

Addendum 1 for RFP #947500-01

Project Name: HHS CHMHI Fleet Garage Repairs

DAS RFP #: 947500-01

DAS Project #: 9475.00

Date: 6/26/2025

Addendum 1:

- Cover Page – Questions, & Answers (1 Page)
- Pre-Proposal Meeting Minutes (4 Pages)

1 CLARIFICATIONS

2 QUESTIONS & ANSWERS

2.1 Q: Due to the size and function of this building we are not sure how the AHJ will classify this building. Other potential requirements such as sprinkler and mechanical ventilation may be required. Should the designer's fee be based off the written scope and potential extra requirements from AHJ would be additional services?

A: Please exclude mechanical or sprinkler at this time. This will be addressed as additional services if required.

2.2 Q: Is there a construction budget for this project?

A: Current construction budget is \$91,840.00

2.3 Q: Can you clarify are repairs to the two masonry cracks to be limited to structural evaluation only, or is the designer also expected to recommend and detail full repair methods?

A: Designer is expected to recommend and detail repairs.

2.4 Q: Will the owner pay for a private utility locate?

A: Yes, the owner will coordinate private utility locates.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Jun 18, 2025 **Meeting Time** 01:00 pm - 02:00 pm Central Time (US & Canada)

Meeting Location

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

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Jason Pigott	Cherokee Mental Health Institution	P: (712) 225-6949	jpigott@dhs.state.ia.us	Present
Trevor Diederichs	DCI Group	P: (515) 244-5043	trevord@dcigroup-us.com	Present
Tommy Hisler	DCI Group	P: (515) 244-5043	tommyh@dcigroup-us.com	Present
Jennie Elliott	State of Iowa - Department of Administrative Services		jennie.elliott@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendance				
		Official Documented Meeting Minutes <ul style="list-style-type: none"> • Jason Bellrichard - DCI Group • Steve Thompson - Schimmer • Ed Matt - Genesis • Todd W. - West Plains Engineering 				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description <i>Scope Review</i>				
		Official Documented Meeting Minutes The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract. All design disciplines necessary to complete the scope of work. Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.				

Use of the State of Iowa's construction management software program for uploading all documents, submitting and approving pay apps, and construction administration. The cost for the use of the software is paid by the Owner.

Designer is responsible for including structural engineering to evaluate existing masonry wall conditions.

No Existing CAD/PDF drawings are available.

Field examination of the existing buildings.

Design for scope of work. Provide material recommendations based on experience, quality, and price. Recommendations for replacements and upgrades shall include non-proprietary equipment and systems.

Provide minor drawing work to assist the Construction Manager in the development of hazardous materials bid package. This shall include providing PDF backgrounds for identification, by others, of hazardous materials removal.

Designer shall include any and all survey work required for completion of project.

Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.

Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.

Designer shall assist Construction Manager in the evaluation of long lead times.

Quality control during Design, Preconstruction and Construction.

Compliance with all Federal, State, and applicable AHJ codes.

Completion of State building and energy code documents, as required. Design review will be conducted at 50% construction documents, and 95% construction documents. Dates for design review meetings to be coordinated with the design and project team and set no later than the design kickoff meeting. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum. Drawings, specifications and cost opinions (if applicable) shall be provided at least five days prior to each review meeting. An additional review meeting may be required at the end if there are discrepancies in cost opinions or constructability review questions.

Review with the Department of Inspections, Appeals, and Licensing's Building Code Bureau for approval of plans or exemption from review.

All fees associated with the Bureau are the responsibility of the designer.

Develop and distribute agendas and meeting minutes for all meetings during the design phase.

Designer shall provide any information necessary to obtain utility rebates where applicable.

Construction cost opinions provided by the Design Professional team during Design (at 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code.

Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda. Provide bid alternates as determined during the course of design and bid package development.

Assist Owner and Construction Manager in obtaining bids from qualified contractors. Construction administration, including creation of the submittal and closeout items log, review of and responses to submittals and closeout documentation, RFIs, proposal requests, change orders, pay applications, periodic site visits, attendance at project meetings as required, participation / development of contractor punch list, closeout documentation review and approval, certificates of substantial completion, and certificates of final completion, as well as development of Architectural Supplemental Instructions for design revisions, and punch lists within the construction management software program.

Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period. Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.

Acknowledgement that all documents are copyright to the State of Iowa and shall be turned over to the State of Iowa in their native computer format. Any ASIs/RFIs/PRs and addendums will be expected to be incorporated before final posting. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the project.

The Department requests lump sum pricing from the respondents to this RFP, with the lump sum base scope price being inclusive of all reimbursables, such as printing, mileage and travel expenses. 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.

Construction Documents

Bidding or Negotiation Assistance

Construction Phase

Include at a minimum, nine (9) site visits. Design kick off/Building evaluation, 50% document review, Pre-bid meeting, Pre-construction kickoff, Construction Field Observation (2), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 95% construction document development will be conducted via conference call. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit. This unit price will be additive or deductive based on the number of actual visits made.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 6/25/2025 @ 4:00PM • Addendum Issued: 6/26/2025 • Proposals Due: 7/1/2025 @ 2:00PM • Selection of Designer/Issue NOI: 7/3/2025 • Execution of 803 Contract: Week of July 14th 2025 <ul style="list-style-type: none"> • Tentative Design Kickoff Meeting: Week of July 21st 2025 • 50% CD and budget: To Be Coordinated with DAS and CM • 95% CD: To Be Coordinated with DAS and CM • 100% CD and budget: Week of September 15, 2025 • Contractor Bidding: September 2025 – October 2025 • Execution of Contractor's Contract(s): October 2025 • Submittals, Procurement and Construction: November 2025 – April 2026 • Closeout: April 2026 to May 2026 						

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
Description <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 • Proposals shall be uploaded through the IMPACS Electronic Procurement System (do not email to Procurement). <ul style="list-style-type: none"> ◦ Link and information is in the RFP ◦ Designers will need to register prior to submission ◦ Designer should complete the registration process and ensure the ability to log in as soon as possible to ensure proposals can be submitted on the due date. ◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted. 						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description Any questions?						
Official Documented Meeting Minutes <ul style="list-style-type: none">• no power into this building currently• Power available at the Voldeng building adjacent to the garage<ul style="list-style-type: none">◦ loop goes in-between garage and Voldeng◦ would want this underground◦ Fence around the voldeng building◦ unknown where the voltage line is currently						

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 1