

RFP948100-01 ADDENDUM #01

DATE: November 12, 2025
PROJECT: 9481.00 DOC 5JD 150 DSM ST Renovation
RFP DUE DATE: November 19, 2025 @ 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 November 7, 2025.

Q1. Is furniture included in the scope?

A1. No, do not include time for designing furniture layout.

Q2. Do you have any original drawings or any code analysis that shows the pre-existing construction?

A2. No, there is CAD drawings available of the current floor plan from the last project but not original construction drawings.

Q3. What is required for power and data in the offices & conference rooms?

A3. At least two (2) power and data for each cubicle.

Q4. Are there any special DOC or Federal requirements or standards that will need to be met?

A4. No, this will all fall under state code.

Q5. Is the 100% CD and final budget submission date of 02/06/2026 a firm date?

A5. After discussion with DAS, 5JD, and McGough, it has been agreed upon to extend the submission date for the 100% CD and final budget by four (4) weeks to 03/06/2026.

Q6. Is there a budget?

A6. The overall project budget is \$1.4 million. That includes the construction costs, designer fee, and McGough's costs. That does not include furniture. The bid day construction budget is \$987,000.

Q7. Is there a way to prioritize certain areas where more dollars can be spent compared to other areas?

A7. Yes, the project team will work with the awarded design firm to identify areas of priority.

Q8. Does 5JD want to match the remodeled west space on the east side?

A8. No, they would like it to be coordinated, but it doesn't need to be an exact match. 5JD would prefer to focus on the finishes being aligned with the budget.

Q9. Is there a certain date when they need to be moved out of their current space?

A9. No, there is no set timeline yet.

Q10. Is there a need for audio and visual?

A10. No, the State would like the design team to indicate only what will be needed for rough-ins. The State will work separately with an A/V contractor and get all the information that would need to be included during design.

Q11. Do you have a planned program list for the building?

A11. Currently, the preliminary program for 5JD includes approximately 60 cubicles with additional hoteling spaces within the open office area. The number of private offices is not expected to change. The program also includes conference rooms located on the west and southeast sides of the building. Please note that these program elements are preliminary and subject to change during the design phase.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Nov 7, 2025	Meeting Time	11:00 am - 12:00 pm Central Time (US & Canada)
Meeting Location	150 Des Moines Street, Des Moines, Iowa 50309		
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
Lance Wignall	Fifth Judicial District - Department of Correctional Services	P: (515) 250-4864	lance.wignall@iowa.gov	Present
Parker Badding	McGough Construction		parker.badding@mcgough.com	Present
Adam Douglas	McGough Construction		adam.douglas@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
		Description				
		<ul style="list-style-type: none"> Introductions 				
		Official Documented Meeting Minutes				
		<ul style="list-style-type: none"> The official meeting attendance will be listed in Addendum 01. 				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description				
		<ul style="list-style-type: none"> Creation of construction drawings and specifications indicating the interior renovations for the building. The requested upgrades consist of, but are not limited to: <ul style="list-style-type: none"> New 2' x 4' LED lighting in select areas, painting all walls, minor drywall touch-ups where needed, new carpet & VCT, replacing all fire alarm horns & strobes, selective demolition, (1) interior window, construction of new walls, new card readers, (12) new 				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			rooms for parole visits, HVAC modifications, new interior doors, electrical and data in newly constructed walls, new magnetic locks at the existing lobby entrances, new restroom construction, sound masking for the open office, new base and upper cabinets, and new countertops.			
			<ul style="list-style-type: none"> o The building does not currently have an automatic fire suppression system. Scope to include the evaluation of code requirements for fire sprinkler system needs. o Clarifications: <ul style="list-style-type: none"> ▪ Verify that any new devices will comply with the existing fire alarm devices. ▪ Assume the existing fire alarm panel does not need a replacement. 			
			<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • Is furniture included in the scope? No, do not include time for designing furniture layout. • Do you have an original drawings or any code analysis that shows the pre-existing construction? • The existing equipment is on the roof but the air handler is in the basement • Condensers are on the roof • Is our work limited to the area the unit serves? Do not know at this time • Door security - Calling our rough ins for all locations - 5JD is coordinating with a vendor • The building is fitted for pathways • 5JD to figure out what is required for data in the offices • Parole rooms will be under heavy-use • There will be no work in the parking lot • East half of the building will be supervisors • Middle will be conference rooms and classrooms • West side will be administrative personnel • Any requirements or standards to meet for the facility? No, all is under state codes. 			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
			<p>Description</p> <p>RFP-Specific Dates</p> <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 11/11/25 @ 3:00 PM • Addendum Issued: 11/13/25 • Proposals Due: 11/19/25 @ 2:00 PM • Selection of Designer/Issue NOI: Week of 11/24/25 • Execution of 803 Contract: Week of 12/01/25 • Tentative Design Kickoff Meeting: Week of 12/08/25 • 100% DD & OPC Submission: Design professional to propose in RFP schedule • 50% CD & OPC Submission: Design professional to propose in RFP schedule • 95% CD & OPC Submission: Design professional to propose in RFP schedule • 100% CD and Final Budget: 02/06/26 • Contractor Bidding: March, 2026 • Execution of Contractor's Contract(s): April, 2026 • Submittals, Procurement, and Construction: April, 2026 to July, 2026 • Closeout: August, 2026 to September, 2026 			
			<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • Is the 02/06 schedule date fixed? Project team to discuss a date • Is there a budget? 1.4 million project total budget - does not include furniture 			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
						<ul style="list-style-type: none"> • Is there a way to prioritize certain items? Yes, project team will work with awarded designer on areas of priority • Does 5JD want to match what's been done on the west side? No, they want it to coordinate but it doesn't need to match. They would prefer the cost to make sense • Is there a certain date when they need to be moved out of the previous space? No, there is no set timeline

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 ◦ 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 fee broken down by schedule of values (see section 1.3.28 in the RFP for SOV) • 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"> • N/A 						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<p>Description</p> <ul style="list-style-type: none"> • Any questions? 						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • All further questions will be answered via addendum. • All items noted in the Addendum supersede the information in the meeting 						

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.

PRE-PROPOSAL SIGN IN SHEET
 DOC 5JD 150 DSM ST Renovation
 Friday, November 7, 2025

	Name	Company	Phone	Email Address
1	Mindy Avst	VIA Architecture	515 473 4874	mindy@architecturevia.com
2	Matt Rodekamp	Substance Architecture	515 699 1655	Mrodekamp@substancearchitecture.com
3	MORRIS PINKER	SSOE GROUP	515-240-0701	mpinker@ssoe.com
4	CURTIS EHLER	STUDIO MELEE	515-493-0003	curtis@studiomelee.com
5	Eric Henderson	IMEG	630-717-2433	eric.j.henderson@imegcorp.com
6	JEFF BLOSSER	SSOE GROUP	515-777-4158	JBLOSSER@SSOE.COM
7	ANDY DEAN			
8	MIKE DEAN	ONE ELEVEN	515-291-4489	MIKE.DEAN@ONEELEVEN-DESIGN.COM
9	ANDY	KCL		
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