

## **ADDENDUM NO. 2**

Date: 3/9/26

Project Name: DPS D1 1333 Ohio Roof Replacement

DAS RFP #: 952100-01

DAS Project #: 9521.00

PROPOSALS DUE: **3/11/25**

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
- 2) Questions Received from Designers prior to deadline
  - a. Will there be security clearances required for both design professionals and contractors?
    - i. Yes, a background check (form 83) will need completed and submitted to Kasey Miller, [miller@dps.state.ia.us](mailto:miller@dps.state.ia.us), along with fingerprints being submitted.
    - ii. Documents are attached.
  - b. Have any hazardous materials been identified with existing roof? Asbestos sealant?
    - i. No, a hazardous material survey has not been completed. DAS/BJC will conduct the survey and share results with the selected design firm. Design Firm to provide drawings/plans assistance if hazardous material package is deemed necessary.
  - c. Is there any obsolete mechanical equipment on the roof to be removed? Any equipment to be added?
    - i. None to remove. DAS is working on a project to add a RTU, this work will be complete prior to new roof installation.
  - d. DAS or any other group want the ballasted rock?
    - i. No.
  - e. Are there any updated electrical/mechanical drawings for use with the steel roof? Review of underside for conduit runs or obstructions?
    - i. No drawings are available to show this information. This will need to be field verified.
  - f. Is there any additional roof access or fall protection required with roof?
    - i. No, DPS does not want to add any roof access. No fall protection devices to be added to the project.
  - g. Are there DAS roofing standards for:
    - i. R-value roof insulation
      1. Follow State of Iowa Building Code Requirements.
    - ii. Membrane?
      1. 60 mil.

- iii. Warranty?
  - 1. 25 year warranty.
- iv. Vapor Barrier?
  - 1. Designer to determine best practice.
- h. Are there roofing standard or insurance guidelines (FM Global?) for roof to be designed for?
  - i. No.
- i. Is there initial budget goal estimate for construction?
  - i. Estimated construction costs are \$950,000 which excludes construction contingencies.
- j. Responsibility for core samples?
  - i. The design team needs to identify how many and where core samples are needed. DAS/Boyd Jones will coordinate roofing repairs where cores are taken. This will take place during the hazardous material testing.
- k. Are there any drawings and specifications for the existing 1989 building, 1996 addition, or any other modifications and remodels?
  - i. There are some existing drawings. We do have drawings from a recent remodel that was completed. There are CAD and PDF drawings and will be provided to the awarded designer.
- l. Was a code review completed with the purchase and change of use with facility?
  - i. No.
- m. Will a topographical survey be required to confirm slope of the roof?
  - i. No

**End of Addendum**

## RFP Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Mar 4, 2026	<b>Meeting Time</b>	02:00 pm - 03:00 pm Central Time (US & Canada)
<b>Meeting Location</b>	1333 Ohio Street, Des Moines, Iowa 50314	<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="#">RFP952100-01 DPS D1 1333 Ohio Street Roof Replacement.pdf</a>		

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Katie Bollenbaugh	Boyd Jones Construction Company		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	
Adam Papesh	Boyd Jones Construction Company	P: (402) 553-1804	apapesh@boydjones.biz	Conference
Bryan Guill	Department of Public Safety - District 15	P: (515) 281-3118	guill@dps.state.ia.us	Present
Jim Wittenwyler	Department of Public Safety - District 15	P: (515) 725-6048	wittenwy@dps.state.ia.us	Present
Brandon Adams	State of Iowa - Department of Administrative Services		brandon.adams@iowa.gov	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Attendance				
		<b>Attachments</b> <a href="#">Pre-Proposal Meeting - Sign-In Sheet.pdf</a>				
		<b>Official Documented Meeting Minutes</b> See attached sign-in sheet				

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p><b>Description</b> Design services for replacement of the roofing system at DPS D1 building.</p> <p><b>Official Documented Meeting Minutes</b> Existing Roof is a ballasted roof and the design is to go back with a non-ballasted roof. The insulation will need to brought up to code minimum. A core sample will need conducted by the selected design firm to confirm existing roofing assembly and if the existing insulation can remain or will need to be replaced. Hazardous material survey will need to be conducted for any potential items. Designer to include in their proposal per the design RFP drawing assistance for hazardous material abatement package if required based on the survey. There are existing leaks and the facility will show attendees the locations during the site tour. Edge metal to be replaced as part of the scope of work. Vents to be reviewed for operability/functionality and discussed for keeping as is, replacement or removing during scope of the design.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: March 6, 2026 by 3:00 PM</li> <li>• Addendum Issued: No later than March 9, 2026</li> <li>• Proposals Due: March 11, 2026 by 2:00 PM</li> <li>• Selection of Designer/Issue NOI: Week of March 16, 2026</li> <li>• Execution of 803 Contract: Week of March 23, 2026</li> </ul> <ul style="list-style-type: none"> <li>• Tentative Design Kickoff Meeting:</li> <li>• 100% DD: To be coordinated with selected designer</li> <li>• 50% CD and budget: To be coordinated with selected designer</li> <li>• 95% CD: To be coordinated with selected designer</li> <li>• 100% CD and budget: May 29, 2026</li> <li>• Contractor Bidding: June 2026</li> <li>• Execution of Contractor's Contract(s): July 2026</li> <li>• Submittals, Procurement and Construction: July 2026 - November 2026</li> <li>• Closeout: November 2026 - December 2026</li> </ul> <p><b>Official Documented Meeting Minutes</b> Goal is to get the roof complete before end of the year, 2026.</p>						

**RFP Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• All questions to be directed to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a></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</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<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> <ul style="list-style-type: none"> <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>			
<p><b>Official Documented Meeting Minutes</b>                      DIAL review (possible exemption) is responsibility of the selected design firm.</p>						

**Conclusion**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<p><b>Description</b> Any questions?</p>						
<p><b>Official Documented Meeting Minutes</b>                      Background checks and fingerprints are required for any person working at the facility. DPS to send requirements for such and costs to be included in proposals.</p> <p>Designer asked if the State has any specific design requirements for roof? Do they follow FM guidelines?                      A: Brandon was going to look in to and provide additional information. The State does like to utilize 30 year roof warranties.</p> <p>Designer asked who supplies the front ends (DIV 00 and 01) for the project manual?                      A: BJC will provide DIV 00 and 01 to the designer to incorporate into the project manual.</p> <p>Designer asked if the state/owner prefers a mechanically fastened or adhered system? The roof deck is exposed and if mechanically fastened is chosen fasteners will be seen through the deck?                      A; Design options to be discussed during the design phase and costs/aesthetics (paint fasteners) to be reviewed by the team for best selection for the owner/state.</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.

**STATE OF IOWA  
REQUEST FOR PROPOSALS  
PROFESSIONAL DESIGN SERVICES**

**RFP COVER SHEET**

**Administrative Information**

<b>RFP Number</b>	RFP952100-01	<b>Title of RFP</b>	DPS D1 1333 Ohio Street Roof Replacement
<b>Agency</b>	Iowa Department of Administrative Services (DAS)		
<b>Project Description</b>	The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for replacement of the roofing system at DPS D1 building located at 1333 Ohio Street, Des Moines, Iowa 50314.		
<b>State Issuing Officer:</b> Katelyn Howells Issuing Officer Iowa Department of Administrative Services Hoover State Office Building, Level 3 1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515-721-7856 Email: <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>			
<b>PROCUREMENT TIMETABLE—Event or Action</b>			<b>Date/Time (Central Time)</b>
State Posts Notice of RFP on TSB website			2/23/26
State Issues RFP			2/25/26
Pre-Proposal Conference Location and Address: Is Pre-Proposal Conference mandatory? No If a map is needed, contact the Issuing Officer.			3/4/26 at 2:00 PM At 1333 Ohio Street Des Moines, IA 50314
Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement			3/6/26 by 3:00 PM
Proposals Due			3/11/26 at 2:00 PM
<b>Relevant Websites</b>			
Website where Addenda to this RFP will be posted <a href="http://bidopportunities.iowa.gov">http://bidopportunities.iowa.gov</a>			
Website where contract terms and conditions are posted <a href="https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf">https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf</a>			
Number of Copies of Proposals Required to be Submitted: 1 Digital			
<b>Firm Proposal Terms</b> The minimum number of days following the deadline for submitting Proposals that the firm guarantees all proposal terms, including price, will remain firm is 120 Days.			

**1.1 INTRODUCTION**

The Iowa Department of Administrative Services (DAS) is seeking proposals from qualified and available Design companies for services, per RFP cover page, and as outlined in the following (Sections 1.2 - 1.3).

The successful proposal must:

- For the staff that will be assigned, identify and describe qualifications, experience, and expertise in providing services for similar, or relevant, projects.
- For the staff that will be assigned, provide a list of past similar or relevant projects completed in the last 5 years, and include brief descriptions of what the projects entailed and a contact name and phone number (reference). In addition provide estimated project cost, final project cost at acceptance, and whether it was completed on time.
- Describe the composition of your team. Identify staff to be assigned. Provide resumes of key individual(s) including education, relevant experience, and certifications/licensing. NOTE: Any responding company and/or consultant that is part of the project design services cannot receive an award from the resulting request for bid of construction services.
- Describe the cost estimating, status reporting, and cost reporting procedures you utilize.
- Describe computer program/software capabilities and expertise you utilize. Please describe your experience.
- Provide a copy of your organizational chart.
- Describe your experience, if any, on designing similar or relevant projects for the State of Iowa.
- Provide the hourly rates, and anticipated hours by position, for all persons (including sub-consultants) that will be assigned to the project. Also provide an estimated fee total.
- Identify desired reimbursable charges (the State has limitations, per State of Iowa Accounting Policies and Procedures 210.245), and all other charges.

**1.2 SCHEDULE**

DAS is seeking a firm that can commence work upon execution of a contract. Time is of the essence.

Execution of Designer’s Contract	Week of March 23, 2026
Tentative Design Kick-Off Meeting	Week of April 6, 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	May 29, 2026
Contractor Bidding	June 2026
Execution of Contractor’s Contract(s)	July 2026
Submittals, Procurement and Construction	July 2026 to November 2026
Close out	November 2026 to December 2026

**1.3 PROJECT DESCRIPTION**

Construction Manager (Boyd Jones Construction) has been engaged for this Project to serve as advisor to DAS and to provide assistance in administrating the Contract for Design between DAS

and the Designer according to separate contract between DAS and Construction Manager. DAS is currently seeking design services from qualified firms for a project consisting of replacement of the roofing system at DPS D1 building located at 1333 Ohio Street, Des Moines, Iowa 50314.

Design services shall include:

- 1.3.1** The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.
- 1.3.2** All design disciplines necessary to complete the scope of work.
- 1.3.3** Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.
- 1.3.4** 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.
- 1.3.5** Coring of existing roof substrate to verify existing conditions.
- 1.3.6** Existing CAD/PDF drawings will be provided to the successful design firm. Accuracy of drawings shall be verified by the design firm.
- 1.3.7** Field examination of the existing buildings.
- 1.3.8** 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.
- 1.3.9** Provide minor drawings 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.
- 1.3.10** Designer shall include any and all survey work required for completion of project.
- 1.3.11** Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
- 1.3.12** Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- 1.3.13** Designer shall assist Construction Manager in the evaluation of long lead times.
- 1.3.14** Quality control during Design, Preconstruction and Construction.
- 1.3.15** Compliance with all Federal, State, and applicable AHJ codes.
- 1.3.16** Completion of State building and energy code documents, as required.
- 1.3.17** 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.

- 1.3.18** 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.
- 1.3.19** Develop and distribute agendas and meeting minutes for all meetings during the design phase.
- 1.3.20** Construction cost opinions provided by the Design Professional team during Design (at 100% design development documents, 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code.
- 1.3.21** Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.
- 1.3.22** Provide bid alternates as determined during the course of design and bid package development.
- 1.3.23** Assist Owner and Construction Manager in obtaining bids from qualified contractors.
- 1.3.24** 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.
- 1.3.25** Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period.
- 1.3.26** Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.
- 1.3.27** 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.
- 1.3.28** 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.
  - 1.3.28.1** Design Development Documents
  - 1.3.28.2** Construction Documents
  - 1.3.28.3** Bidding or Negotiation Assistance
  - 1.3.28.4** Construction Phase

Include at minimum the following site/virtual visits:

	In-Person	Virtual
Design Kickoff/Building Evaluation	1	-
100% Design Development	-	1
50% Construction Documents	1	-
95% Construction Documents	-	1
100% Construction Documents	-	1
Pre-Bid Meeting	1	-
Construction Field Observation	3	-
Substantial Completion/Punch List Development	1	-
Final Completion/Punch List Verification	1	-
One Year Warranty Correction Period Visit	1	-
	9	3

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.

## 2 – ADMINISTRATIVE ISSUES

### 2.1 GENERAL INFORMATION

- 2.1.1 DAS will evaluate the qualifications, experience, and other relevant information from companies interested in contracting with the State of Iowa to provide the necessary services to complete the project described in this RFP.
- 2.1.2 Companies certified as Targeted Small Businesses are encouraged to submit Proposals. The Iowa Department of Economic Development administers the Targeted Small Business (TSB) Program. Businesses meeting the requirements of the program are approved and registered with the Department of Economic Development and are considered Targeted Small Businesses for purposes of this RFP and most other solicitations issued by DAS. Questions concerning the TSB Program and for identification of companies certified as Targeted Small Businesses, contact the TSB Certification office in the Department of Economic Development at (515) 348-6159.

### 2.2 INQUIRIES

- 2.2.1 All inquiries concerning this RFP shall reference the RFP number and shall be provided (via email) to the issuing officer email address identified on the cover page of this RFP. Addenda type questions must be submitted per Schedule, Section 1.2.
- 2.2.2 Any information provided by prospective companies orally shall not be considered part of the company's Proposal.
- 2.2.3 DAS assumes no responsibility for representations concerning conditions made by its officers or employees prior to the execution of a contract. Oral discussions pertaining to modifications or clarifications of this RFP shall not be considered part of this RFP and are not binding.

### 2.3 PREPARATION OF THE PROPOSAL

- 2.3.1 **Proposals must be submitted on the Iowa [IMPACS Electronic Procurement System](#).** Prospective companies are solely responsible for timely submission.

### 2.4 DATE, TIME AND PLACE TO SUBMIT PROPOSALS

- 2.4.1 As stated above the proposal must be submitted on the Iowa IMPACS Electronic Procurement System
- 2.4.2 The Proposal must be submitted into IMPACS, on or before 2:00 pm, central time on the Proposal due date.

### 2.5 ECONOMY OF PRESENTATION

Proposals shall address the specific RFP requirements. All questions posed by the RFP shall be answered clearly and concisely.

**2.6 RFP CHANGES AND ADDENDA**

Written Addenda will serve to amend the RFP documents accordingly.

**2.7 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of a response to this Proposal, the Company certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

- 2.7.1 Any prices or hourly rates in this Proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competitor.
- 2.7.2 Unless otherwise required by law, any prices or hourly rates which have been provided in this Proposal shall not knowingly be disclosed by the Firm, directly or indirectly, to any competitor prior to the notice of intent to award a contract for services.
- 2.7.3 No attempt has been made or shall be made by the Company to induce any other person or Company to submit or not to submit a Proposal for the purpose of restricting competition.
- 2.7.4 Each person signing this Proposal certifies that:
  - 2.7.4.1 He/she is the person in the Firm's organization responsible within that organization for the decision as to any prices being offered herein, or
  - 2.7.4.2 He/she is not the person in the Firm's organization responsible within that organization for the decision as to any prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decision, and
  - 2.7.4.3 Any offer made by the submitted Proposal and any clarifications to that Proposal shall be signed by an officer of the offering Company or a designated agent empowered to bind the Company in a contract.

**2.8 NOTICE OF INTENT TO AWARD**

After the successful Company has been selected, a copy of the *Notice of Intent to Award* will be issued to all Companies who submitted Proposals in response to this RFP.

**2.9 WITHDRAWAL OF PROPOSALS**

Prospective Companies may withdraw, modify, and/or resubmit at any time prior to the date and time set for the receipt of Proposals. Once the time set for receipt of Proposals has passed, a Company shall not withdraw a Proposal for a period of sixty (60) days following the issuance of the Notice of Intent to Award a contract. Proposals shall remain open and valid for consideration by DAS throughout this period of sixty days, and until such time thereafter that written request to withdraw a Proposal is received by DAS.

**2.10 DISPOSITION OF PROPOSALS**

All Proposals become the property of DAS and disposition of the Proposals shall be at the sole discretion of DAS.

**2.11 DISCLOSURE OF PROPOSAL CONTENT**

Proposals will be placed in the public domain and be available for examination by interested parties. No Proposals shall be disclosed until after a *Notice of Intent to Award* has been issued. DAS reserves

the right to destroy all Proposals if the RFP is withdrawn or otherwise in the normal course of business. Trade secrets or proprietary information legally recognized as such and protected by law may be withheld if they are clearly and conspicuously labeled "Proprietary" in the margin of each individual page where they appear in the Proposal. Pricing information is not normally considered proprietary.

Public Records and Requests for Confidential Treatment.

The Agency's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

**Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Contractors may not request confidential treatment with respect to pricing information and transmittal letters. A contractor's request for confidentiality that does not comply with this section or a contractor's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting contractor's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.**

If Agency receives a request for information that Contractor has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Contractor shall, at its sole expense, appear in such action and defend its request for confidentiality. If Contractor fails to do so, Agency may release the information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Contractor fails to comply with the request process set forth herein, if Contractor's request for confidentiality is unreasonable, or if Contractor rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

## **2.12 PROPOSAL EVALUATION AND AWARD**

The contract shall be awarded to the Company determined to be the best qualified to provide the services required under this RFP and the best value to the State.

## **2.13 GRATUITIES**

The laws of Iowa provide that it is a felony to offer, promise, or give anything of value or benefit to a State employee with the intent to influence that employee's acts, opinions and judgment or exercise the discretion with respect to that employee's duties. Evidence of violations of this statute will be turned over to the proper prosecuting attorney.

Note: The State provides reimbursement to its employees for their transportation, lodging, meals, and miscellaneous expenses that are deemed necessary.

**2.14 CONFLICTS BETWEEN TERMS**

DAS reserves the right to accept or reject any exception taken by a prospective Company to the terms and conditions of this RFP. Should a prospective Company take exception to the terms and conditions required by DAS, the Firm's exceptions may be rejected and the entire Proposal declared non-responsive. DAS may elect to negotiate with the Company regarding contract terms or the contents of the Firm's Proposal.

**2.15 IOWA STATUTES AND RULES**

The terms and conditions of this RFP, the resulting contract, or activities based upon this RFP shall be construed in accordance with the laws of Iowa.

**2.16 COSTS FOR PREPARATION OF PROPOSALS**

No payments will be made to cover costs incurred by any Company in the preparation or the submission of this RFP, nor for any other associated costs.

**2.17 NEWS RELEASES**

News releases or other materials made available to the public, the Firm's clients, or potential clients pertaining to this procurement or any part of the Proposal shall not be made without prior written approval from DAS.

**2.18 MISCELLANEOUS**

**2.18.1** DAS reserves the right to accept or reject any part of any Proposal, and to accept or reject any or all Proposals without penalty.

**2.18.2** DAS reserves the right to waive minor deficiencies and informalities if, in the judgment of DAS, the best interests of the State of Iowa will be served.

**2.18.3** DAS reserves the right to make a written request for additional information from a Company to assist in understanding or clarifying a Proposal. Any information received shall not be considered in the evaluation of the Firm's Proposal if it materially alters the content of said Proposal.

## Section 3 – CONTRACT TERMS AND CONDITIONS

### 3.1 ELEMENTS OF CONTRACT

- 3.1.1** No contract relationship is created or implied by DAS from the acceptance of a proposal or an interview with a company in response to this RFP.
- 3.1.2** No contract relationship is created or implied by DAS from the acceptance of a proposal or an interview with a company in response to this RFP.
- 3.1.3** The proposed form of contract between the Company and the State will be a revised Consensus Doc 803, which will be modified to include the following:
  - 3.1.3.1** Incorporation, by reference, of this Request for Proposal and subsequent addenda and the Proposal submitted by the successful Firm in response to this RFP.
  - 3.1.3.2** Professional liability insurance in the amount of \$2 million will be required. See Exhibit A – Sample Insurance Certificate.
  - 3.1.3.3** The proposed project fee, start dates, and scheduling of the selected Firm’s services shall be established during negotiations.
  - 3.1.3.4** *Iowa Code* Section 8.47, The Accountable Government Act, requires that the terms and conditions of service contracts shall include the following:
    - 3.1.3.4.1** The amount or basis for paying consideration to the party based on the party’s performance under the service contract.
    - 3.1.3.4.2** Methods to effectively oversee the party’s compliance with the service contract.
    - 3.1.3.4.3** Methods to effectively review performance of a service contract.
  - 3.1.3.5** Other terms, mutually agreeable to the State and the Firm, may be developed during negotiations with the selected Firm.

Other contract forms, as mutually agreeable, may be utilized as appropriate for additional services directly associated with this project.
- 3.1.4** This RFP does NOT establish a statewide contract.

## Section 4 –REQUIREMENTS

All services to be provided by the Firm shall take into account the following assumptions:

### 4.1 MINIMUM FIRM QUALIFICATIONS

- 4.1.1 Firms, other than Sole Proprietorships and General Partnerships, shall be registered with the Office of the Iowa Secretary of State.
- 4.1.2 The selected Firm shall have sufficient, qualified staff to deliver the services needed. Per Chapter 26 of the Iowa Code regarding construction bids: A governmental entity shall have an engineer licensed under chapter 542B, a landscape architect licensed under chapter 544B, or an architect registered under chapter 544A prepare plans and specifications, and calculate the estimated total cost of a proposed public improvement.
- 4.1.3 The selected Firm shall have the resources and capabilities and the commitment to complete the required work in an efficient and timely manner, within the time period specified/negotiated.
- 4.1.4 DAS reserves the right to require proof of a submitting Firm's financial stability.
- 4.1.5 Failure to adhere to these instructions may be grounds for a Firm's Proposal to be found non-compliant with requirements of this RFP, and may be cause for rejection of the Proposal.

### 4.2 PROPOSAL CONTENT

Please do not exceed 10 MB on the file size of your proposal. The Proposal shall consist of the following elements in the order given below, and shall be limited to thirty (30) single pages or less, not including dividers, cover page, or resumes:

- 4.2.1 Letter of Transmittal/Statement of Interest including understanding and compliance with all requirements in this RFP (note section 4), email address for contact person, and acknowledgment of any addenda.
- 4.2.2 Executive Summary of the Proposal.
- 4.2.3 Response to all things in Sections 1 (1.1-1.3) and Section 4.
- 4.2.4 Company information regarding Organizational Stability, and Financial Strength (or provide Bank or Accountant reference).
- 4.2.5 Overview and Discussion of Offered Services including Approach and Methods (reference Section 1).
- 4.2.6 Estimated fee total, hourly rates, and anticipated hours by position per Section 1.1(8).

## **Section 5 – PROPOSAL EVALUATION, SELECTION, AND AWARD**

### **5.1 EVALUATION PROCEDURES**

- 5.1.1** Proposal packages will be opened by the Issuing Officer and the names of all Companies who submitted Proposals will be released upon request.
- 5.1.2** The Issuing Officer will review the proposals for compliance with the RFP instructions/requirements.
- 5.1.3** The Issuing Officer will retain non-compliant Proposals.
- 5.1.4** Copies of proposals determined by the Issuing Officer to be compliant with the RFP will be evaluated.
- 5.1.5** Evaluation criteria is shown in 5.2.2
- 5.1.6** All answers provided to the questions asked in this RFP are subject to verification. Misleading answers shall be grounds for disqualification at any stage in the procurement process.
- 5.1.7** DAS reserves the right to make a written request for additional information from a prospective Company to assist in understanding or clarifying a Proposal.
- 5.1.8** The Companies with the highest scoring Proposals may be selected for interviews.

### **5.1 SELECTION PROCEDURES**

- 5.1.1** A Selection Committee will be formed to evaluate all compliant proposals. The committee's size and membership will be determined at the sole discretion of DAS.
- 5.1.2** Criteria for evaluating the proposals:
  - 5.2.1.1** Qualifications (experience and expertise of staff assigned for similar projects), firm's capabilities and financial stability.
  - 5.2.1.2** Approach and Proposed Methods.
  - 5.2.1.3** The Firm's proposed schedule with respect to the State's needs.
  - 5.2.1.4** Stipulated Fee, hourly rates, and anticipated hours by position per Section 1.1(8).
  - 5.2.1.5** Interviews (optional)

### **5.3 AWARD OF CONTRACT**

- 5.3.1** After selection, DAS will meet with the Firm for the purpose of negotiating an Agreement that is acceptable to both parties. In the event that the parties do not achieve an acceptable agreement, DAS reserves the right, at its sole discretion, to negotiate with other RFP respondents.
- 5.3.2** Should the above process not result in a contract, DAS will re-evaluate relevant issues and take appropriate follow-up action.







# IOWA DEPARTMENT OF PUBLIC SAFETY

"Excellence in Service and Protection All Ways"



## Non-DPS PERSONNEL INVESTIGATION Level 2 FORM

<b>Applicant</b>					
Name	Other Name(s) Used	DOB	Race	Sex	SSN or Other Misc. No. (optional)
Employer		Employer Address			
Employer Representative Contact (Name)		Employer Phone and/or E-Mail Address			Date Submitted
DPS Point of Contact (Name)			DPS Email Address		
DPS Work Location/Address			Description of Work		

<b>Inquiries</b>	
<b>No Record</b>	<b>Record Found</b> <b>QWI – IOWA &amp; NCIC</b> wanted/missing persons; protection orders; sex offenders; FBI violent gang/terrorist file (VGTOF); Iowa CCH; FBI III; Iowa Courts On-line
<b>Intel checked</b>	<b>Iowa DPS Intelligence Bureau – background inquiries</b>

<b>Fingerprint Submission</b>				
Date Submitted	<b>No Record DCI</b>	<b>DCI Record</b>	<b>No Record FBI</b>	<b>FBI Record</b>

<b>Explanation of QWI and Iowa Courts on-line Record(s) Found (attach supporting documentation)</b>

<b>Review</b>		
Professional Development Bureau designee (Name/Title)	Commissioner's Office designee (Name/Title)	Review Date
<b>Approved For Term of Employment</b>	Approved From                      Until	Date Notified
<b>Denied</b>	Comments/Conditions for Access	

Distribution:  
Employer Representative  
DPS Point of Contact  
CJIS Level 2 Group

Schedule fingerprinting appointment:

- Call local police department or sheriff's office and say "I need to schedule a fingerprint appointment".
- Must have valid ID for all fingerprinting appointments.
- All fingerprints must be on a standard FD-258 card. These cards can be ordered on Amazon, or at [Live Scan Printing](#). Some offices will have cards already, whereas some require individual to bring cards in.
- The information highlighted below on the fingerprint sample must be filled out in **BLACK ink**.

The image shows a standard FD-258 Fingerprint Card. The top left corner is labeled 'APPLICANT' with the FD-258 (Rev. 11-1-20) 1110-0045 number. The top right corner is labeled 'FBI'. The form is divided into several sections. The top section is for 'TYPE OR PRINT ALL INFORMATION IN BLACK' and includes fields for 'LAST NAME', 'FIRST NAME', and 'MIDDLE NAME'. Below this are fields for 'SIGNATURE OF PERSON FINGERPRINTED', 'RESIDENCE OF PERSON FINGERPRINTED', 'CITIZENSHIP', 'SEX', 'RACE', 'HGT.', 'WGT.', 'EYES', 'HAIR', 'DATE OF BIRTH', and 'PLACE OF BIRTH'. The middle section includes 'YOUR NO.', 'UNIVERSAL CONTROL NO.', 'ARMED FORCES NO.', 'SOCIAL SECURITY NO.', and 'MISCELLANEOUS NO.'. The bottom section is for 'CLASS' and 'REF'. The form is marked with 'LEAVE BLANK' in several places. The fields for 'LAST NAME', 'FIRST NAME', 'MIDDLE NAME', 'SIGNATURE OF PERSON FINGERPRINTED', 'RESIDENCE OF PERSON FINGERPRINTED', 'CITIZENSHIP', 'SEX', 'RACE', 'HGT.', 'WGT.', 'EYES', 'HAIR', 'DATE OF BIRTH', 'PLACE OF BIRTH', 'SOCIAL SECURITY NO.', and 'MISCELLANEOUS NO.' are highlighted in yellow.

**Submitting Paperwork to Iowa Department of Public Safety:**

Email Form 83 and Security Awareness training to: [cjis-security@dps.state.ia](mailto:cjis-security@dps.state.ia)

Fingerprint cards can be mailed in, or dropped off at the front desk to:

Iowa Department of Public Safety

Attn: Kasey Miller

215 E 7<sup>th</sup> Street

Des Moines, IA 50319

List of places in Des Moines Metro that will do fingerprinting.

\*If not in the metro, call local Police Department or Sheriff's Office and ask if they do fingerprint appointments, cost, are cards provided, and if cash or card is accepted.

Altoona Police Department (900 Venbury Dr.)

(515) 967-5132 (press 3 when prompted)/**By appointment only/Weekdays \$20 per person**, up to three cards/\$10 per additional card. Cards provided, if needed. **If you have your own fingerprint card(s), fill out card(s) prior to arriving.**

Ankeny Police Department (411 SW Ordinance Rd.)

[Schedule Online](#)/By appointment only/Tuesdays – Thursdays from Noon4:30pm  
**Ankeny Residents: \$15 for 2 cards, Non-Residents: \$20 for 2 cards** Payment is due when appointment is booked. Must bring fingerprint cards in. **Do not fill out cards prior to arrival.**

Clive Police Department (1900 NW 114<sup>th</sup> St)

(515) 278-1312 – Press 3/**By appointment only/Appointments are 10:00a2:00p Mon, Tues, Thurs. Fri. Wednesdays 9a-3p \$15 per card.** Card(s) provided, if needed.

**Exact Cash. Accepts MasterCard, Visa, Discover**

Dave Disney (Retired Police Captain) - Urbandale (515)

490-9254)/**By appointment only/Weekdays \$15per person.** Cards provided, if needed.

Des Moines Police Department (25 East 1<sup>st</sup> St/2<sup>nd</sup> Floor, Room 208)

(515) 283-4804/**By appointment only/Weekdays 2:30-3:15p \$10 per card** **Cash or Check only.**

Polk County Sheriff's Office (Downtown Ident Office – 110 6<sup>th</sup> Ave. Room 101) (515) 286-2030 (Leave name and phone number)/By appointment only/Weekdays 7:30a-3:00p \$20 per person. Cards provided, if needed.

Print IDs (6165 NW 86<sup>th</sup> St., #130 – Johnston)

[Schedule Online](#) or (515) 259-0578/By appointment only/Weekdays 8:00a5:00p \$25 per card. Accepts cash or card.

**Must bring cards, do not fill out cards prior to arrival.**

Urbandale Police Department (3740 – 86<sup>th</sup> St)

(515) 331-6800/Walk-Ins Only/Tues & Thurs 9a-4p

\$15 per card. Cash, Debit/Credit Cards accepted. Must bring cards. Do not fill out card(s) prior to arriving.

Waukee Police Department (Public Safety Bldg: 1300 L.A. Grant Parkway) (515)

978-7979/By appointment only/Weekdays 8a-10a

\$15 for first card/\$10 per additional card. Cash or Check only.

West Des Moines Police Department (250 Mills Civic Parkway)

Schedule Appointment Online: [Wes Des Moines PD](#)/Walk ins/Weekdays 8a4p

\$15 per card. Cash and most credit cards accepted.

**Must bring own fingerprint cards.**