

Addendum 02 for RFP953600-01 & 953700-01

Project Name: Capitol Complex Parking Lot 2 Hoover West Replacement & Capitol Complex Parking Lot 11
Jessie Parker Replacement
DAS RFP #: RFP953600-01 & RFP953700-01
DAS Project #: 9536.00 & 9537.00
Date: 3/11/26

Proposals Due: March 23rd, 2026, at 2:00 pm

Contents:

- Cover Page (1 page)
- Clarifications (See updated RFP Attached) (6 pages)
 - Designers shall anticipate the following
 - This will be two sets of bid documents with two plan submissions to DIAL
 - There will be two bid phases, two construction administration phases/contracts, including separate COIs. Designer shall break down their fees for Lot #2 which is anticipated for a spring 2027 start and Lot #11 which is anticipated for a fall 2026 start
 - Designers shall include all site restoration including landscaping in their design for each parking lot.
 - Designer shall include all NPDES permitting as required.
 - Designer shall include the minimum nine (9) site visits for each parking lot since construction is expected to happen at different times.
 - Remove Tunnel Drainage excavation review from 1.3.27 site visits

**STATE OF IOWA
REQUEST FOR PROPOSALS
PROFESSIONAL DESIGN SERVICES**

RFP COVER SHEET

Administrative Information

RFP Number	RFP953600-01 & RFP953700-01	Title of RFP	Capitol Complex Parking Lot 2 Hoover West Replacement & Capitol Complex Parking Lot 11 Jessie Parker Replacement
Agency	Iowa Department of Administrative Services (DAS)		
Project Description	The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for the parking lot replacement of the Hoover West parking lot (Lot 2) at 1315 E. Walnut St., Des Moines, IA 50319. and Jessie Parker parking lot (Lot 11) at 510 E 12th St, Des Moines, IA 50319.		
State Issuing Officer: Michael Bradbury Issuing Officer Iowa Department of Administrative Services Hoover State Office Building, Level 3 1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515-330-8702 Email: construction.procurement@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action		Date/Time (Central Time)	
State Posts Notice of RFP on TSB website		3/2/26	
State Issues RFP		3/5/26	
Pre-Proposal Conference Location and Address: Is Pre-Proposal Conference mandatory? No If a map is needed, contact the Issuing Officer.		Will be held at the Facilities Management Center, 109 SE 13 th St, Des Moines IA 50319 on 3/13 at 1:00 PM CST . An online option is also provided below: call in (audio only) +1 515-612-9860, 601546682# Virtual Meeting: https://teams.microsoft.com/meet/26167912315280?p=zGyuxyB8TWNu6WQn62 Meeting ID: 261 679 123 152 80 Passcode: oa7hn9mp	
Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement		3/16/26 by 2:00 PM CST	
Proposals Due		3/23/26 by 2:00 PM CST	
Relevant Websites			
Website where Addenda to this RFP will be posted http://bidopportunities.iowa.gov			

Website where contract terms and conditions are posted

<https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf>

Number of Copies of Proposals Required to be Submitted: 1 Digital

Firm Proposal Terms

The minimum number of days following the deadline for submitting Proposals that the firm guarantees all proposal terms, including price, will remain firm is 120 Days.

1.1 INTRODUCTION

The Iowa Department of Administrative Services (DAS) is seeking proposals from qualified and available Design companies for services, per RFP cover page, and as outlined in the following (Sections 1.2 - 1.3).

The successful proposal must:

- For the staff that will be assigned, identify and describe qualifications, experience, and expertise in providing services for similar, or relevant, projects.
- For the staff that will be assigned, provide a list of past similar or relevant projects completed in the last 5 years, and include brief descriptions of what the projects entailed and a contact name and phone number (reference). In addition provide estimated project cost, final project cost at acceptance, and whether it was completed on time.
- Describe the composition of your team. Identify staff to be assigned. Provide resumes of key individual(s) including education, relevant experience, and certifications/licensing. NOTE: Any responding company and/or consultant that is part of the project design services cannot receive an award from the resulting request for bid of construction services.
- Describe the cost estimating, status reporting, and cost reporting procedures you utilize.
- Describe computer program/software capabilities and expertise you utilize. Please describe your experience.
- Provide a copy of your organizational chart.
- Describe your experience, if any, on designing similar or relevant projects for the State of Iowa.
- Provide the hourly rates, and anticipated hours by position, for all persons (including sub-consultants) that will be assigned to the project. Also provide an estimated fee total.
- Identify desired reimbursable charges (the State has limitations, per State of Iowa Accounting Policies and Procedures 210.245), and all other charges.

1.2 SCHEDULE

DAS is seeking a firm that can commence work upon execution of a contract. Time is of the essence.

Execution of Designer's Contract	March 31-April 13, 2026
Tentative Design Kick-Off Meeting	Week of April 13 2026
50% Construction Documents and Cost Opinion By	May 7, 2026
95% Construction Documents and Cost Opinion By	June 2, 2026
100% Construction Documents and Cost Opinion By	June 25, 2026
Contractor Bidding	July 2026
Execution of Contractor's Contract(s)	August 2026
Submittals and Procurement	August/September 2026
Construction lot #11	Potentially Fall 2026
Construction Lot #2	Likely Spring 2027
Close out	Winter 2026 / Summer 2027

1.3 PROJECT DESCRIPTION

Construction Manager (DCI Group) has been engaged for this Project to serve as advisor to DAS and to provide assistance in administrating the Contract for Design between DAS and the Designer

according to separate contract between DAS and Construction Manager. DAS is currently seeking design services from qualified firms for a project consisting of the Hoover West parking lot (Lot 2) and Jessie Parker parking lot (Lot 11) on the Capitol Complex in Des Moines, IA.

Design services shall include:

- 1.3.1** The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.
- 1.3.2** All design disciplines necessary to complete the scope of work.
- 1.3.3** Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.
- 1.3.4** 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.
- 1.3.5** Scope of work for the parking lot replacement to include complete design and construction administration for:
 - 1.3.5.1** Complete removal of existing pavement, signage, light poles, bases, and associated existing construction necessary for complete pavement replacement.
 - 1.3.5.2** Removal of damaged sidewalks adjacent to construction or where removals are necessary to accommodate other work.
 - 1.3.5.3** Storm water management
 - 1.3.5.4** Subgrade preparation
 - 1.3.5.5** Pavement replacement
 - 1.3.5.6** Signage replacement
 - 1.3.5.7** Sidewalk replacement
 - 1.3.5.8** Pavement stripping and signage
 - 1.3.5.9** NPDES permitting
 - 1.3.5.10** Erosion control measures
 - 1.3.5.11** Site Restoration including landscaping as necessary.
 - 1.3.5.12** Light poles and fixtures are to be salvaged and reinstalled for Hoover West Lot #2 Jessie Parker, Lot #11. Designer shall include design for new light pole bases, pathways, and circuiting. It is anticipated that a couple of poles will need to be replaced, designer shall provide input to aid in unit costs for replacement. Designer shall evaluate existing light levels throughout parking lot to ensure they meet current code.
 - 1.3.5.13** Phasing plan. Designers shall be aware the construction may need to be phased for Hoover Lot #2 to accommodate Court Avenue and Dey St. construction projects by the City of Des Moines. DAS is still working with the City of Des Moines for a better understanding of timing of this project.
 - 1.3.5.14** Provide construction administration for identified repairs.
 - 1.3.5.14.1** Designer shall break down their fee for Lot #2 and Lot #11 separately.
- 1.3.6** Geotechnical investigation will be contracted by the State of Iowa and results provided to the successful design firm.
- 1.3.7** Field examination of the existing conditions.

- 1.3.8** 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.
- 1.3.9** Designer shall include any and all survey work required for completion of project.
- 1.3.10** Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
- 1.3.11** Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- 1.3.12** Designer shall assist Construction Manager in the evaluation of long lead times.
- 1.3.13** Quality control during Design, Preconstruction and Construction.
- 1.3.14** Compliance with all Federal, State, and applicable AHJ codes.
- 1.3.15** Completion of State building and energy code documents, as required.
- 1.3.16** 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. 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.
- 1.3.17** Review with the Department of Inspections, Appeals, and Licensing's for approval of plans or exemption from review. All fees associated with the bureau are the responsibility of the designer.
- 1.3.18** Develop and distribute agendas and meeting minutes for all meetings during the design phase.
- 1.3.19** 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.
- 1.3.20** Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.
- 1.3.21** Provide bid alternates as determined during the course of design and bid package development.
- 1.3.22** Assist Owner and Construction Manager in obtaining bids from qualified contractors.
- 1.3.23** 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.
- 1.3.24** Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period.

- 1.3.25** Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.
- 1.3.26** 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.
- 1.3.27** 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.
 - 1.3.27.1** Breakdown between parking Lot #2 and Lot #11
 - 1.3.27.2** Parking Lot Construction Documents
 - 1.3.27.3** Parking Lot Bidding or Negotiation Assistance
 - 1.3.27.4** Parking Lot Construction Phase

Include at a minimum, nine (9) site visits for each parking lot project since construction will happen for these lots at separate times. Design kick off and onsite evaluation, Pre-bid meeting, Construction Field Observation (3), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 50% construction documents and 95% construction documents will be conducted via web conference. 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.

1.4 ATTACHMENTS

- 1.4.1** Exhibit A: Project Limits