Section 5.2 and ensure each of the criteria for evaluation are met.
  - d. All questions after this meeting and prior to March 6<sup>th</sup>, to be submitted to Steve Oberbroeckling at <u>steve.oberbroeckling@iowa.gov</u>. Do not contact DAS or DCI Group directly for questions or clarifications.
- 8. Schedule
  - a. Questions due March 6<sup>th</sup>, 2019 by 4:00 PM CST



- b. An addendum will be issued to incorporate minutes and sign-in sheet from this Pre-Proposal Meeting.
- c. Final addendum will be issued no later than **March 8<sup>th</sup>**, **2019** by 4:00 PM CST or no later than 48 hours prior to proposals being due.
- d. Proposals due March 14<sup>th</sup>, 2019 by 2:00 PM CST
- e. Tentatively an NOI will be issued by March 20<sup>th</sup>, 2019
- f. Tentatively the execution of contract is to be completed by April 3<sup>rd</sup>, 2019
- g. It is anticipated the development of construction documents to be completed by July 5<sup>th</sup>, 2019 and contract bidding to take place July 8<sup>th</sup>, 2019 July 25<sup>th</sup>, 2019.
- h. Anticipated construction work to begin August 2019

## **Scope of Work Overview:**

- 9. Administrative
  - a. Construction Manager (DCI Group) has been engaged for this Project to serve as advisor to the Owner and to provide assistance in administrating the Contract for Design between Owner and the Designer according to separate contract between Owner and Construction Manager.
  - b. Agreement between the Owner and Designer will be a modified ConsensusDoc 803.
  - c. The Designer shall use the State of Iowa's Construction Management Software, EADOC, throughout duration of the project. The cost for the use of EADOC is paid by the Owner.
  - d. Designer shall acknowledge that all documents are copyright to the State of Iowa and need to be turned over in their native computer format.
  - e. The Designer shall develop and distribute agendas and meeting minutes for all meetings during the design phase.
  - f. Successful Designer shall provide construction administration, including development of submittal master list (pre-con and close-out), submittal reviews, review and responses to RFIs, development of Architectural Supplemental Instructions for design revisions, change order review, review of Trade Contractor pay applications, periodic site visits, attendance at project meetings as required, participation / development of contractor punch list.
- 10. Design & Construction Requirements
  - a. Existing PDF drawings will be provided to the successful design firm. Accuracy of drawings shall be verified by the design firm.
  - b. Perform one (1) design kick-off meeting on-site to review and analyze existing conditions as well as discuss overall project scope and needs.
  - c. Provide all disciplines necessary for complete design, bidding, and construction administration of the project.
  - d. Designer shall coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.



- e. Designer shall provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- f. Designer shall be responsible to upload all drawings and specifications for the project to EADOC. Drawings uploaded should include both a copy of the entire drawing set (as one file) and then a copy of each individual drawing sheet (as its own file). Specifications, should be uploaded per volume (as its own file) as well as per specification section (as its own file).
- g. Designer shall assist Construction Manager in the evaluation of long lead times.
- h. Designer shall assist Owner and Construction Manager in obtaining bids from qualified contractors.
- i. Designer shall include sufficient site visits and meetings to complete design work.
- j. Designer shall satisfy all Federal and State codes including plan submission for Fire Marshal and Building Code review or exemption. The Design Professional will coordinate and be the main contact to life safety, energy, and all other applicable codes. All applicable fees with the departments will be covered by the Design Professional.
- k. Designer shall provide electronic documents, supplemental instructions, and proposal requests in PDF and CAD.
- 1. Design review will be conducted at 100% design development documents, 50% construction documents, and 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative.
- m. Designer shall include any and all survey work required for completion of project.
- n. Designer will be required to provide Cost Opinions at 100% DD, 50% CDs, and 100% CDs before documents are issued to the Public as required by the State of Iowa's ConsensusDoc contract and Iowa Code.
- o. Final submission of contract documents to include drawings and specifications for bidding. Designer to develop a complete set of specifications except for Division 00 and 01 which will be provided by DCI Group for incorporation into the designer specification book. The designers' specifications shall include all Technical Specifications
- p. Designer shall attend and participate in one (1) Pre-Bid meeting.
- q. Include bid alternates as determined during course of design and bid package development.
- r. Field Observation reports shall be submitted to DCI Group for each site inspection within five (5) days of the site visit.
- s. As part of design and construction, the designer shall, at a minimum, attend site visits as follows: one (1) kick-off meeting, one (1) 100% design development document review meeting, one (1) 50% construction document review meeting, one (1) 95% construction document review meeting, one (1) pre-bid meeting, one (1) construction kick-off meeting, onsite construction reviews as defined below, one (1) substantial completion/punch list development, one (1) punch list approval, and one (1) one-year warranty correction period visit. This total does



not include visits for review and documentation of existing conditions which shall be as-needed to accomplish design work.

- t. The designer shall provide an allowance of five (5) site visits for onsite reviews during construction by an engineer capable of evaluating field conditions and providing direction on the behalf of the design firm. The designer shall also provide a unit price for these site visits. A change order will be conducted if more or less than five (5) site visits are required.
- u. Maintain an as-built set of drawings and specifications for all design modifications. Up-to-date full sheets to be issued electronically to address all Architectural Supplemental Instructions and RFIs as feasible.
- v. Designer shall provide any information necessary to obtain utility rebates where applicable.

### 11. Close-Out Requirements`

- a. Provide Construction As-Builts drawings and specifications of all design modifications, including ASIs, PRs, COs and RFIs in both CAD and PDF formats. Designer shall incorporate the contractors as-builts into their final as-built drawings.
- b. Review and approval of close-out documentation.
- c. Development and verification of punch list document with assistance from Construction Manager.
- d. Provide inspection and date for substantial completion along with Construction Manager.
- e. Approve Substantial and Final Completions via EADOC.

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.

- Base Scope Design Development Documents
- Base Scope Construction Documents
- Base Scope Bidding or Negotiation Assistance
- Base Scope Construction Phase
- Base Scope Site Visit Allowance
- Base Scope Reimbursable Costs
- Alternate #01 Design Development Documents
- Alternate #01 Construction Documents
- Alternate #01 Bidding or Negotiation Assistance
- Alternate #01 Construction Phase
- Alternate #01 Site Visit Allowance
- Alternate #01 Reimbursable Costs

#### **State Rules**

1. No smoking or smokeless tobacco use onsite.

### **Open Discussion**



# Project Name: 9092.00 Wallace AHU and VAV Upgrades

# Meeting Purpose: Pre-Proposal Meeting

Date: March 4<sup>th</sup>, 2019 at 11:00 AM

## Attendees

Initials	Name	Company	Phone Number	E-Mail Address
1	Jennifer Kleene	DAS	515-745-0454	jennifer.kleene@iowa.gov
	Jennie Elliott	DAS	515-423-6383	Jennie.elliott@iowa.gove
ms	Michael Steen	DCI Group	515-975-8348	michaels@dcigroup-us.com
V	Garrett Arganbright	DCI Group	641-757-9791	garretta@dcigroup-us.com
	JOHN HORD	KIMLEY-HORN	319.541-8707	John. horn @ Kimby-horn. com
	MOHAMMAGO ABU HASAN	INNOVATIVE GARINEGES IN	317-855 4115	Mabuhasane imoverise ensine ensine to
	Tysun Scheidaler	Shive - Hattery	515-223-8104	fyson Cshive-hatten.com
	Kari Boyens	kari. 1. boyens @imegcorp.4	m 515-371-5327	1
	Nate Incomes .	nathensel k ja ugues @ inveg or D o	515 334.4303	IMEG
	CHAD BASS	KCL Engineering	515-205-1397	chrsekelenghering com
	Jason Jones	Alvine	515 -243-0569	Junese Alyme-com
	Bu MESSINGER	DAS		
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WALLACE BLDG. SECOND FLOOR