

Addendum 2 for RFP 949600-01

Project Name: DOC NCCF Replacement Windows (Education Building)

RFP #: 949600-01

DAS Project #: 9496.00

Date: 2/9/2026

Bid Due: 2/13/2026 by 2:00pm

Addendum No. 2 Items:

1. Includes attached Pre-Proposal Conference Meeting Minutes & Sign-In Sheet from the 2/4/2026 meeting.
2. Photos attached from Pre-Proposal Conference Site walk includes exterior elevation view and a few interior photos of typical window locations.
3. Questions Received by DAS Procurement
 - i. GTEC3D (3D Laser Scanning and BIM Services) offering services for providing as-built data and scanning capabilities for the project due to lack of existing drawings.
 1. DAS will not be pursuing this service; this is up to designers to offer as part of proposals if needed.

End of Addendum

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Feb 4, 2026	Meeting Time	10:30 am - 11:00 am Central Time (US & Canada)
Meeting Location	North Central Correctional Facility	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	RFP949600-01 - DOC NCCF Replacement Windows.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Noah Thelen	McGough Construction	P: (515) 639-3853	noah.thelen@mcgough.com	Present
Wade Hammen	North Central Correctional Facility	P: (515) 574-4700	wade.hammen@iowa.gov	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 Attendance						
Attachments scan_noah.thelen_2026-02-05-10-02-31.pdf						
Official Documented Meeting Minutes See Sign In Sheet - In Person Adam Van Gorp CMBA - In Person Jacob Borel - Teams Call						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description The project consists of replacement of 32 exterior wood windows of the Educational Building. This work consists of removal, replacement and touch up to facade and interior finishes associated with the work needed for full replacement. Review of site shows most of the wood is showing rot and windows are not operable, leaking air and insects. Areas show damage to the interior plaster from possible moisture leaks around windows, this will need to be addressed on a case by case situation at windows for potential repair. It is also expected that some exterior plaster/stucco work will be required with removal of windows.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> Windows approximately 30"x 96" & 30"x 45" , sizes need to be confirmed. Existing drawings of the building are not available, photos can be provided if requested. Coordination with State Historic Preservation Office (SHPO) will be required and during design drawings will need to be submitted to confirm they meet the SHPO's requirements. 			
<p>Official Documented Meeting Minutes Reviewed project scope,</p> <ul style="list-style-type: none"> - Operatable windows would be perfered due to A/C needs in the building is a mix of window units and central ac. - Fire Escape window will require an operatable window and meet the fire code requirement. - Hazardous materials survey will be performed by DAS during design and is still needed. - Jacob requested photos of the elevations, these will be provided in the addendum. - Project Budget is currently \$142,000 for construction but this is outdated and needs revised. - NCCF will review to see if they have any type or drawings available, it was originally noted that no existing drawings exist. If found they will be included in Addendum. 						

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: 2/6/2026 by 2:00pm Addendum Issued: 2/9/2026 pending question Proposals Due: 2/13/2026 by 2:00pm Selection of Designer/Issue NOI: Week of February 16th, 2026 Execution of 803 Contract: Week of February 16th, 2026 <ul style="list-style-type: none"> Tentative Design Kickoff Meeting: Week of February 23rd, 2026 100% DD: Design Professional to Propose 50% CD and budget: Design Professional to Propose 95% CD: Design Professional to Propose 100% CD and budget: April 29th, 2026 (2 Months) Contractor Bidding: May, 2026 Execution of Contractor's Contract(s): June, 2026 Submittals, Procurement and Construction: June, 2026 - October, 2026 Closeout: November, 2026 to December, 2026 						
<p>Official Documented Meeting Minutes RFP states a minimum of 10 site visits (Pre Construction-Closeout) any visits not used will be credited. Teams meetings are available for design reviews as needed.</p>						

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 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> ◦ Must note in proposal if deductible is different and provide a letter of financial stability from bank ◦ Must provide COI prior to contract execution <ul style="list-style-type: none"> • 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 On site walk was performed and photos will be include in Addendum.</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.

EXTERIOR ELEVATION



INTERIOR

