

# Addendum 01 for RFP952700-01

Project Name: HHS CHMHI Four Corner Elevator Replacement  
DAS RFP#: 952700-01  
DAS Project #: 9527.00  
Date: 4/3/2026

**Proposals Due: April 14<sup>th</sup>, 2026, at 2:00 pm**

Contents:

- Cover Page (1 page)
- Questions (1 Page)
- Meeting Minutes (4 pages)

## Questions for - RFP952700-01

1. Do you anticipate a new shaft and/or revised footprint for the elevator or replacement of the cab only.
  - a) Answer: Replacement of the Cab and Mechanical Equipment.
  
2. Do you have an anticipated budget for the project?
  - a) Answer: Construction Estimate: \$268,650.00

## RFP Pre-Proposal Minutes: Meeting #1

|                         |  |                                |  |
|-------------------------|--|--------------------------------|--|
| <b>Meeting Date</b>     | Mar 31, 2026   | <b>Meeting Time</b>            | 01:00 pm - 12:00 am Central Time (US & Canada) |
| <b>Meeting Location</b> | 1251 W Cedar Loop, Cherokee, IA 51012 – Main Admin Building  | <b>Video Conferencing Link</b> | <a href="#">Join Meeting Link</a>              |
| <b>Overview</b>         | Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.                                    |                                |  |
| <b>Notes</b>            |  |                                |  |
| <b>Attachments</b>      | <a href="#">Exhibit A - Four corner Elevator Replacement.pdf</a> , <a href="#">9527.00 CHMHI - Four Corner Elevator Replacement - Designer RFP.pdf</a> |                                |  |

### Scheduled Attendees

| Name              | Company   | Phone Number      | Email                          | Attendance |
|-------------------|---|-------------------|--------------------------------|------------|
| Jason Neddermeyer | Cherokee Mental Health Institution                    |                   | jason.neddermeyer@hhs.iowa.gov | Present    |
| Jason Pigott      | Cherokee Mental Health Institution                    | P: (712) 225-6949 | jpigott@dhs.state.ia.us        | Present    |
| Jason Bellrichard | DCI Group   | P: (515) 244-5043 | jasonb@dcigroup-us.com         | Present    |
| Travis Hoyle      | DCI Group   | P: (515) 244-5043 | travish@dcigroup-us.com        | Conference |
| Jennie Elliott    | State of Iowa - Department of Administrative Services |                   | jennie.elliott@iowa.gov        | Present    |

### Introduction

| No. | Mtg Origin | Title   | Assignment | Due Date | Priority | Status |
|-----|------------|---|------------|----------|----------|--------|
| 1.1 | 1          | Introductions   |            |          |          | Open   |
|     |            | <b>Description</b><br>Attendance  |            |          |          |        |
|     |            | <b>Official Documented Meeting Minutes</b><br>Tami Mullenix - Stone Group Architects - tamim@stonegrouparch.com<br>Aaron Twedt - OPN - atwedt@opnarchitects.com<br>CMBA - Dan Munch <a href="mailto:munch.d@cmbaarchitects.com">munch.d@cmbaarchitects.com</a> and Adam Van Gorp <a href="mailto:vangorp.a@cmbaarchitects.com">vangorp.a@cmbaarchitects.com</a> .<br>Schemmer - Steve Thompson - sthompson@schemmer.com |            |          |          |        |

### Project Overview

| No. | Mtg Origin | Title   | Assignment | Due Date | Priority | Status |
|-----|------------|---|------------|----------|----------|--------|
| 2.1 | 1          | Scope Review  |            |          |          | Open   |
|     |            | <b>Description</b><br>Design services shall include:  |            |          |          |        |
|     |            | <ul style="list-style-type: none"> <li>The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.</li> </ul> |            |          |          |        |

| No. | Mtg Origin | Title | Assignment   | Due Date | Priority | Status |
|-----|------------|-------|--|----------|----------|--------|
|     |            |       | <ul style="list-style-type: none"> <li>• All design disciplines necessary to complete the scope of work.</li> <li>• Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.</li> <li>• Use of the State of Iowa's construction management software program for uploading all documents, submitting and approving pay apps, and construction administration. The cost for the use of the software is paid by the Owner.</li> <li>• Project-specific design needs                             <ul style="list-style-type: none"> <li>◦ Conduct site visit to document existing elevator, hoistway, pit, machine room, and supporting systems.</li> <li>◦ Develop Basis of Design outlining performance requirements, equipment type, and owner preferences.</li> <li>◦ Prepare architectural, structural, mechanical, and electrical design documents for full elevator replacement, including any and all modification to the machine room.</li> <li>◦ Provide permit-ready drawings and respond to plan review comments.</li> <li>◦ Assist with bidding, including technical specifications and responses to bidder questions.</li> <li>◦ Review elevator contractor submittals and perform periodic construction-phase observations.</li> <li>◦ Coordination with Owner's lock set and keying requirements</li> </ul> </li> <li>• Design for scope of work. Provide material recommendations based on experience, quality, and price. Recommendations for replacements and upgrades shall include non-proprietary equipment and systems.</li> <li>• Provide minor drawing work to assist the Construction Manager in the development of hazardous materials bid package. This shall include providing PDF backgrounds for identification, by others, of hazardous materials removal</li> <li>• Designer shall include any and all survey work required for completion of project.</li> <li>• Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.</li> <li>• Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.</li> <li>• Designer shall assist Construction Manager in the evaluation of long lead times.</li> <li>• Quality control during Design, Preconstruction and Construction.</li> <li>• Compliance with all Federal, State, and applicable AHJ codes.</li> <li>• Completion of State building and energy code documents, as required.</li> <li>• Design review will be conducted at 100% design development documents, 50% construction documents, and 95% construction documents. Dates for design review meetings to be coordinated with the design and project team and set no later than the design kickoff meeting. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum. Drawings, specifications and cost opinions (if applicable) shall be provided at least five days prior to each review meeting. An additional review meeting may be required at the end if there are discrepancies in cost opinions or constructability review questions.</li> <li>• Review with the Department of Inspections, Appeals, and Licensing's Building Code Bureau for approval of plans or exemption from review. All fees associated with the Bureau are the responsibility of the designer.</li> <li>• Develop and distribute agendas and meeting minutes for all meetings during the design phase.</li> <li>• Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.</li> <li>• Provide bid alternates as determined during the course of design and bid package development.</li> <li>• Assist Owner and Construction Manager in obtaining bids from qualified contractors.</li> <li>• Construction administration, including creation of the submittal and closeout items log, review of and responses to submittals and closeout documentation, RFIs, proposal requests, change orders, pay applications, periodic site visits, attendance at project meetings as required, participation / development of contractor punch list, closeout documentation review and approval, certificates of substantial completion, and certificates of final completion, as well as development of Architectural Supplemental Instructions for design revisions, and punch lists within the construction management software program.</li> <li>• Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period.</li> <li>• Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.</li> <li>• Acknowledgement that all documents are copyright to the State of Iowa and shall be turned over to the State of Iowa in their native computer format. Any ASIs/RFIs/PRs and addendums will be expected to be incorporated before final posting. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the project.</li> <li>• 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. These breakdown prices will be used as the schedule of values for billing purposes.                             <ul style="list-style-type: none"> <li>◦ Construction Documents</li> <li>◦ Bidding or Negotiation Assistance</li> <li>◦ Construction Phase</li> </ul> </li> </ul> |          |          |        |
|     |            |       | <p>Include at minimum the following site/virtual visits:</p>   |          |          |        |

| No. | Mtg Origin | Title   | Assignment | Due Date | Priority | Status |
|-----|------------|---|------------|----------|----------|--------|
|     |            |   | In-Person  |          |          |        |
|     |            | Design Kickoff/Building Evaluation            | 1          | -        |          |        |
|     |            | 100% Design Development                       | -          | -        |          |        |
|     |            | 50% Construction Documents                    | -          | 1        |          |        |
|     |            | 95% Construction Documents                    | -          | 1        |          |        |
|     |            | 100% Construction Documents                   | -          | -        |          |        |
|     |            | Pre-Bid Meeting                               | 1          | -        |          |        |
|     |            | Construction Field Observation                | 2          | -        |          |        |
|     |            | Substantial Completion/Punch List Development | 1          | -        |          |        |
|     |            | Final Completion/Punch List Verification      | 1          | -        |          |        |
|     |            | One Year Warranty Correction Period Visit     | 1          | -        |          |        |
|     |            |   | 7          | 2        |          |        |

Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit. This unit price will be additive or deductive based on the number of actual visits made.

Coordinate how many cost opinions asked for here with the schedule table up above.

**Official Documented Meeting Minutes**

- Dover hydraulic elevator from 1977
- this is considered a modernization of current elevator, keeping jack and platform, replacing doors, need to add lighting to the shaft to bring up to code.
- Elevator has been inspected yearly
- two way communication in the elevator will need to be provided per code.
- Upgrade all lighting to meet code requirements
- Jason N to provide an existing drawings and inspections available
- Door frame replacements are only needed if required, most are in decent working order. All are grouted in.

| No. | Mtg Origin | Title   | Assignment | Due Date | Priority | Status |
|-----|------------|---|------------|----------|----------|--------|
| 2.2 | 1          | Schedule Review   |            |          |          | Open   |
|     |            | <b>Description</b>  |            |          |          |        |
|     |            | <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: 4/6/26 - 2PM</li> <li>• Addendum Issued: 4/10/26</li> <li>• Proposals Due: 4/14/26 - 2PM</li> <li>• Selection of Designer/Issue NOI: 4/22/26</li> <li>• Execution of 803 Contract: 5/12/26</li> </ul><br><ul style="list-style-type: none"> <li>• Tentative Design Kickoff Meeting: 5/19/26</li> <li>• 50% CD and budget: To Be Coordinated</li> <li>• 95% CD: To Be Coordinated</li> <li>• 100% CD and budget: 8/6/26</li> <li>• Contractor Bidding: 8/7 - 8/28/26</li> <li>• Execution of Contractor's Contract(s): 9/14/26</li> <li>• Submittals, Procurement and Construction: September 2026 - June 27</li> <li>• Closeout: July 27</li> </ul> |            |          |          |        |

| No. | Mtg Origin | Title  | Assignment | Due Date | Priority | Status |
|-----|------------|--|------------|----------|----------|--------|
|     |            | <b>Official Documented Meeting Minutes</b>   |            |          |          |        |
|     |            | <ul style="list-style-type: none"> <li>Hoping for better timeline for construction but will have to evaluate this for lead times for elevator equipment</li> <li>Please acknowledge project schedule in your proposals.</li> </ul> |            |          |          |        |

**RFP Overview**

| No. | Mtg Origin | Title  | Assignment | Due Date | Priority | Status |
|-----|------------|--|------------|----------|----------|--------|
| 3.1 | 1          | RFP Requirements Review  |            |          |          | Open   |
|     |            | <b>Description</b>   |            |          |          |        |
|     |            | <ul style="list-style-type: none"> <li>All questions to be directed to construction.procurement@iowa.gov</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> |            |          |          |        |
|     |            | <b>Official Documented Meeting Minutes</b>   |            |          |          |        |
|     |            | <ul style="list-style-type: none"> <li>When submitting proposal please make sure to submit on the correct project as we have multiple project due at the same time</li> </ul>  |            |          |          |        |

**Conclusion**

| No. | Mtg Origin | Title  | Assignment | Due Date | Priority | Status |
|-----|------------|--|------------|----------|----------|--------|
| 4.1 | 1          | Designer Questions   |            |          |          | Open   |
|     |            | <b>Description</b>   |            |          |          |        |
|     |            | Any questions?   |            |          |          |        |
|     |            | <b>Official Documented Meeting Minutes</b>   |            |          |          |        |
|     |            | <ul style="list-style-type: none"> <li>CHMHI to provide any existing plans for this elevator and send to DCI Group to include in addendum.</li> <li>DAS/CHMHI would like for design firms to have a elevator consultant</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.