

ADDENDUM NO. 1

Date: 5/12/26

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

DAS RFP #: 952200-02

DAS Project #: 9522.00

PROPOSALS DUE: **5/14/26**

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

This Addendum consists of:

- 1) Design RFP Meeting Minutes
 - a. See attached minutes

End of Addendum

RFP Pre-Proposal 9522.00-02 Minutes: Meeting #2

Meeting Date	May 5, 2026	Meeting Time	01:00 pm - 02:00 pm Central Time (US & Canada)
Meeting Location	307 S 60th Ave E W Newton, Iowa 50208 United States	Video Conferencing Link	Join Meeting
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes	Designer will have to provide access point for removal of existing and installation of new tanks.		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Katie Bollenbaugh	Boyd Jones Construction Company	P: (515) 298-2474	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	
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 9522.00-2 Design RFP Sign-In Sheet.pdf				
		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 Design services for a replacement of a hot water tank. Access point will need to be reviewed and determined for removing and installing new tank.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description • Questions Due to construction.procurement@iowa.gov: May 7, 2026 by 5:00PM • Addendum Issued: May 12, 2026 at 5:00PM • Proposals Due: May 14, 2026 at 2:00PM • Execution of Designer's Contract - Week of May 25, 2026 • Tentative Design Kick-Off Meeting - Week of June 1, 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 - July 24, 2026 • Contractor Bidding - August 2026 • Execution of Contractor's Contract(s) - August 2026 • Submittals, Procurement and Construction - August to December, 2026 • Close out - January 2027						
Official Documented Meeting Minutes Designers present did not have concerns with schedule as currently developed.						

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
Description • 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 ◦ 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: ◦ 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). ◦ Link and information is in the RFP ◦ Designers will need to register prior to submission						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
		◦ 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.				
		Official Documented Meeting Minutes On-site visitors will be shown where the tanks are located.				

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
		Description Any questions?				
		Official Documented Meeting Minutes None asked.				

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:	NCF Dietary and Laundry Hot Water Tank Replacement		Project #	9522.00	Bid #	9522.00-02	Meeting Type:	Designer Pre-Proposal
Meeting Date:	5/5/26	Meeting Time:	1:00 PM	Meeting Location:		307 S 60 th Ave W, Newton, IA 50208		
MEETING ATTENDEES – SIGN IN SHEET							Attended Virtual / On Site	Attended Site Walk
NAME:	Andy Hummel		PHONE #:	515 490-4657			on site	
COMPANY:	ISG		EMAIL:	andy.hummel@isginc.com				
NAME:	Rob Greiner		PHONE #:	515-650-7777			on site	
COMPANY:	Boyd Jones		EMAIL:	rgreiner@boydjones.biz				
NAME:	ROGER LESHEN		PHONE #:	515-250-0738 (cell)			ONSITE	
COMPANY:	MODUS		EMAIL:	RLESHER@MODUS-ENG.COM				
NAME:	RYAN Trease		PHONE #:	641-521-9135			onsite	
COMPANY:	NCF		EMAIL:	ryan.trease@iowa.gov				
NAME:			PHONE:					
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