



Meeting #1

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

Project: 9177.00 - ILEA JOH Parking Lot Replacement
4640 Burma Road, 7105 NW 70th Ave
Johnston, Iowa 50131

RFP Pre-Proposal Meeting Minutes

MEETING DATE: 11/06/2020	MEETING TIME: 11:00 AM - Central Time (US & Canada)
MEETING LOCATION: Web Conference	VIDEO CONFERENCING LINK: https://us02web.zoom.us/j/82927514478 ;

OVERVIEW:
Preproposal meeting for RFP917700-01

NOTES:

ATTACHMENTS:

[RFP 917700-01 Attachment B.pdf](#) [RFP 917700-01 Attachment C.pdf](#) [RFP 917700-01 Attachment A.pdf](#) [RFP917700-01 - ILEA Parking Lot Replacement.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Michael Steen	DCI Group	Tel: (515) 244-5043	michaels@dcigroup-us.com	Present
Judy Bradshaw	Iowa Law Enforcement Academy (ILEA)	Tel: (515) 725-9600	judy.bradshaw@iowa.gov	
Rachael Krier	Iowa Law Enforcement Academy (ILEA)	Tel: (515) 725-9602	rachael.krier@iowa.gov	Present
Brad Tonyan	State of Iowa - Department of Administrative Services	Tel: 515-360-7718	brad.tonyan@iowa.gov	Present

Project Overview

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Project Team				Open
<p>Description:</p> <ul style="list-style-type: none"> • Iowa Law Enforcement Academy <ul style="list-style-type: none"> ◦ Judy Bradshaw - Director ◦ Rachel Kreir - Assistant Director ◦ Rich West - Maintenance Repairer • Department of Administrative Services <ul style="list-style-type: none"> ◦ Brad Tonyan - Owners Representative • DCI Group 						

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.



◦ Michael Steen - Sr. Project Manager

1.2	1	Project Overview			Open
<p>Description:</p> <ul style="list-style-type: none"> • Lower West Parking Lot Design Services for: <ul style="list-style-type: none"> ◦ Demolition of existing concrete/asphalt pavement and curbs ◦ Intake installations/adjustments/modifications/replacements as needed ◦ Subgrade preparation and base ◦ Concrete placement and curing ◦ Construction at the dock to accommodate semi-truck tailgate heights. Designer to provide options for solutions during design, to include but not be limited to, dock leveler or pavement elevation adjustments. ◦ Sidewalk, steps, and ramp at Southeast area of parking lot, adjacent to loading dock and entrances ◦ Review of drainage from North access drive and incorporation of construction to minimize runoff from drive into parking lot ◦ Lot striping and signage ◦ Site restoration • ALTERNATE #01 - East Upper Parking Lot Design Services for: <ul style="list-style-type: none"> ◦ Demolition of existing concrete/asphalt pavement and curbs ◦ Intake installations/adjustments/modifications/replacements as needed ◦ Subgrade preparation and base ◦ Concrete placement and curing ◦ Sidewalk and steps ◦ Review of drainage ◦ Lot striping and signage ◦ Site Lighting ◦ Site restoration • ALTERNATE #02 – Sanitary Sewer Replacement Design Services for: <ul style="list-style-type: none"> ◦ Replacement of sanitary sewer from connection outside the building to the manhole on the West side of Des Moines Ave. Includes repairs to paving and landscaping as needed. See Exhibit C for approximate locations • ALTERNATE #03 – Designer shall provide a separate cost for staking services to accommodate construction activities. 					
<p>Official Documented Meeting Minutes:</p> <ul style="list-style-type: none"> • At this time there are no storm intakes located at the Lower West Parking Lot. No new intakes, adjustments, modifications, or replacements are anticipated. 					
1.3	1	Design Scope			Open
<p>Description:</p> <ul style="list-style-type: none"> • 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. • Designer shall include evaluation of existing storm structures and drainage for adjustment, modification, repair, replacement, or the addition of new as needed. Base proposal shall include full design based on findings. • Designer shall include any and all survey work required for completion of project. <ul style="list-style-type: none"> ◦ Surveying & Geotechnical • Development and submittal of documentation required for NPDES General Permit #02 application as required. This shall include, but not necessarily be limited to, a pollution prevention plan, completed Form 542-14515, proof of public notification, and permit fee. • Design review will be conducted at 50% construction documents, and 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum. • Review with State Fire Marshal's office for approval of plans or exemption from review. All fees associated with the State Fire Marshal's office are the responsibility of the designer. • Develop and distribute agendas and meeting minutes for all meetings during the design phase. 					

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- Construction cost opinions during Design (at 50% 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 course of design and bid package development.
- Construction administration, including creation of the submittal log, review of and responses to submittals, RFIs, proposal requests, change orders, pay applications, periodic site visits, attendance at project meetings as required, participation / development of contractor punch list, closeout documentation, 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.
- 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.
 - 50% Construction Documents
 - 100% Construction Documents
 - Bidding or Negotiation Assistance
 - Construction Phase
 - Alternate #01 – East Upper Parking Lot
 - Alternate #02 – Sanitary Sewer Replacement
 - Alternate #03 – Staking Services During Construction
- Include at a minimum, nine (9) meetings. Design kick off/site evaluation, 50% document review, 95% document review, Pre-bid meeting, Construction Field Observation (2), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 50% and 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.

Official Documented Meeting Minutes:

- Addendum #01 will revise 1.3.8. to read "Designer shall include evaluation of existing storm structures and drainage for a adjustment, modification, repair, replacement, or the addition of new as needed. Base proposal shall assume intakes will need adjustment to accommodate paving replacement."
- Design proposal shall include geotechnical services. Proposal shall assume two borings for the Lower West Parking Lot and three borings for Alternate #01 East Parking Lot.
- Design proposal shall provide a lump sum cost for Alternates that includes 50% CDs, 100% CDs, Bidding or Negotiation Assistance, and Construction Phase. If the alternates are selected, a breakdown of the these lump sum costs are to be provided by the successful design firm.

1.4	1	Conceptual Schedule				Open
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Description:

Execution of Designer's Contract	Week of December 14th, 2020
Tentative Design Kick-Off Meeting	Week of December 14th, 2020
50% Construction Documents By	January 18th, 2021
95% Construction Documents By	February 8th, 2021
100% Construction Documents By	March 1st, 2021
Contractor Bidding	March 2021
Execution of Contractor's Contract(s)	April 2021
Submittals, Procurement and Construction	April 2021 to June 2021
Close out	June 2021 to July 2021

RFP Process						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Submittal Process				Open

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	<p>Description:</p> <ul style="list-style-type: none"> • Questions due November 10th, 2020 at 2:00 PM CST <ul style="list-style-type: none"> ◦ Email questions to construction.procurement@iowa.gov • Proposals Due November 17th, 2020 at 2:00 PM CST <ul style="list-style-type: none"> ◦ Email proposals to construction.procurement@iowa.gov • An addendum will be issued by end of day 11/11/20 with today's meeting minutes and addressing and questions received.
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General

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Open Discussion				Open
3.2	1	Ateendees				Open

	<p>Description:</p> <ul style="list-style-type: none"> • Bob Ridgway - Fransworth Group, Inc. • Brad Tonyan - Department of Administrative Services • Chris Bauer - Shive Hattery • Justin Ernst - Bolton & Menk • Rachael Krier - Iowa Law Enforcement Academy • Michael Steen - DCI Group • Kyle Lawson - Shive-Hattery
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