

RFP939300-01 ADDENDUM #01

DATE: April 17, 2025

PROJECT: 9393.00 DOC 5JD FT DM Bldg 71 & 73 Roof Replacement

BID DUE DATE: April 25, 2025 @ 2:00 pm

TO: All Contract Document Holders of Record.

This Addendum forms a part of the bidding and construction documents. This Addendum supersedes and supplements all portions of the original bidding and construction documents dated January 17, 2025, with which it conflicts. Please attach this Addendum to the Project Manual(s) in your possession.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

1. QUESTIONS/CLARIFICATIONS

a. Clarifications

- i. Mechanical, plumbing, electrical, and civil design services will be negotiated with the design professional after they are awarded the project.
- ii. Per RFP Section 1.3.5.6, this RFP will allow the State to negotiate with the awarded design professional for design development, construction documents, bidding, and construction administration services after the completion of schematic design. If determined needed by the Iowa Department of Corrections, this RFP will allow the State to negotiate with the awarded design professional for design services for a new storage building at Fort Des Moines Correctional.
- iii. RFP Section 1.3.23.1 has been revised to eliminate the verbiage regarding additional site visits. The section should read as follows:
 1. Include at a minimum, four (4) site visits. Design kick-off, building evaluation, site meeting with the State Historic Preservation Office (SHPO), and 95% schematic design document review meeting.
- iv. The existing drawings of Buildings 68, 69, and 70 shown at the RFP Pre-Proposal meeting will be issued to the awarded design professional for reference purposes. The State of Iowa does not allow PDF drawings to be shared digitally with design professionals during the Design RFP process.
- v. SHPO coordination meetings will include one (1) site visit meeting to evaluate the buildings and one (1) virtual meeting to review the design progress.
- vi. See attached meeting minutes and sign-in sheet from the pre-bid meeting held on April 11th, 2025.

Q1. Does RFP Section 1.3.5.2 include the roof only?

A1. No, Section 1.3.5.2 includes the entire exterior building envelope.

Q2. Are specifications required?

A2. Specifications are not required; however, the design professional should provide enough information on the documents for cost estimating purposes.

Q3. Does the state have a rough budget identified for the project?

A3. No, once the schematic design phase is completed and the cost opinions have been submitted, the state will evaluate if the project is to move forward with design and construction.

Q4. On the RFP it states that the designer shall provide cost opinions at 95% SD and 100% SD, but the meeting agenda states that the designer shall provide cost opinions at 50%, 95%, and 100% SD. Which is correct?

A4. The RFP is correct. The designer shall provide cost opinions at 95% SD and then adjust with any required changes for the final 100% SD deliverable.

Q5. What is the intended future use of the building(s)?

A5. The intended future use of Building 71 is for food and general storage and Building 73 will be unoccupied.

PRE-PROPOSAL SIGN IN SHEET

DOC 5JD FT DM Bldg 71 & 73 Roof Replacement

Friday, April 11, 2025

	Name	Company	Phone	Email Address
1	David Gosnell	Substance Architecture	515-699-1674	dgosnell@substancearchitecture.com
2	Jeff Wagner	Substance Architecture	515-699-1656	jwagner@substancearcitecture.com
3	Scotney Fenton	RDG Architects	515-309-3223	sfenton@rdgusa.com
4	Darrell Smith	ECS	515-777-6465	dsmith2@ecslimited.com
5	Ed Matt	Genesis	515-440-1681	ematt@gendism.com
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RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Apr 11, 2025	Meeting Time	10:00 am - 11:00 am Central Time (US & Canada)
Meeting Location	68 Thayer Street, Des Moines, Iowa 50315	Video Conferencing Link	https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWFjMmU3NWmtYzc3MC00NWFkLTk5MGltMGt5OWJhZTAyNzVi%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%2203997c13-f223-4a6b-bb97-06276296bfeb%22%7d

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

Notes

Attachments [Exhibit A - Fort Des Moines Correctional_Aerial Photo.pdf](#), [RFP939300-01 - DOC 5JD FT DM Bldg 71-73 Roof Replacement.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Robert Drake	Fifth Judicial District - Department of Correctional Services	P: (515) 242-6900 ext. 26599	robert.drake@iowa.gov	Present
Lance Wignall	Fifth Judicial District - Department of Correctional Services	P: (515) 250-4864	lance.wignall@iowa.gov	Present
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	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
		Description Attendance				
		Official Documented Meeting Minutes <ul style="list-style-type: none"> DAS <ul style="list-style-type: none"> James Trower FT DM <ul style="list-style-type: none"> Lance Wignall Robbie Drake McGough <ul style="list-style-type: none"> Adam Douglas Parker Badding 				

- Substance Architecture
 - David Gosnell
 - Jeff Wagner
- RDG Architects
 - Scotney Fenton
- ECS
 - Darrell Smith
- Genesis Architecture
 - Ed Matt

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Overview / Scope Review				Open
Description <ul style="list-style-type: none">DAS is currently seeking design services from qualified firms for a project consisting of schematic design for repairs and stabilization of Buildings 71 and 73 at Fort Des Moines Correctional (5th District - Iowa Department of Corrections).Building 71 is used for food and general storage and Building 73 is unoccupied (both buildings are one-story with no lower level). The buildings have significant deterioration throughout, which has led to water infiltration, especially through the roofs. Fort Des Moines is on the National Register of Historic Places, and the design will need to be coordinated with the State Historic Preservation Office (SHPO).The awarded design firm shall evaluate the building envelope and provide recommendations for repairs and stabilization. This shall include, but is not limited to, the replacement of the roofing material, associated flashings, and sheathing. The designer is to evaluate and make recommendations for roof gutters and downspouts.The awarded design firm shall evaluate the water damage on the interior of the building and provide recommendations for repairs.This shall include, but is not limited to, an on-site meeting and a virtual meeting to review the existing conditions and recommendations for repairs and stabilization.The design professional will be allowed to use a drone to investigate the buildings but will require notification and coordination with the State of Iowa. If needed, the State of Iowa will furnish a lift and operator for the design professional to investigate around the perimeter of the buildings.						
Official Documented Meeting Minutes <ul style="list-style-type: none">Mechanical, electrical, plumbing, and civil design services will be negotiated with the design professional after they are awarded the project.Specifications are not required; however, the design professional should provide enough information on the documents for cost estimating purposes.SHPO coordination meetings will include one (1) site visit meeting to evaluate the buildings and one (1) virtual meeting to review the design process.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
	<div>Description<ul style="list-style-type: none">• Questions Due to construction.procurement@iowa.gov: Friday, April 18, 2025, at 3:00 PM• Addendum Issued: Wednesday, April 23, 2025• Proposals Due: Friday, April 25, 2025, at 2:00 PM</div>					

- Selection of Designer/Issue NOI: Week of April 28, 2025
- Execution of 803 Contract: Week of May 5, 2025
- Tentative Design Kickoff Meeting: Week of May 12, 2025
- 50% SD & OPC: Design professional to propose in RFP schedule
- 50% SD Review Meeting: Design professional to propose in RFP schedule
- 95% SD & OPC: Design professional to propose in RFP schedule
- 95% SD Review Meeting: Design professional to propose in RFP schedule
- 100% SD & OPC: Friday, July 11, 2025
- Contractor Bidding: TBD upon submission of 100% SD & OPC

Official Documented Meeting Minutes

- Cost opinion will only be required at 95% SD and then adjusted with any required changes for the final 100% SD deliverable.

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. • Include at a minimum, four (4) site visits. 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. <ul style="list-style-type: none"> ◦ Design kick-off meeting ◦ Building evaluation ◦ Site meeting with the State Historic Preservation Office (SHPO) ◦ 95% schematic design document & budget review meeting 						

Official Documented Meeting Minutes

- The last two sentences in bullet #7 regarding additional visits for construction and design should be removed. The designer will not need to provide any lump sum unit pricing for additional visits.

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">• The existing drawings of Buildings 68, 69, and 70 shown at the RFP Pre-Proposal meeting will be issued to the awarded design professional for reference purposes. The State of Iowa does not allow PDF drawings to be shared digitally with design professionals during the Design RFP process.• RFP Section 1.3.5.2 includes the entire exterior building envelope.						

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.