

## RFP951100-01 ADDENDUM #01

DATE: January 5<sup>th</sup>, 2026  
PROJECT: 9511.00 DPS Post 13 Upper Parking Lot Replacement  
RFP DUE DATE: January 15, 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 December 19, 2025.
  - ii. Following the meeting minutes and sign-in sheet are photos of the existing upper parking lot and front stoop.

**Q1.** Under the Project Description Section 1.3.5.3 – it states to collaborate with and provide support for the geotechnical investigation, including coordination with the geotechnical consultant. Do you have a geotechnical firm lined up already or does that need to be included in our scope of work?

**A1.** The State hires the geotechnical firm. The Design team is to identify the scope of the geotechnical survey. They should mark up on a drawing where they want the bores completed and it would be the designers responsibility to review the report and use the report to support their design.

## RFP Pre-Proposal Minutes: Meeting #1

**Meeting Date** Dec 18, 2025 **Meeting Time** 12:30 pm - 01:30 pm Central Time (US & Canada)

**Meeting Location** 1300 South Grand Avenue, Suite 201, Mt. Pleasant, IA 52641

**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
Jeremy Andreasen	Department of Public Safety - District 13	P: (319) 385-8715	andreasen@dps.state.ia.us	Present
Parker Badding	McGough Construction		parker.badding@mcgough.com	Present
Aaron Ledeboer	McGough Construction		aaron.ledeboer@mcgough.com	Present
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
<b>Description</b> <u>Official Meeting Attendance</u> <ul style="list-style-type: none"> <li>McGough</li> <li>DPS Post 13</li> <li>State of Iowa DAS</li> </ul>						
<b>Attachments</b> <a href="#">DPS Post 13 - Pre-Proposal Sign In Sheet.pdf</a>						
<b>Official Documented Meeting Minutes</b> See attached sign-in sheet						

### Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<b>Description</b> Provide design services for the replacement of the upper parking lot at the Department of Public Safety Post 13.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
		<p><b>Attachments</b></p> <p><a href="#">2b485d9e-b6b2-44b9-964d-f374d39a0e70.pdf</a></p> <p><b>Official Documented Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>• Photos of existing parking lot &amp; sidewalk attached</li> <li>• Scope includes:                             <ul style="list-style-type: none"> <li>◦ Road to upper parking lot                                     <ul style="list-style-type: none"> <li>▪ Replacement to Grand Avenue   <ul style="list-style-type: none"> <li>▪ Design team to work on replacement extent with Grand Avenue</li> </ul> </li> </ul> </li> <li>◦ Plan on any required permits</li> <li>◦ Upper parking lot</li> <li>◦ Concrete not asphalt to match pavement in lower parking lot</li> <li>◦ Sidewalk to front door                                     <ul style="list-style-type: none"> <li>▪ To be ADA</li> </ul> </li> <li>◦ Phasing to keep access                                     <ul style="list-style-type: none"> <li>▪ Potential to complete road on a weekend - determine requirements at bid time</li> </ul> </li> </ul> </li> </ul>				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
		<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: <b>12/22/25 @3:00 PM</b></li> <li>• Addendum Issued: <b>Week of 1/5/26</b></li> <li>• Proposals Due: <b>1/15/2026</b></li> <li>• Selection of Designer/Issue NOI: <b>Week of 1/19/2026</b></li> <li>• Execution of 803 Contract: <b>Week of 1/26/2026</b></li>   <li>• Tentative Design Kickoff Meeting: <b>Week of 2/2/2026</b></li> <li>• 100% DD: <b>Design professional to propose schedule in RFP response</b></li> <li>• 50% CD and budget: <b>Design professional to propose schedule in RFP response</b></li> <li>• 95% CD: <b>Design professional to propose schedule in RFP response</b></li> <li>• 100% CD and budget: <b>April 27th, 2026</b></li> <li>• Contractor Bidding: <b>May to June 2026</b></li> <li>• Execution of Contractor's Contract(s): <b>June 2026</b></li> <li>• Submittals, Procurement and Construction: <b>June 2026 to September 2026</b></li> <li>• Closeout: <b>October 2026 to November 2026</b></li> </ul>				

**RFP Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• All questions to be directed to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a></li> <li>• DAS uses Procore online project management system for all projects, at no cost to the designer.</li> <li>• DAS uses a modified ConsensusDocs 803 Form of Agreement</li> <li>• 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"> <li>◦ Must note in proposal if deductible is different and provide a letter of financial stability from bank</li> <li>◦ Must provide COI prior to contract execution</li> </ul> </li> <li>• Ensure the following items are included in the proposal:                             <ul style="list-style-type: none"> <li>◦ Project-specific schedule</li> <li>◦ Resumes for all technical staff that will be assigned to the project</li> <li>◦ Anticipated hours and rates for each person on the design team</li> <li>◦ Lump sum broken down by schedule of values</li> </ul> </li> <li>• Proposals shall be uploaded through the IMPACS Electronic Procurement System (do not email to Procurement).                             <ul style="list-style-type: none"> <li>◦ Link and information is in the RFP</li> <li>◦ Designers will need to register prior to submission</li> <li>◦ 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.</li> <li>◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.</li> </ul> </li> </ul>						

**Conclusion**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<p><b>Description</b> Any questions?</p>						
<p><b>Official Documented Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>• Any changes tot he number of parking stalls?                             <ul style="list-style-type: none"> <li>◦ Maintain the same number of parking stalls</li> </ul> </li> </ul>						

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 Walkthrough Meeting

Project Name: **DPS Post 13 Upper Parking Lot Replacement**

Date: **12/19/2025**

Print Name	Company	Phone	Email
1. Adam Douglas	McGough		
2. Jamie	Abaci Consulting		
3. Matt Walker	French-Reneker Associate		
4. Forrest Martinson	Bolton & Menk		
5. Aaron Ledebuer	McGough		
6. Parker Badding	McGough		
7. Brandon Adams	State of Iowa - DAS		
8. Jeremy Andressen	DPS – District 13		
9.			
10.			
11.			
12.			
13.			
14.			



**Description**

**Taken Date**

12/19/2025 at 01:18 pm

**Upload Date**

12/19/2025 at 01:18 pm

**Album**

Unclassified

**Uploaded By**

Aaron Ledeboer

**File Name**

5E9E9642-C750-48D4-AAF7-579...



**Description**

**Taken Date**

12/19/2025 at 01:18 pm

**Upload Date**

12/19/2025 at 01:18 pm

**Album**

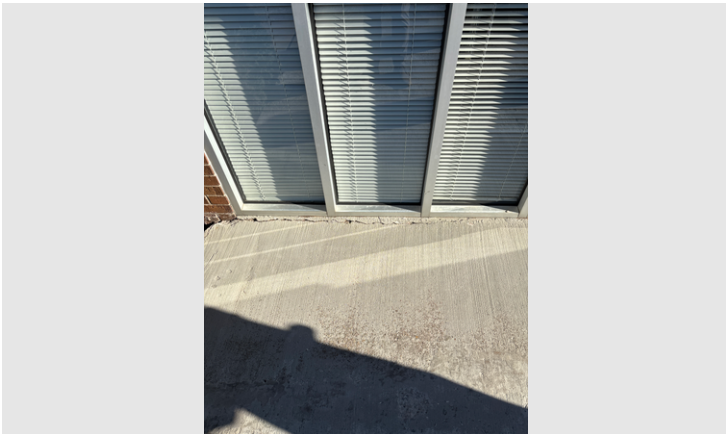
Unclassified

**Uploaded By**

Aaron Ledeboer

**File Name**

A6FD9B7A-1C81-4BCE-9B77-327...



**Description**

**Taken Date**

12/19/2025 at 01:05 pm

**Upload Date**

12/19/2025 at 01:18 pm

**Album**

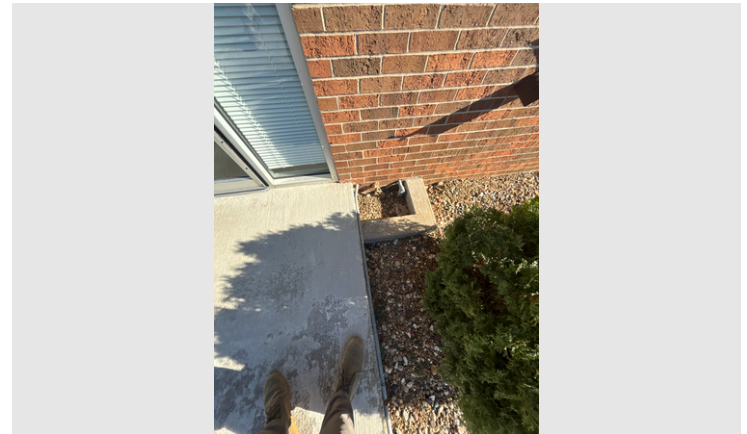
Unclassified

**Uploaded By**

Aaron Ledeboer

**File Name**

146693C3-EA53-46C2-9A93-978...



**Description**

**Taken Date**

12/19/2025 at 01:04 pm

**Upload Date**

12/19/2025 at 01:05 pm

**Album**

Unclassified

**Uploaded By**

Aaron Ledeboer

**File Name**

2AD22F3D-8F96-47F0-BAD4-C71...



**Description**

**Taken Date**

12/19/2025 at 01:04 pm

**Upload Date**

12/19/2025 at 01:05 pm

**Album**

Unclassified

**Uploaded By**

Aaron Ledeboer

**File Name**

C48F110A-C58D-4DD1-A3C3-F4B...



**Description**

**Taken Date**

12/19/2025 at 01:04 pm

**Upload Date**

12/19/2025 at 01:05 pm

**Album**

Unclassified

**Uploaded By**

Aaron Ledeboer

**File Name**

89589AD0-7936-4255-B84B-362...



**Description**

**Taken Date**

12/19/2025 at 01:03 pm

**Upload Date**

12/19/2025 at 01:05 pm

**Album**

Unclassified

**Uploaded By**

Aaron Ledeboer

**File Name**

50551AE2-CC47-4E83-AD28-CB9...



**Description**

**Taken Date**

12/19/2025 at 01:03 pm

**Upload Date**

12/19/2025 at 01:05 pm

**Album**

Unclassified

**Uploaded By**

Aaron Ledeboer

**File Name**

A0209930-F512-41F7-8D35-7466...



**Description**

**Taken Date**

12/19/2025 at 01:02 pm

**Upload Date**

12/19/2025 at 01:02 pm

**Album**

Unclassified

**Uploaded By**

Aaron Ledeboer

**File Name**

7E7E4B2A-4DE3-4111-80ED-092...



**Description**

**Taken Date**

10/29/2025 at 02:07 pm

**Upload Date**

11/05/2025 at 01:15 pm

**Album**

Unclassified

**Uploaded By**

Parker Badding

**File Name**

EB0FE426-BA22-4965-9DC5-64B...



**Description**

**Taken Date**

10/29/2025 at 01:07 pm

**Upload Date**

10/29/2025 at 01:08 pm

**Album**

Unclassified

**Uploaded By**

Parker Badding

**File Name**

EFEF9307-95BA-46DE-9E56-616C...



**Description**

**Taken Date**

10/29/2025 at 01:06 pm

**Upload Date**

10/29/2025 at 01:07 pm

**Album**

Unclassified

**Uploaded By**

Parker Badding

**File Name**

56DE0CD4-7AB7-41C9-9D57-F2C...



**Description**

**Taken Date**

10/29/2025 at 01:06 pm

**Upload Date**

10/29/2025 at 01:07 pm

**Album**

Unclassified

**Uploaded By**

Parker Badding

**File Name**

[8428EC5C-B23E-498E-B4E4-73A...](#)



**Description**

**Taken Date**

10/29/2025 at 01:06 pm

**Upload Date**

10/29/2025 at 01:07 pm

**Album**

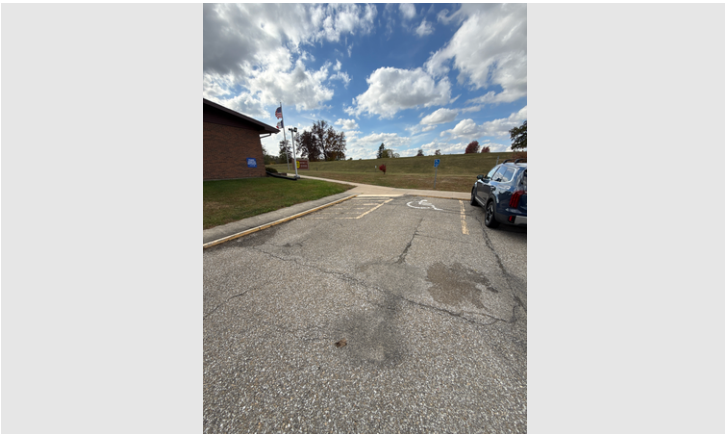
Unclassified

**Uploaded By**

Parker Badding

**File Name**

[AC9AB2E4-8B68-4C3C-A74C-7C6...](#)



**Description**

**Taken Date**

10/29/2025 at 01:06 pm

**Upload Date**

10/29/2025 at 01:07 pm

**Album**

Unclassified

**Uploaded By**

Parker Badding

**File Name**

[FE934391-5B8E-4C94-B3D0-9A4...](#)