

Addendum 02 for RFB948500-01

Project Name: HHS CHMHI Tuckpointing Phase 2.2

DAS RFP#: 951300-01

DAS Project #: 9513.00

Date: 11/26/25

Proposals Due: December 3rd, 2025 at 2:00 pm

Contents:

- Cover Page (1 page)
- Meeting Minutes and Sign in Sheet (5 pages)
- Revised scope – plan attached to show building directly behind main administration building to be included in project scope.
- Floor plans for building outline provided for buildings in scope (2 pages)

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Nov 20, 2025 **Meeting Time** 12:00 am - 12:00 am Central Time (US & Canada)

Meeting Location

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
Jason Pigott	Cherokee Mental Health Institution	P: (712) 225-6949	jpigott@dhs.state.ia.us	Present
Travis Hoyle	DCI Group	P: (515) 244-5043	travish@dcigroup-us.com	Present
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
		Description Attendees not in Procure				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description Design services shall include: <ul style="list-style-type: none"> The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract. All design disciplines necessary to complete the scope of work. Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff. 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. Design services shall include an evaluation of the existing Administration Building, South Buildings A, B, and C and North Buildings A, B and C that are directly adjacent to the Administration Building. See attached photos for scope. Upon completion of the evaluation, Design Firm to have the option to negotiate design 				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> • Design Services shall include a separate line item for evaluation of the existing Volding Building with an option to negotiate design. • Evaluation shall provide an order of magnitude that notes the most critical down to the lower priority repairs. Repairs located at the top of the building should be considered a higher priority. • Designer shall plan on providing a drone for building evaluation. If it is determined that a lift is necessary for the evaluation of tuckpointing repairs that shall be procured by the designer, both these options would need to be coordinated with Cherokee Mental Health Institute, DAS and the Construction Manager • 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. • Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule. • Quality control during Design, Preconstruction and Construction. • Compliance with all Federal, State, and applicable AHJ codes. • Completion of State building and energy code documents, as required. • Design review will be conducted at Evaluation Documents 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. • Construction cost opinions provided by the Design Professional team during Design (at Evaluation Documents, 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code. • Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda. • Provide bid alternates as determined during the course of design and bid package development • 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. • Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period. • Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit. • 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"> ◦ Evaluation Documents ◦ Design Development Documents ◦ Construction Documents ◦ Bidding or Negotiation Assistance ◦ Construction Phase • Include at a minimum, ten (10) site visits. Design kick off/Building evaluation, Evaluation 			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			document review meeting, 50% document review, Pre-bid meeting, Pre-construction kickoff, Construction Field Observation (2), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 95% construction document development will be conducted via conference call. 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.			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p>Description</p> <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: November 24th, 2025 at 12:00 PM • Addendum Issued: By December 1st 2025 • Proposals Due: December 3rd 2025 • Selection of Designer/Issue NOI: December 6th, 2025 • Execution of 803 Contract: December 12th 2025 • Tentative Design Kickoff Meeting: January 5th 2026 • Evaluation Documents by January 23rd 2026 <p>Project scope is the evaluation, upon completion of the evaluation Design Firm will have the option to negotiate design services and dates for deliverables.</p> <ul style="list-style-type: none"> • 50% CD and budget: TBD • 95% CD: TBD • 100% CD and budget: April 7th 2026 • Contractor Bidding: April 2026 • Execution of Contractor's Contract(s): May 2026 • Submittals, Procurement and Construction: May-August 2026 • Closeout: September 2026 <p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • If it makes more sense to do more of a 75% CD review in lieu of a 50% review the State of Iowa and CHMHI don't have any exceptions with that. 						

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 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> ◦ 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>						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • CHMHI needs 48 hours notice from the design team in order to use a drone. • Brick/sills should be evaluated for replacement where water infiltration is occurring. • Budget for construction is \$365,000.00 						

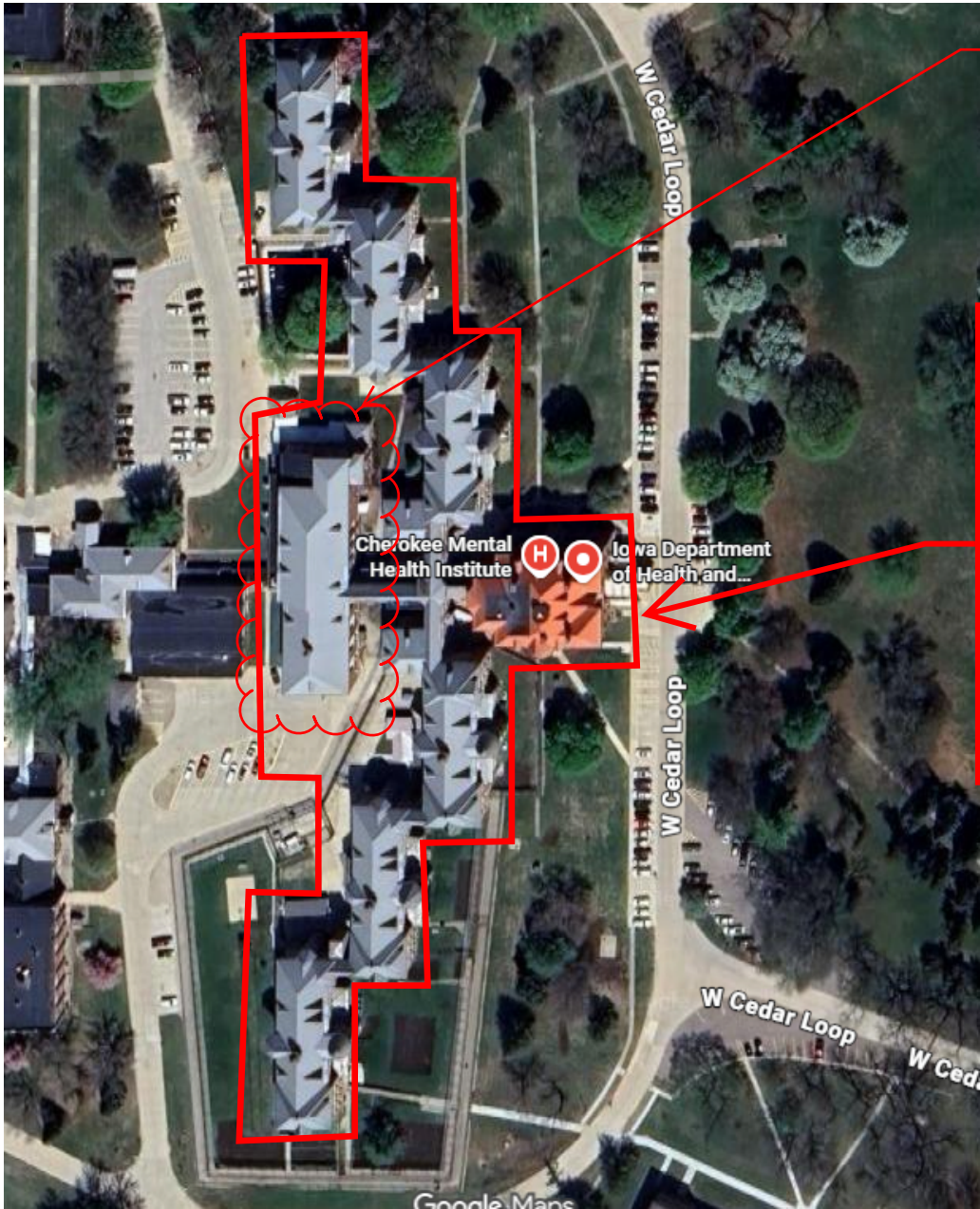
These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting. Please contact State of Iowa - Department of Administrative Services if there are any discrepancies or questions with the content of these minutes.



Meeting: 9513.00 CHMHI Tuckpointing Phase 2.2 – Pre-Proposal Meeting
 Date: 11/21/2025

Attendees

In Attendance (Initial)	Name	Company
J.B.	Jacob Borel	Kezlo Group LLC
TH	Travis Hoyle	DCI Group
JP	Jason Pigott	Cherish mlti
JE	Jemie Elliott	DAS
Flip page for additional spaces		



Scope Revised in Addendum #2 to include area bubbled

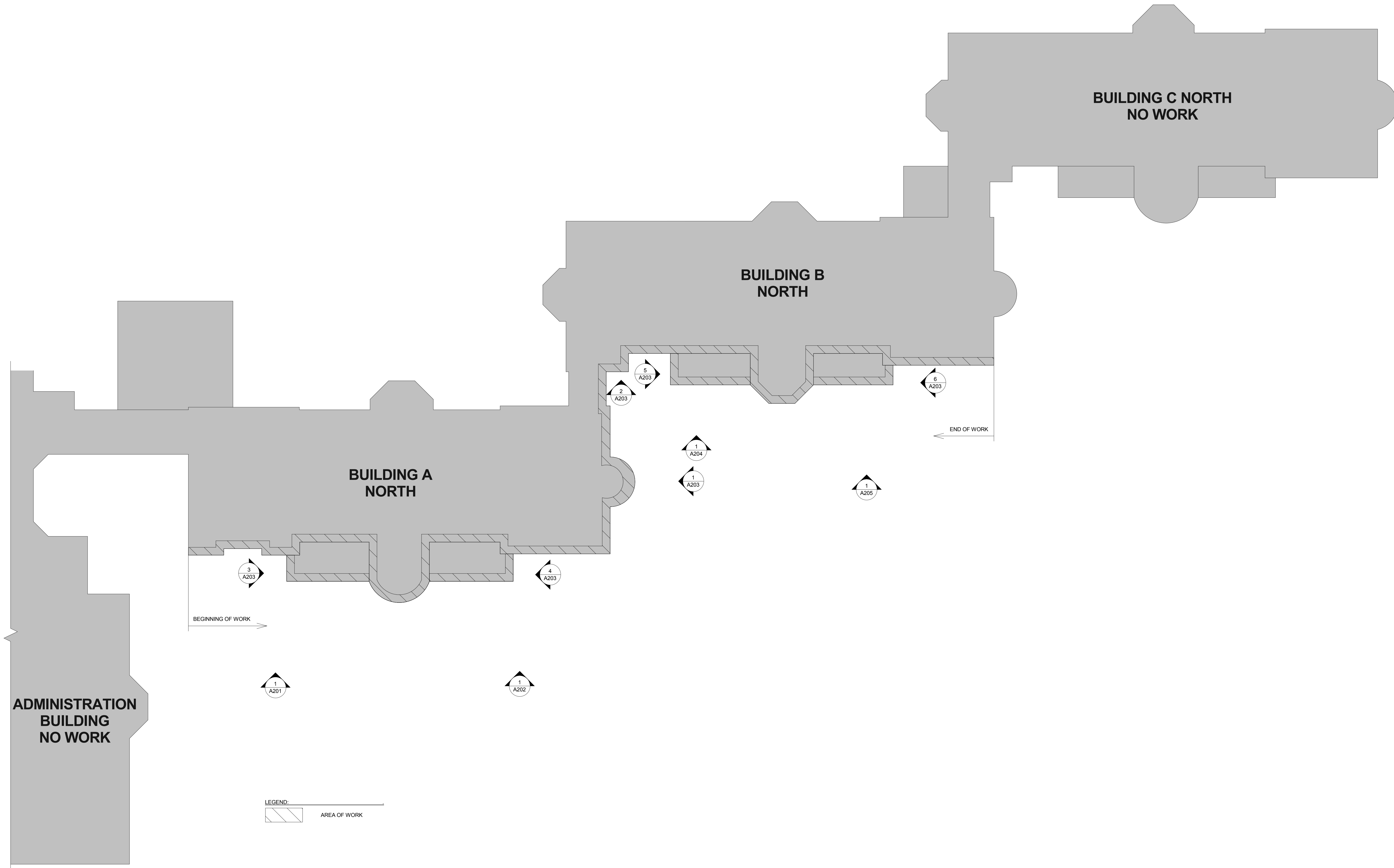
Base Scope: Administration building and North Buildings A, B, and C & South Buildings A, B, and C



Separate Line Item for Voldeng Building

**2014 MASONRY
RESTORATION**

CHEROKEE MENTAL HEALTH INSTITUTE
1251 WEST CEDAR LOOP, CHEROKEE, IOWA
51012

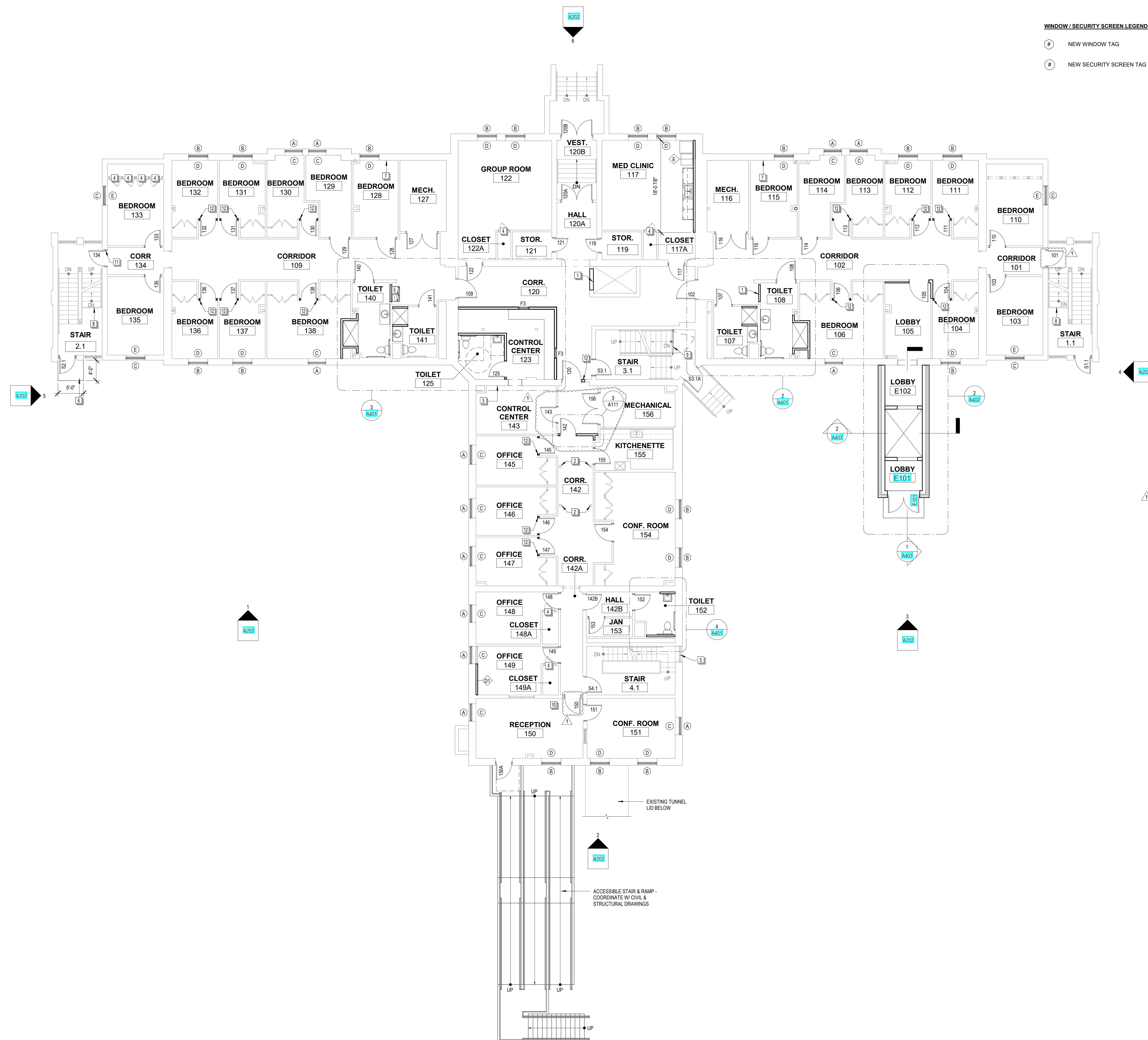


1 ELEVATION KEY PLAN
NOT TO SCALE

DRAWN: AJP
APPROVED: SWB
ISSUED FOR: CONSTRUCTION DOCUMENTS
DATE: 01/27/2014
FIELD BOOK

PROJECT NO.: 413380-0

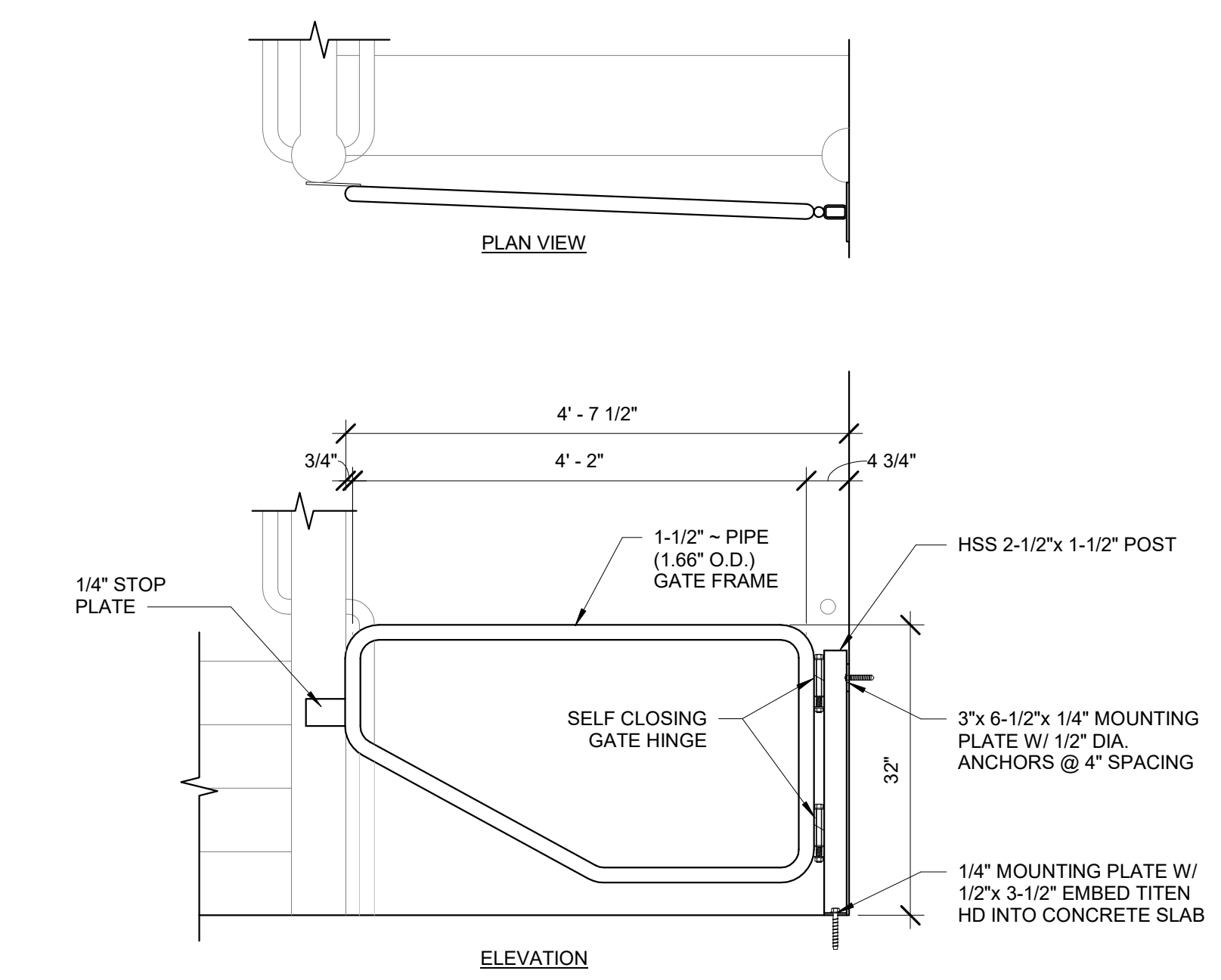
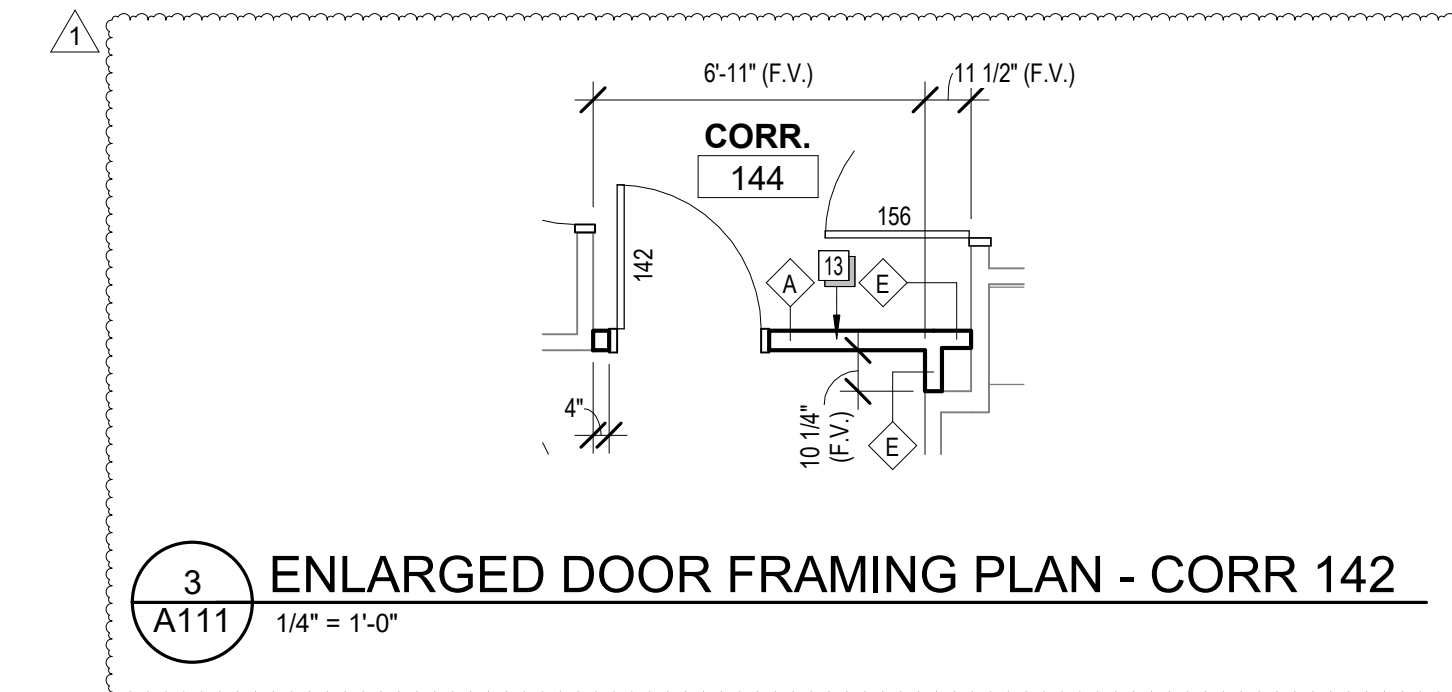
ELEVATION KEY PLAN



- WINDOW / SECURITY SCREEN LEGEND:**
- # NEW WINDOW TAG
 - # NEW SECURITY SCREEN TAG

- FLOOR PLAN GENERAL NOTES:**
1. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO ARCHITECT BEFORE PROCEEDING.
 2. REFER TO SHEET G001 FOR SYMBOLS AND ABBREVIATIONS. SEE WALL TYPE NOTES FOR SPECIFIC WALL TYPE INFORMATION.
 3. INTERIOR PARTITIONS ARE DIMENSIONED TO FACE OF GYPSUM WALL BOARD, UNLESS NOTED OTHERWISE.
 4. PROVIDE BLOCKING AS NECESSARY FOR OWNER'S FURNISHINGS OR EQUIPMENT AT LOCATIONS AS DIRECTED.
 5. MAINTAIN WALL RATINGS AS REQUIRED AT ALL EXISTING FIRE OR SMOKE RATED WALLS. PATCH AND REPAIR WALLS AS REQUIRED.
 6. AT NEW DOOR OPENINGS PATCH AND REPAIR GYPSUM WALL BOARD AS REQUIRED FOR PROPER INSTALLATION.
 7. THE CORRIDOR WALLS, DOORS AND CEILING ARE TO BE SEALED TO BE SMOKE-TIGHT. THE CEILINGS OF BEDROOMS AND DAY ROOMS ARE TO BE SEALED TO BE SMOKE-TIGHT.
 8. CONTRACTOR TO ADJUST EXISTING DOOR / FRAME OPENINGS AS REQUIRED. AS NEW DOOR / FRAME SIZES MAY DIFFER FROM EXISTING DOOR / FRAME SIZES.

- KEYNOTES #**
- 1 INFILL EXISTING OPENING, MATCH EXISTING WALL CONSTRUCTION, THICKNESS AND FINISHES.
 - 2 PREP AND PAINT (P-1) EXISTING EXPOSED COLUMN TO REMAIN.
 - 3 PATCH WALL WITH GWB, WHERE PLUMBING FIXTURE WAS REMOVED. PREP AND PAINT WALL (P-1).
 - 4 EXISTING DOOR AND FRAME TO REMAIN.
 - 5 EXISTING GLASS BLOCK TO REMAIN.
 - 6 REINFORCED CONCRETE STRUCTURAL STOOP - COORDINATE WITH CIVIL AND STRUCTURAL DRAWINGS. SLOPE STOOP A MAXIMUM OF A 1/4" PER FOOT AWAY FROM BUILDING.
 - 7 ADHERE (1) LAYER OF 5/8" TYPE "X" GYPSUM BOARD TO THE EXTERIOR GLAZED TILE WALL AND RETURN BACK TO WINDOW. STOP GYPSUM BOARD A 1/4" FROM WINDOW AND PROVIDE CONTINUOUS SEALANT ON ALL SIDES OF WINDOW. PREP WALL TO RECEIVE NEW PAINT FINISH. COORDINATE WITH WINDOW DETAILS FOR SILL INFORMATION.
 - 8 EXISTING STAIR GATE TO REMAIN.
 - 9 NEW SINGLE SWING STAIR GATE. REFER TO DETAILS THIS SHEET.
 - 10 NOT USED.
 - 11 INFILL EXISTING TRANSOM OPENING AS REQUIRED FOR NEW DOOR AND FRAME INSTALLATION. REFER TO DETAIL 6.14002.
 - 12 ADJUST EXISTING DOOR OPENING WIDTH / LOCATION AS REQUIRED FOR NEW DOOR AND FRAME INSTALLATION. REFER TO DETAIL 6.14002.
 - 13 THESE NEW WALLS SHALL BE BUILT ACCORDING TO THE WALL TYPES THAT ARE CALLED OUT AND SHOWN ON SHEET G001. BUT AT THIS LOCATION ONLY THE WALLS ONLY NEED TO GO TO THE UNDERNEATH SIDE OF THE NEW GWB CEILING.



1 FLOOR PLAN - FIRST LEVEL
1/8" = 1'-0"

DATE:	03-22-2024
JOB NUMBER:	257-014
SHEET:	A111

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DHS CHMHI VOLDENG BUILDING REMODEL (DAS #9283.00)
CHEROKEE MENTAL HEALTH INSTITUTE
 1251 W. CEDAR LOOP, CHEROKEE, IOWA 51012
FLOOR PLAN - FIRST LEVEL

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 SUITE 406
 OMAHA, NE 68131
 PHONE: (402) 291-1444
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 WWW.KPE-INC.COM



DATE:	03-22-2024
JOB NUMBER:	257-014
SHEET:	A111