



## **Addendum #02 for RFB #938900-01**

Project Name: DOC 2JD BCRC ERV Replacement

DAS RFB #: 938900-01

DAS Project #: 9389.00

Date: October 07, 2024

Bid Due Date: October 08, 2024, at 2:00pm

Addendum #2:

The original Project Manual and Drawings for the project noted above are amended as noted in this Addendum. Included in this Addendum are Specification, Architectural, & Engineering items.

Please review all sheets and incorporate them into your set of Contract Documents.

The receipt of this Addendum shall be acknowledged by inserting its number and date in the space provided on the Bid Form.

### **This Addendum consists of:**

1. Project Photos of ERV (2) Pages
2. Meeting minutes from Pre-Bid Meeting held on September 26, 2024. (7) Page

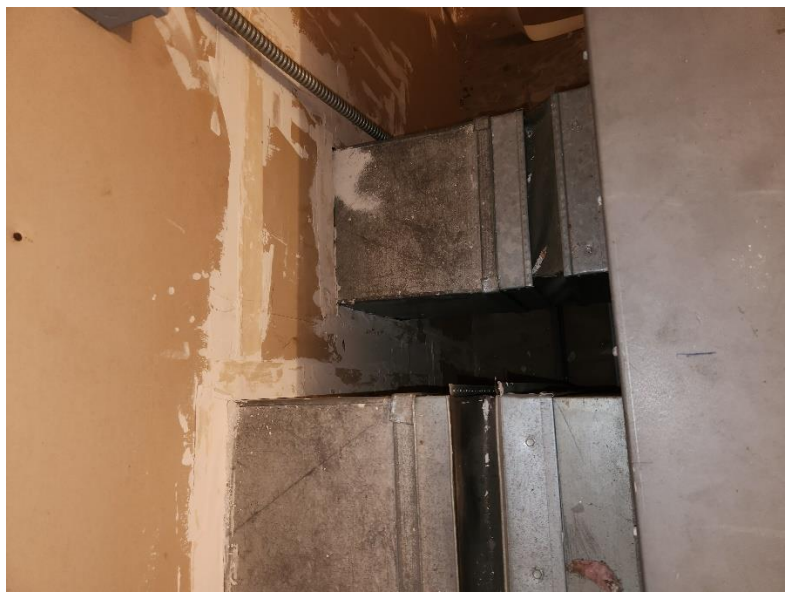
### **General Items:**

1. Revised bid due date to: **Thursday October 10, 2024, by 2:00pm.**
2. Revised bid opening to: **Thursday October 10, 2024, by 3:00pm.**

### **Project Clarifications:**

1. All work (including GC scope) is contractor responsibility.
2. All existing fire detection equipment to remain as existing. Current fire panel is a Notifier Fire Systems and is maintained by Blazek Electric out of Mason City.
3. The New ERV is under 2,000 CFM and a smoke detector is not required for this ductwork.
4. Roof ladder to include cover and locking mechanism. Drawings include all ladder specifications, and no separate spec section will be included.
5. Roof warranty is unknown currently. It was installed by Young Construction out of Mason City.





## RFB 938900-01 Pre-Bid Minutes: Meeting #1

**Meeting Date** Sep 26, 2024 **Meeting Time** 1:00 PM - 2:00 PM Central Time (US & Canada)

**Meeting Location** 818 15th Street SW Mason City, Iowa 50401 **Video Conferencing Link** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ODQ4MGUzOTctOGNhNS00NDA4LWE5MDItZmFjMmNiZDU4NTFl%40thread.v2/0?context=%7b%22Tid%22%3a%2253f2f9ee-ba23-4c21-ac85-5776fb004a49%22%2c%22Oid%22%3a%2225d7c00d-f30a-4397-acfe-752a9c17700b%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODQ4MGUzOTctOGNhNS00NDA4LWE5MDItZmFjMmNiZDU4NTFl%40thread.v2/0?context=%7b%22Tid%22%3a%2253f2f9ee-ba23-4c21-ac85-5776fb004a49%22%2c%22Oid%22%3a%2225d7c00d-f30a-4397-acfe-752a9c17700b%22%7d)

**Overview** Meeting to allow prospective bidders to visit the site, when possible, and learn more about the project.

**Notes**

**Attachments**

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jarrad Boever	DCI Group	P: (515) 244-5043	jarradb@dcigroup-us.com	Present
Mohammed Abu-Hasan	Innovative Engineers Inc.	P: (319) 855-4115	mabuhasan@innovativeengineersinc.com	Present
Joel Danielson	Second District Correctional Facility - Ames	P: (515) 598-2120	joel.danielson@iowa.gov	Present
Brad Tonyan	State of Iowa - Department of Administrative Services	P: 515-360-7718	brad.tonyan@iowa.gov	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
<b>Description</b> Department of Administrative Services (DAS) <ul style="list-style-type: none"> <li>Brad Tonyan - Owners Rep.</li> </ul> Construction Manager - DCI Group <ul style="list-style-type: none"> <li>Michael Steen - VP</li> <li>Jarrad Boever - Project Manager</li> </ul> Designer - Innovative Engineers Ins. <ul style="list-style-type: none"> <li>Mohammed Abu-Hasan</li> <li>Corey Chestnut</li> </ul>						
<b>Official Documented Meeting Minutes</b> Also, in attendance:						

- Damon Moran - Baker Group
- Matt Graban - Baker Group
- Josh Dannen - Second District
- Corey Chestnut - Innovative Engineers Inc.

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<p><b>Description</b>  <b>ERV Replacement</b></p> <p><b>Bid Package #01</b> – Mechanical, Electrical and Plumbing: Trade Contractor shall include all of the following, but not limited to, as part of the contract:</p> <ol style="list-style-type: none"> <li>1. General                             <ol style="list-style-type: none"> <li>1. Prior to the start of demolition, this bid package shall participate in a meeting with DCI Group, facility and the State to review existing systems to remain and systems that will remain live during demolition.</li> <li>2. Any penetrations created by this contractor, whether from demolition of existing systems or installation of new, shall be sealed by this contractor to match adjacent surface and rating. This shall include penetrations that remain from the demolition of through floor or through wall piping, duct, or pathways.</li> <li>3. All piping and duct to be installed as high above the ceiling as possible. Access to all equipment must be maintained to allow for routine maintenance – i.e. access hatches and replacement of filters must be maintained with as little interference as possible.</li> <li>4. This Contractor shall be responsible for all core drilling required for this scope of work. Core drill locations shall be submitted to Architect/Engineer for approval prior to proceeding with work. This shall include exact dimensional locations as well as sizes.</li> </ol> </li> <li>2. Demolition                             <ol style="list-style-type: none"> <li>1. Contractor is responsible for complete disconnect and removal of all mechanical and plumbing systems called to be removed or abandoned.</li> <li>2. It shall be the responsibility of this contractor to disconnect and make safe all mechanical and plumbing that may be impacted by demolition activities. Existing plumbing shall be drained of water prior to the start of demolition activities excluding utilities that must remain active to maintain existing systems to remain active or for life safety.</li> <li>3. Utilities that must remain in place to serve systems to remain, required for construction, or required for life safety shall be clearly marked and reviewed with the demolition contractor prior to the start of demolition activities.</li> <li>4. All plumbing shall be capped either permanently or temporarily until ready for new connections</li> <li>5. Contractor shall seal any duct openings that are created during the removal of existing ductwork.</li> <li>6. All utilities to be abandoned in place shall be clearly marked on the contractor’s as- built documentation to be turned over at the end of the project.</li> <li>7. Contractor shall ensure sufficient systems remain in place to provide temporary cooling, heating, and dehumidification to all spaces. Any controls reprogramming required for temporary measures shall be included. Any openings, existing or created by construction that could result in dust infiltration into the mechanical systems shall be sealed or covered with construction filters. Construction filters shall be replaced at a minimum weekly or as needed. This contractor shall provide a plan for temporary conditioning to the Construction Manager for review prior to the start of demolition.</li> </ol> </li> </ol>						

8. Contractor shall be responsible for any demolition required to complete this bid packages scope. This will include the reinstallation and finishing of these areas back to their original condition.

### 3. Mechanical

1. This Contractor is responsible for the complete mechanical scope of work on this project. To include but not limited to providing, delivery and installation of new ERV. Installation location must maintain 10' of clearance from kitchen exhaust.
2. This Contractor is responsible for all connections to existing ductwork and any new connections called out in the drawings.
3. This contractor shall be responsible for all mechanical insulation including repair of insulation damaged during removals.
4. This contractor shall be responsible for all testing and balancing.
5. This bid package will be responsible for the entirety of the remote controls and wall clock materials, installation and programming.
6. Contractor to be responsible for providing and installing new roof curbs required for duct penetrations and ERV. Roof curbs shall have crickets.
7. Contractor to provide and install permanent roof access to service equipment.
8. Contractor will be responsible for any roofing scope required for both rubber and shingle roofing.
9. In all systems that require filters, this contractor shall provide and install new filters at substantial completion.

### 4. Plumbing

1. This Contractor is responsible for the complete plumbing scope of work on this project to include fire sprinklers.
2. This contractor shall be responsible for all plumbing insulation including repair of insulation damaged during removals.
3. All pipes shall be clearly labeled to identify their use.

### 5. Electrical

1. Contractor is responsible for all electrical scope in this project to include but not limited to: provide and install all integral disconnects/starters for mechanical equipment, service from panel-B and communications wires.
2. This Contractor shall be responsible for all core drilling required for this scope of work. Core drill locations shall be submitted to Architect/Engineer for approval prior to proceeding with work. This shall include exact dimensional locations as well as sizes.
3. This contractor shall be responsible for obtaining an electrical permit for work performed by this bid package. Copies of permit requests, inspections reports, and closed permits shall be provided to the Construction Manager.
4. At the start of construction, this contractor shall review all panel locations to verify the room for installation and code required clearances. Any discrepancies shall be brought to the construction manager and designer immediately.
5. This contractor shall be responsible for providing pathways, circuiting, and power connections to all mechanical and electrical equipment.
6. This contractor shall provide and install power to all mechanical equipment controllers.

**Alternate #01** – Demo Existing Exhaust: Trade Contractor shall include all of the following, but not limited to, as part of the contract:

1. This contractor shall be responsible for the complete scope of disconnecting and removal of existing exhaust fans, ductwork, and discharge grille in soffit. This will include the Bathroom and Shower room exhaust as well. Verify and install an opening for new grille and duct to connect to ERV-1. This will include the repair of the soffit.
2. This contractor shall be responsible for any patching, finishing and painting of any areas affected by this scope.
3. Contractor will be responsible for balancing Grille according to drawings and specifications.
4. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
5. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
6. Execute accepted alternates under the same conditions as other work of the Contract

**Deductive Alternate #02** – Demo of existing (1) ERV: Trade Contractor shall include all of the following, but not limited to, as part of the contract:

1. This contractor shall be responsible for the complete scope of disconnecting and removal of existing ERV unit, outside ducts and exhaust air ducts.
2. Removal of the outside air inlet, patch and repair soffit for the 2nd ERV that has already been removed.
3. This contractor shall be responsible for any patching, finishing and painting of any areas affected by this scope.
4. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
5. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
6. Execute accepted alternates under the same conditions as other work of the Contract

**Official Documented Meeting Minutes**

- **Roof warranty status unclear; Jarrad to follow up**
- Custom locked ladder cover needed for roof access (similar to Newton Correctional Facility example)
- Soffit panel replacement required for exhaust fans/outdoor air intakes

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
<b>Description</b>						
<ul style="list-style-type: none"> <li>• Contract(s) Issued: Week of 10/14/2024</li> <li>• Submittals: 10/21/2024</li> <li>• Construction: 11/01/2024</li> <li>• Closeout: 04/30/2025</li> </ul> <p>A pull-plan session will be held with the successful bid package contractors to finalize the construction schedule.</p> <p>State Holidays: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving and day after Thanksgiving, Christmas Day</p>						
<b>Official Documented Meeting Minutes</b>						
<ul style="list-style-type: none"> <li>• Schedule appears to be acceptable to attendees.</li> </ul>						

- Equipment lead times: Minimum 10-15 weeks for ERVs
- Weather may impact schedule; flexibility possible if needed
- Work hours: 8 AM - 5 PM (adjustable if needed)

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Site Rules				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place.</li> <li>• Contractors shall provide daily logs for each day they are on site.</li> <li>• Construction progress meeting will be established once construction starts.</li> <li>• It is of the utmost importance to show respect and courtesy to all staff at all times.</li> <li>• Clean all debris, materials, and bring all finishes back to existing conditions in the area they were working in prior to moving to the next area.</li> <li>• No smoking, vaping or smokeless tobacco use onsite.</li> </ul> <p><b>Site specific rules</b></p> <ul style="list-style-type: none"> <li>• Temporary facilities</li> <li>• Demolished equipment</li> <li>• Tool control</li> <li>• Cell phones</li> <li>• Background checks</li> <li>• Work hours 8:00AM to 5:00PM</li> <li>• View Specification 01 1200 - Contract Summary for more information.</li> </ul>						

**RFB Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Submission				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Bids are due <b>October 08, 2024 by 2:00pm</b></li> <li>• The Bid shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System.                             <ul style="list-style-type: none"> <li>◦ Link and information is in the project manual</li> <li>◦ Contractors will need to register prior to bidding</li> <li>◦ Bidders will need to register regardless of whether it has already done business with the State of Iowa.</li> <li>◦ 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.</li> <li>◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.</li> </ul> </li> <li>• Bid Opening will be held via conference call on <b>October 08, 2024 at 3:00pm</b></li> <li>• Contractor shall reference section 00 0116 for the bid submittal checklist                             <ul style="list-style-type: none"> <li>◦ Bid Proposal Information</li> <li>◦ Non Discrimination Clause Information</li> <li>◦ Contractor Targeted Small Business Enterprise Pre-Bid Contract Information</li> <li>◦ Bid Security – 5% of total Bid amount</li> </ul> </li> <li>• Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• Questions/Substitutions Due in Writing to <a href="mailto:Construction.Procurement@iowa.gov">Construction.Procurement@iowa.gov</a>: By October 01, 2024 by 4:00pm</li> <li>• Addendum Issued: Addendum #01 issued on September 24, 2024</li> <li>• Bids Due: October 08, 2024 by 2:00pm</li> <li>• Tentative NOI Issued: October 10, 2024</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
<b>Description</b> <ul style="list-style-type: none"> <li>• Contractors will sign a modified ConsensusDocs 802. Example in the project manual.</li> <li>• Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802.</li> <li>• Project-specific P&amp;P bonds must be provided prior to contract execution.</li> <li>• Successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid.</li> <li>• DAS will provide tax exempt certificates upon request.</li> <li>• Procure will be used for all project management, at no cost to the trade contractor.                             <ul style="list-style-type: none"> <li>◦ Submittals, Invoicing, RFIs, ASIs, PRs, RFQs</li> <li>◦ Contracts, Change Orders and Certificates of Substantial and Final Completion will also use Docusign</li> </ul> </li> <li>• Contractor Schedule of Values shall be broken out as specified in the project manual.                             <ul style="list-style-type: none"> <li>◦ SOV must contain a closeout line item for at least 1% of the total contract value.</li> <li>◦ This line item can only be invoiced once the certificate of final completion has been signed by all parties.</li> </ul> </li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
<b>Description</b> <i>Reach out to Jarrad Boever if another site visit is requested.</i>						

**Questions**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions				Open
<b>Description</b> Submit all questions in writing to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a> .						
<b>Official Documented Meeting Minutes</b> Q1 - Can you include photos of the existing ERV nameplates? A1 - Yes.  Q2 - Can you include photos of the roof ladder in the addendum? A2 - Yes.  Q3 - Is the roof still under warranty? A3 - It is around 10 to 12 years old and is believed to still be under warranty. Young Construction out of Mason City was the company that originally installed the room. CM will reach out to Young Construction and pass information along to awarded contractor.						

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.



END OF ADDENDUM #2