



March 2, 2020

TO THE PROSPECTIVE BIDDER:

RE: Armory Parapet Tuckpoint  
Activity ID: 10-2020-003

Information referenced below are provided to bidders for informational purposes only. This communication is not an addendum and is not to be acknowledged in the proposal.

Please find the website at:

<http://www.dmgov.org/Departments/Engineering/Pages/ProjectBidInformation.aspx>

After browsing to the webpage above, click on the corresponding "Activity ID", and then find "Additional Information" located on the right side of the page. See link for the "Informational Communication."

If you have any questions regarding this communication, please contact the Project Manager, Jill Tenney, at 515-283-4032.

Sincerely,

A handwritten signature in black ink that reads "Steven L. Naber". To the right of the signature, there is a small red mark that looks like the initials "RN".

Steven L. Naber  
City Engineer

## **Armory Parapet Tuckpoint**

**ACTIVITY ID 10-2020-003**

**March 2, 2020**

### **ADDITIONAL INFORMATION**

#### PRE-BID MEETING MINUTES AND ATTENDEE LIST

1. Meeting minutes and the attendee list from the Pre-bid meeting held on February 28, 2020 are attached.

#### ROOF PHOTOS

1. Photos of the Armory roof taken on January 7, 2020 are available for download from the following link. <https://cdmlft.dmgov.org/message/lmE6418LnbXs8pzmG4tH6T>

End of Additional Information



**PRE-BID MEETING MINUTES**

**PROJECT:** Armory Parapet Tuckpoint

**ACTIVITY ID:** 10-2020-003

**DATE:** February 28, 2020

1. Attendance list is attached
2. Project Team List: Contact the following regarding bid questions and submit substitution request forms to the owner’s representative.

<b>OWNER</b>	City of Des Moines
<b>OWNER’S REPRESENTATIVE</b>	Engineering Department City of Des Moines 400 Robert D. Ray Drive Des Moines, IA 50309 (515) 283-4032 Project Manager: Jill Tenney

3. **BID SOLICITATION**
  - a. Deliver sealed bid bond and proposal form in separate envelopes before 11:00 am on March 10, 2020, to the City Clerk’s Office, City Hall, 400 Robert D. Ray Drive, Des Moines, IA 50309.
  - b. Public Bid Opening: 11:00 a.m. on March 10, 2020, in the Council Chamber, City Hall, 400 Robert D. Ray Drive, Des Moines, IA.
  - c. Bid Security: Bid Bond or Certified Check for 10% of total bid amount. Use the City’s Bid Bond form. No other bond form are acceptable and may result in rejection of the bid.
  - d. Please call Jill Tenney (515) 283-4032 if you have any questions regarding the bid forms or bidding submission.
4. **SUBSTITUTIONS**
  - a. Substitutions will be considered until March 3.
  - b. Contact Jill Tenney for Substitution Request Form.
5. **SCHEDULE**
  - a. Contract Award: April 6, 2020
  - b. Notice to Proceed issued upon receipt of executed contract, around April 13, 2020.
  - c. Construction Completion: June 30, 2020
6. **PROVISIONS OF THE WORK**
  - a. Permits:
    - i. No building permit is required.

- ii. Building obstruction permit may be required depending on contractor's use of the right-of-way. Contractor to apply for obstruction permit. The City will pay for the obstruction permit.
- iii. Jill Tenney will assist with the obstruction permit application and special parking permits as needed. Contractor to pay for Special Parking Permits for metered parking spaces.

#### 7. CONSTRUCTION STAGING AND ON-SITE COORDINATION

- a. Limited on-site staging area (four parking stalls) will be available on the north side of the building. Additional staging area may be available. Final amount of on-site staging to be determined at the Pre-construction meeting.

#### 8. CONSTRUCTION PHASING & WORK ACCESS

- a. Roofing information if swing stage will be used.
  - i. Roofing system is under warranty until May 15, 2020.
  - ii. Roofing system consists of urethane coating over 2 inches of polyurethane spray foam. The compressive strength is 50 psi.
  - iii. Any equipment on the roof shall sit on plywood and have a layer of rigid insulation under the plywood.
  - iv. Plywood with rigid insulation will be required when equipment such as weighted carts are moved across the roof.
  - v. Tie-offs from mechanical equipment and parapet are not allowed. The Owner cannot guarantee the stability and safety of any roof top mounted equipment for tie-off.
  - vi. A link to roof photographs will be posted on [https://www.dsm.city/departments/engineering\\_-\\_division/proj\\_bid\\_information.php](https://www.dsm.city/departments/engineering_-_division/proj_bid_information.php) Scroll down the page to see the PROJECT BIDS LIST.

- 9. Check the above link for any addendum that might be issued no later than March 5.

