

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Sep 16, 2025	Meeting Time	11:00 am - 12:00 pm Central Time (US & Canada)
Meeting Location	605 Main St. Davenport, IA	Video Conferencing Link	https://meet.google.com/mxp-shqh-ept
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
Lucas Boyle	DCI Group	P: (319) 600-4672	lucasb@dcigroup-us.com	Present
Brian Mrozek	DCI Group	P: (319) 600-4672	brianm@dcigroup-us.com	Absent
Donald Devore	Department of Corrections - 7th District		don.devore@iowa.gov	Present
Brandy Manrique	Department of Corrections - 7th District		brandy.manrique@iowa.gov	Present
Rob Metzger	Department of Corrections - 7th District	P: (563) 484-5830	robert.metzger@iowa.gov	Present
Oliver Shimp	State of Iowa - Department of Administrative Services		oliver.shimp@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendance/Introductions				
		Official Documented Meeting Minutes See attached Sign-in sheet				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description <ul style="list-style-type: none"> The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for the replacement of existing 27.5 ton RTU-2 at 605 Main St. Davenport, IA. 				

- Creation of Construction Drawings and Specifications for the removal of existing Roof-Top Unit, installation of new unit as specified to meet building cooling/heating load needs. To be integrated with existing building automation system.
- 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.
 - Design Development Documents
 - Construction Documents
 - Bidding or Negotiation Assistance
 - Construction Phase

Official Documented Meeting Minutes

- Does the facility hope to increase capacity of the unit?
 - The facility would like to investigate if an increase in cooling capacity could benefit the facility. This unit conditions half of the 2nd, 3rd, and 4th floors, and at times has needed to carry the load from the unit cooling the other half.
- This unit is has gas-fired heating, and feeds a zoned VAV system with reheat
- Some balancing issues have been experienced in heating modes on the lower floors
 - The scope of this project is only to replace the rooftop unit
- The building currently has a Metasys BAS system this unit is to tie into.
- Cranes are recommended to be staged in the back alley of the building, the parking lot may not have the ground bearing pressure necessary.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description						
<ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 9/23/2025 3:00pm • Addendum Issued: on or before 9/25/2025 • Proposals Due: 10/2/2025 • Selection of Designer/Issue NOI: Week of October 6th, 2025 • Execution of 803 Contract: Week of October 6th, 2025 • Tentative Design Kickoff Meeting: Week of October 13th, 2025 • 100% DD: Design Professional to propose in RFP Schedule • 95% CD: Design Professional to propose in RFP Schedule • 100% CD and budget: November 21st, 2025 • Contractor Bidding: December, 2025 • Execution of Contractor's Contract(s): December, 2025 • Submittals, Procurement and Construction: January, 2026 to June, 2026 • Closeout: June 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 ◦ 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>						

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.

RFP 9491.00 Sign-in sheet Pre-Proposal Conference 9/16/2025

Name	Company
1. Oliver Shimp	DAS
2. Don Debara	7 th DIST.
3. Colbin Turnbull	7 th ? DIST
Keith Stone	KCL Engineering
5. LUCAS BOYLE	DCI GROUP
6. Rob Metzger	7 th District
7. Brandy Menrique	7 th District