



KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

Department of
Administrative Services

MARK CAMPBELL, DIRECTOR

ADDENDUM #1

Project Name: DOC ICIW Road Repair & Tunnel Infill

DAS# 9541.00

RFP-954100-01

Addendum #1

Dated: May 18, 2026

This Addendum forms a part of the Request for Proposal documents. This Addendum supersedes and supplements all portions of the original Request for Proposal dated April 30, 2026, with which it conflicts.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE REQUEST FOR PROPOSAL. FAILURE TO DO SO MAY SUBJECT TO DISQUALIFICATION.

1. Attachments:

- a. RFP Pre-Proposal Meeting Minutes and Sign in.

2. Questions:

- a. What is the project estimated budget for both phases of work?

3. Clarifications:

- a. Project budgets will be set up when 100% Design Documents released.
- b. Geotechnical services by owner. Initial tunnel investigations through project completion.

END OF ADDENDUM



State of Iowa - Department of Administrative Services
109 SE 13th St.
Des Moines, Iowa 50319
P: (515) 281-7260

Project: 9541.00 DOC ICIW Tunnel Infill
1200 East Washington Street
Mount Pleasant, Iowa 52641

Design RFP Pre-Proposal Minutes: Meeting #1

Meeting Date May 7, 2026 **Meeting Time** 10:00 am - 11:00 am Central Time (US & Canada)

Meeting Location 420 Mill Street SW, Mitchellville, IA 50169 **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

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Adam Owen	Iowa Correctional Institution for Women	P: (515) 725-5042	adam.owen@iowa.gov	Present
Nels Westvold	Iowa Correctional Institution for Women	P: (515) 725-5050	nels.westvold@iowa.gov	Present
Zach Abild	Samuels Group, Inc.	P: (515) 288-0467	zabild@samuelsgroup.net	Present
Jerry Dehnke	Samuels Group, Inc.	P: (515) 288-0467	jdehnke@samuelsgroup.net	Present
Mac McKeever	Samuels Group, Inc.		mmckeever@samuelsgroup.net	For Distribution Only
Bill Reynolds	Samuels Group, Inc.	P: (515) 288-0467	breynolds@samuelsgroup.net	For Distribution Only
Chitrangi Shastri	Samuels Group, Inc.		cshastri@samuelsgroup.net	For Distribution Only
Brandon Adams	State of Iowa - Department of Administrative Services		brandon.adams@das.iowa.gov	Absent
Michael Bradbury	State of Iowa - Department of Administrative Services		michael.bradbury@das.iowa.gov	Absent

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Attendance Sign In Sheet				
		Attachments Design RFP Pre Proposal Sign In.pdf				
		Official Documented Meeting Minutes Attached sign in sheet				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description Project Description - Construction Manager Samuels Group has been engaged for this project to serve as adviser to DAS and provide assistance in administrating the contract for Design between DAS and Designer. - DAS is seeking design services from qualified firms for a project consisting of repair/replacement of damaged road and sidewalk over abandoned tunnel in at least three locations and best practice to infill tunnel to prevent future cave in or security risk				
		Attachments ICIW Tunnel Markup pics and aerial 4-27-26.pdf				
		Official Documented Meeting Minutes Design proposal shall include design for both phases of project, road/site repairs and remaining tunnel infill potential at later date. Ph1. Road and site repairs/clean up. Tunnel under road repair shall be in ph 1. Ph2. ADD ALT Remaining tunnel, may not have funding soon unless tunnel is deemed unsafe and an urgent repair is needed.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
		Description <i>RFP-specific dates</i> - Questions Due to construction.procurement@iowa.gov: Send by 2pm 5-11-2026. EMAIL CHANGED - Addendum to be Issued: 5-15-26 as needed - Proposals Due: 2pm 5-21-26 - Selection of Designer/Issue NOI: 5-26-26 - Execution of 803 Contract: Week of 6-1-26 - Tentative Design Kickoff Meeting: Week of 6-8-26 100% DD: To be coordinated 95% CD: To be coordinated 100% CD and budget: 7-31-26 - Contractor Bidding: Roadway August 2026. Tunnel work TBD. - Execution of Contractor's Contract(s): Week of 9-7-26 - Submittals, Procurement and Construction: 9-14-26 to 11-15-26 - Closeout: 12-15-26				
		Official Documented Meeting Minutes OLD EMAIL construction.procurement@iowa.gov : CHANGED TO: Construction.procurement@Das.iowa.gov				

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				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			- 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 - 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 Email may be cha						

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
	Description Any questions?					
	Official Documented Meeting Minutes - Tunnel size/shape shown on mark ups attached along with areas needing work. - All utilities properly capped and should be able to get visual confirmation at each end. - Utilities abandoned while Nels has worked at ICIW didn't catch a year completed but was recent enough to indicate that if any asbestos was present it would have been abated. No record drawing or abatement reports available. - Firm will be engaged by owner to provide initial HazMat inspection report and all testing/inspection needed for scope of work. - Tunnel under road patches must be infilled/stabilized as part of the road repair scope. - Existing area does not have drainage issues, no regrading needed. - Believe the tunnel to be structurally sound except where loaded from road and vehicle traffic. Dewatering needed prior to inspection. All individuals in tunnel to follow OSAH regulations and use all PPE required for conditions. - One access point at existing building.					

Please contact State of Iowa - Department of Administrative Services if there are any discrepancies or questions with the content of these minutes.



Design
Construct
Furnish

PROJECT NAME: ICIW ROAD REPAIRS & TUNNEL INFILL

MEETING LOCATION: 420 MILL ST SW, MITCHELLVILLE, IA 50169

MEETING TYPE: PRE-PROPOSAL, REQUEST FOR PROPOSAL (RFP 954100-01)

DATE AND TIME: 05/07/2026 10:00AM

Contact Person	Company Name	Phone Number	Email Address
ZACH HERTZMAN	OLSSON	515-339-2085	zhertzman@olsson.com
Brian Emmerich	Olsson	515-331-6517	bemmerich@olsson.com
Tyler Jensen	Snyder & Associates	515-422-4439	tjensen@snyder-associates.com
Nels Westvold	ICIW	515-725-5029	nels.westvold@iowa.gov
Jerry Dehnke	Samuels Group	515-661-7142	jdehnke@samuelsgroup.net
Jason Baerman	Midwest PolyFoam	515-865-9828	JBaerman@midwestpolyfoam.com
Adam Owen	ICIW	515-725-5013	adam.Owen@iowa.gov
ZACH ABILD	SAMUELS GROUP	515-468-8526	- - -