

ADDENDUM NO. 1

Date: 4/14/26

Project Name: DOC NCF Dietary and Laundry Hot Water Tank Replacement

DAS RFP #: 952200-01

DAS Project #: 9522.00

PROPOSALS DUE: **4/16/26**

The receipt of this Addendum shall be acknowledged by the design firm in their submission.

This Addendum consists of:

- 1) Proposal Due Date moved to Thursday, 4/16/26 at 2:00 PM
- 2) Design RFP Meeting Minutes
 - a. See attached minutes
- 3) Scope Clarification
 - a. Designer to include review and recommendation for access necessary for the new hot water tanks installation

End of Addendum

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Apr 2, 2026 **Meeting Time** 02:00 pm - 03:00 pm Central Time (US & Canada)
Meeting Location 307 S 60th Ave E W Newton, Iowa 50208 United States **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
Katie Bollenbaugh	Boyd Jones Construction Company		kbollenbaugh@boydjones.biz	
Luke Danielson	Boyd Jones Construction Company	P: (402) 553-1804	ldanielson@boydjones.biz	
Rob Greiner	Boyd Jones Construction Company	P: (402) 553-1804	rgreiner@boydjones.biz	Present
Leah Malchow	Boyd Jones Construction Company	P: (402) 553-1804	lmalchow@boydjones.biz	Conference
Adam Papesh	Boyd Jones Construction Company	P: (402) 553-1804	apapesh@boydjones.biz	
Brad Heir	Newton Correctional Facility	P: (515) 314-8820	brad.hier@iowa.gov	Present
Brad Tonyan	State of Iowa - Department of Administrative Services	P: 515-360-7718	brad.tonyan@iowa.gov	Conference

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendance				
		Attachments 9522.00 - Pre-Proposal Meeting - Sign-in Sheet.pdf				
		Official Documented Meeting Minutes See attached sign-in sheet.				
		Virtual Attendees: Brian Laird, Modus: 515-251-7280, blaird@modus-eng.com				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
		Mike Benck, Alvine: mbenck@alvine.com				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p>Description Design services for a replacement of a hot water tank.</p> <p>Official Documented Meeting Minutes The scope of the project is to replace the hot water "vessels" as they have leaking bladders and the tanks need replaced per Brad Heir.</p> <p>During the walk it was discussed with the facility that the design will need to include providing access to remove the existing and hoist in the new tanks. The largest tank is roughly 20' long x 6' in diameter.</p> <p>Facility recommended that the return air plenum could be utilized for access. The plenum components (external louver, interior metal/insulation) would need de-constructed and re-built.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p>Description</p> <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: April 2nd, 2026 by 2:00PM • Addendum Issued: April 7th, 2026 at 5:00PM • Proposals Due: April 14th, 2026 at 2:00PM • Execution of Designer's Contract - Week of April 22, 2026 • Tentative Design Kick-Off Meeting - Week of April 30, 2026 • 100% Design Development Documents and Cost Opinion By - To Be Coordinated • 50% Construction Documents and Cost Opinion By - To Be Coordinated • 95% Construction Documents and Cost Opinion By - To Be Coordinated • 100% Construction Documents and Cost Opinion By - June 19th, 2026 • Contractor Bidding - July 2026 • Execution of Contractor's Contract(s) - July 2026 • Submittals, Procurement and Construction - July to November, 2026 • Close out - December 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 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 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> ◦ 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. 			

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<p>Description Any questions?</p>						
<p>Official Documented Meeting Minutes Facility personnel noted that the water temperature in the tanks was a little less than they thought it should be and asked if the designer could investigate as part of the project.</p>						

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.



Project Name:	DOC NCF Dietary and Laundry Hot Water Tank Replacement	Project #	9522-00	RFP #	952200-01	Meeting Type:	Pre-Proposal Meeting
Meeting Date:	4/2/26	Meeting Time:	2:00 PM	Meeting Location:	307 S 60 th Ave E W, Newton, IA 50208		

MEETING ATTENDEES – SIGN IN SHEET								Attended Virtual / On Site	Attended Site Walk
NAME:	Rob Grainer	PHONE #:	515-650-7777	EMAIL:	rograiner@boydjones			✓	
COMPANY:	BJC	PHONE #:		EMAIL:					
NAME:	BRAD KUEER	PHONE #:		EMAIL:					
COMPANY:	HCS	PHONE #:		EMAIL:					
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