

## **ADDENDUM NO. 1**

Date: 02/7/2024

Project Name: DAS MON Front Porch Column Repair/Replacement

DAS RFP #: 936500-01

DAS Project #: 9365.00

PROPOSALS DUE: 02/20/2024

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:**

**QUESTIONS & ANSWERS:**

Q1. What is the project budget?

A1. \$60,000 is currently allocated for a construction budget. Additional funding is available based on the design professional's evaluation and recommendation for repairs.

**General Items:**

1. Meeting minutes from RFP Pre-Bid Meeting held on 01/31/2024 (3 Pages)

## RFP 936500-01 Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Jan 31, 2024	<b>Meeting Time</b>	11:00 AM - 11:45 AM Central Time (US & Canada)
<b>Meeting Location</b>	Virtual	<b>Video Conferencing Link</b>	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmE0MDMyNDctY2E2Mi00ODFjLWE0YTytMDJiZmJjNDg5MmQ4%40thread.v2/0?context=%7b%22id%22%3a%22705e7dc3-c582-4519-a026-3a1c9fd5fc88%22%2c%22oid%22%3a%2232fc077f-7c0c-4059-94f0-09beb0a16bf6%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmE0MDMyNDctY2E2Mi00ODFjLWE0YTytMDJiZmJjNDg5MmQ4%40thread.v2/0?context=%7b%22id%22%3a%22705e7dc3-c582-4519-a026-3a1c9fd5fc88%22%2c%22oid%22%3a%2232fc077f-7c0c-4059-94f0-09beb0a16bf6%22%7d</a>

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

**Notes**

**Attachments** [936500-01 Attachment A – Photos of Existing Conditions.pdf](#), [RFP 936500-01 DAS MON Front Porch Column RepairReplacement.pdf](#)

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jarrad Boever	Boyd Jones Construction Company		jboever@boydjones.biz	Present
Andrew Paleczny	Boyd Jones Construction Company	P: (402) 553-1804	apaleczny@boydjones.biz	For Distribution Only
Hannah Frederick	Department of Cultural Affairs	P: (563) 423-7173	montauk@iowa.gov	Present
Michael Plummer	Department of Cultural Affairs	P: (515) 281-4221	michael.plummer@iowa.gov	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
<p><b>Description</b></p> <p>DAS - Owner Representative</p> <ul style="list-style-type: none"> <li>James Trower</li> </ul> <p>Boyd Jones - Construction Manager</p> <ul style="list-style-type: none"> <li>Andrew Paleczny (Project Manager)</li> <li>Jarrad Boever (Project Engineer)</li> </ul> <p>DOC NCF CRC Facility</p> <ul style="list-style-type: none"> <li>Michael Plummer (Historic Site Manager)</li> <li>Hannah Frederick (Montauk Historic Site Coordinator)</li> </ul>						

**Official Documented Meeting Minutes**

Also in attendance:

[jmoe@opnarchitects.com](mailto:jmoe@opnarchitects.com) Joshua Moe

[sallen@opnarchitects.com](mailto:sallen@opnarchitects.com) Scott Allen

[sfenton@rdgusa.com](mailto:sfenton@rdgusa.com) Scotney Fenton

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<b>Description</b>						
<ul style="list-style-type: none"> <li>• At a minimum, design for construction for the following:                             <ul style="list-style-type: none"> <li>◦ Evaluate 4 columns located at the front entrance of the building to determine if they are structural. Along with the columns this includes bases that they are bearing on.</li> <li>◦ Repair / Replace 4 columns and bases as required.</li> </ul> </li> </ul>						
<b>Official Documented Meeting Minutes</b>						
<ul style="list-style-type: none"> <li>• Is there any electrical components integrated with these columns. -NO</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<b>Description</b>						
<i>RFP-specific dates below</i>						
<ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: <b>02/6/2024 @ 4:00 PM</b></li> <li>• Addendum Issued:</li> <li>• Proposals Due: <b>02/20/2024 @ 4:00 PM</b></li> <li>• Execution of Designer’s Contract Week of <b>February 20, 2024</b></li> <li>• Tentative Design Kick-Off Meeting Week of <b>February 27, 2024</b></li> <li>• 50% Construction Documents and Cost Opinion By <b>To Be coordinated with DAS &amp; CM</b></li> <li>• 95% Construction Documents and Cost Opinion By <b>To be coordinated with DAS &amp; CM</b></li> <li>• 100% Construction Documents and Cost Opinion By <b>April 25, 2024</b></li> <li>• Contractor Bidding <b>May 2024</b></li> <li>• Execution of Contractor’s Contract(s) <b>June 2024</b></li> <li>• Submittals, Procurement and Construction <b>June 2024 to August 2024</b></li> <li>• Close out <b>August 2024 to September 2024</b></li> </ul>						
<b>Official Documented Meeting Minutes</b>						
Designer believes schedule looks acceptable.						

**RFP Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<b>Description</b>						
<ul style="list-style-type: none"> <li>• All questions to be directed to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a></li> <li>• DAS uses Procore online project management system for all projects, at no cost to the designer.</li> </ul>						

- 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
  - 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:
  - 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
<b>Description</b>						
Any questions?						
<b>Official Documented Meeting Minutes</b>						
<ul style="list-style-type: none"> <li>• What type of water management is there on the canopy above the porch? There is no water management on this part of the building and just runs off the sides of the canopy.</li> <li>• Is there any electrical components integrated with these columns.</li> <li>• Why didn't the state hire a designer directly. The budget may go over the \$15,000 threshold. In case there are some unforeseen conditions we are going to stick with the RFP.</li> <li>• Can we get an access hole drilled into the column to see what is on the inside? The state has tried to get a contractor out to do this but have not been successful due to contractors availability and not being able to meet insurance requirements.</li> <li>• Project Budget? Will discuss with DAS and send out via addendum.</li> </ul>						

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 NO. 1**