



RFP951500-01 ADDENDUM #01

DATE: March 30, 2026

PROJECT: 9515.00 DPS District 1 Intel Remodel

RFP DUE DATE: April 1, 2026 @ 2:00 PM

1. QUESTIONS/CLARIFICATIONS

a. Clarifications

- i. Below, please see the meeting minutes and sign in sheet from the pre-proposal meeting held on March 24, 2026.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Mar 17, 2026	Meeting Time	02:00 pm - 03:00 pm Central Time (US & Canada)
Meeting Location	1333 Ohio	Video Conferencing Link	Join Meeting Link

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
Bryan Guill	Department of Public Safety - District 15	P: (515) 281-3118	guill@dps.state.ia.us	Present
Jim Wittenwyler	Department of Public Safety - District 15	P: (515) 725-6048	wittenwy@dps.state.ia.us	
Brandon Adams	State of Iowa - Department of Administrative Services		brandon.adams@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description Official Meeting Attendance <ul style="list-style-type: none"> DPS Post 1 State of Iowa DAS 						
Official Documented Meeting Minutes <ul style="list-style-type: none"> See Sign-In Sheet 						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description Provide design services for the addition of work/office space to be built out in open warehouse area.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p>Description</p> <p>Description</p> <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 3/27/26 @ 3:00 PM • Addendum Issued: Week of 3/30/26 • Proposals Due: 4/1/26 @ 2:00 PM • Selection of Designer/Issue NOI: 4/3/26 • Execution of 803 Contract: Week of 4/6/26 • Tentative Design Kickoff Meeting: Week of 4/16 • 50% CD and budget: To Be Coordinated • 95% CD: To Be Coordinated • 100% CD and budget: 5/15/26 • Contractor Bidding: May to June • Execution of Contractor's Contract(s): June 2026 • Submittals, Procurement and Construction: June to September 2026 • Closeout: September to October 2026 						

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p>Description</p> <ul style="list-style-type: none"> • All questions to be directed to construction.procurement@iowa.gov • DAS uses Procure 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. <p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • All questions brought up during the meeting will be addressed via addendum 						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description Any questions?						
Official Documented Meeting Minutes • All questions brought up during the meeting and walkthrough will be addressed via addendum.						

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.

SIGN IN SHEET

PRE PROPOSAL MEETING

RFP#951500-01

3/24/2026

DPS POST 1 1333 OHIO ST

	NAME	COMPANY	EMAIL	PHONE #	SIGNATURE
1	James Hirt	Kezlo Group	jhirt@kezlo.com		Virtual
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