

## **ADDENDUM NO. 1**

Date: 12/8/25

Project Name: 950500-01 DOC FDFC Sally Port Operator Replacement

DAS RFB #: 950500-01

DAS Project #: 9505.00

BIDS DUE: 12/16/25

The original Project Manual and Drawings for the project noted above are amended as noted in this Addendum. Included in this Addendum are Specification, Architectural, & Engineering items.

Please review all sheets and incorporate them into your set of Contract Documents.

The receipt of this Addendum shall be acknowledged by inserting its number and date in the space provided on the Bid Form.

### **This Addendum consists of:**

#### General Items:

1. See attached meeting minutes from the RFP Meeting.
2. General Notes to Consider:
  - a. Designer to provide a solution for a temporary or permanent solution for a sally port with two lines of security at all times.
  - b. Design may require a secondary roadway for requirement to keep two lines of security at all times for sally port.
  - c. Sequencing of construction will need to be considered as part of the design.
  - d. In summer of 2026 there will be a roofing project going on for the design team to be aware of.

## RFP Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Dec 3, 2025	<b>Meeting Time</b>	02:00 pm - 03:00 pm Central Time (US & Canada)
<b>Meeting Location</b>	1150 L Street, Fort Dodge, Iowa 50501	<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="#">9505.00 Design RFP.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	
Jeremiah Johnson	Fort Dodge Correctional Facility	P: (515) 571-4874	jeremiah.johnson@iowa.gov	Present
Jeremiah Miller	Fort Dodge Correctional Facility	P: (515) 351-1109	jeremiah.miller@iowa.gov	
Jennie Elliott	State of Iowa - Department of Administrative Services		jennie.elliott@iowa.gov	Conference

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Attendance				
		<b>Attachments</b> <a href="#">9505 - Design RFP - 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>                      The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for replacement of the existing sally port gates (2) with new. Design to include looking at options for increasing the height and width of the gates.</p>						
<p><b>Official Documented Meeting Minutes</b></p> <ol style="list-style-type: none"> <li>1. Designer to provide a solution for a temporary or permanent solution for a sally port with two lines of security at all times.</li> <li>2. Design may require a secondary roadway for requirement to keep two lines of security at all times for sally port.</li> <li>3. Sequencing of construction will need to be considered as part of the design.</li> <li>4. In summer of 2026 there will be a roofing project going on for the design team to be aware of.</li> </ol>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p><b>Description</b>                      {Enter RFP-specific dates below}</p> <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: 12/9/25</li> <li>• Last Addendum Issued: No later than 12/12/25</li> <li>• Proposals Due: 12/16/25</li> <li>• Selection of Designer/Issue NOI: Week of 12/22/25</li> <li>• Execution of 803 Contract: Week of 12/22/25</li> </ul> <ul style="list-style-type: none"> <li>• Tentative Design Kickoff Meeting: Week of 1/5/26</li> <li>• 100% DD: To be coordinated with selected design firm</li> <li>• 50% CD and budget: To be coordinated with selected design firm</li> <li>• 95% CD: To be coordinated with selected design firm</li> <li>• 100% CD and budget: February 27, 2026</li> <li>• Contractor Bidding: March 2026</li> <li>• Execution of Contractor's Contract(s): March 2026</li> <li>• Submittals, Procurement and Construction: April to August 2026</li> <li>• Closeout: September 2026</li> </ul>						

**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 Procure 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> </ul> </li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> <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>			

**Conclusion**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
		<b>Description</b> Any questions?				

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:	DOC FDFC Sally Port Operator Replacement	Project #	9505.00	Bid #	Design RFP	Meeting Type:	Pre-Proposal
Meeting Date:	12/3/25	Meeting Time:	2:00 PM	Meeting Location:	1550 L Street, Fort Dodge, IA 50501		

## MEETING ATTENDEES – SIGN IN SHEET

MEETING ATTENDEES – SIGN IN SHEET				Attended Virtual / On Site	Attended Site Walk
NAME:	Jeremiah Johnson	PHONE #:	515-571-4874 (cell)	✓	
COMPANY:	FDCP	EMAIL:	jeremiah.johnson@iowa.gov		
NAME:	Rob Greiner	PHONE #:	515-650-7777	✓	
COMPANY:	Boyd Jones	EMAIL:	rgreiner@boydjones.biz		
NAME:	Jennie Elliott	PHONE #:	515-745-3244	Virtual	
COMPANY:	DAS	EMAIL:	jennie.elliott@iowa.gov		
NAME:		PHONE #:			
COMPANY:		EMAIL:			
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