

RFP948200-01 ADDENDUM #01

DATE: August 29, 2025
PROJECT: 9482.00 IDB Chiller Replacement
RFP DUE DATE: September 5, 2025 @ 2:00 pm

1. QUESTIONS/CLARIFICATIONS

- a. Clarifications
 - i. See attached meeting minutes and sign in sheet from the pre-proposal meeting held on August 26, 2025.

Q1. One question that came to mind was about commissioning. Is that a separate RFP or does the state have a firm engaged already?

A1. Section 1.3.20 in the RFP states: DAS will engage the services of a commissioning agent for the project. The designer shall coordinate with the commissioning agent, participate in meetings and review recommendations of the commissioning agent. The intent is to have the commissioning agent involved from the beginning of design through the end of the project. (A separate RFP will award commissioning services. Design firms have the option of proposing on both the design and commissioning services but can only be awarded one).

Q2. Is this a 1:1 replacement? Can you confirm that the removal and replacement of the chiller is the only item in the scope?

A2. The intent of this contract is to install a new chiller to replace the existing unit. The State intends this to be the only equipment replaced, with the existing pumps and BAS continuing to serve the building.

Q3. What is site access like?

A3. The wood shop, located adjacent to the mechanical room, includes an overhead door that may provide the most suitable access point for the chiller. Some door frames or walls may need to be removed to allow for easier entry. IDB will coordinate with the awarded design firm to ensure that any necessary site access modifications are made.

Q4. The RFP states that the 100% CD and budget submission is due on 10/24/25. Is this a firm deadline, or can it be adjusted?

A4. IDB, DAS, and McGough have agreed to extend the 100% CD and budget submission deadline by four (4) weeks, to 11/21/25.

Q5. What is the total building square feet?

A5. Roughly 100,000 SF.

PRE-PROPOSAL SIGN IN SHEET
 IDB Chiller Replacement
 Tuesday, August 26, 2025

	Name	Company	Phone	Email Address
1	Parker Badding	McGough	712-790-1370	parker.badding@mcgough.com
2	Oliver Shimp	DAS	515-675-4741	oliver.shimp@iowa.gov
3	Randy Walford	FDB	515-577-9798	randall.walford@atblind.state.ia.us
4	JOHN TRICKEL	MSA	515-554-3812	JTRICKEL@MSA-PS.COM
5	TADEN AHRENS	ALVINE	515-460-6349	TAHRENS@ALVINE.COM
6	Robert Dusenberry	Resource Consulting	319-239-1361	robert.dusenberry@resourcece.com
7	Chad Bass	KCL Engineering	515-205-1397	cbass@kclengineering.com
8	MIHIR BENCH	ALVINE		
9	ERIL HENDERSON	IMEL		
10	Adam Douglas	McGough	515-822-4229	ADAM.DOUGLAS@MCGOUGH.COM
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RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Aug 26, 2025	Meeting Time	01:00 pm - 02:00 pm Central Time (US & Canada)
Meeting Location	524 4th St., Des Moines, Iowa 50309	Video Conferencing Link	https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjViYWM3YTMtNmNIYS00ODRiLWFjZTMtYjQ0YjJINWQxOTIi%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%2203997c13-f223-4a6b-bb97-06276296bfeb%22%7d

Overview Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.

Notes

Attachments [RFP948200-01 - IDB Chiller Replacement_FINAL.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Randall Walford	Department For The Blind	P: (515) 577-9798	randall.walford@blind.state.ia.us	Present
Parker Badding	McGough Construction		parker.badding@mcgough.com	Present
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	Present
Oliver Shimp	State of Iowa - Department of Administrative Services		oliver.shimp@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description						
<ul style="list-style-type: none"> • Meeting Attendance / Introductions 						
Official Documented Meeting Minutes						
<ul style="list-style-type: none"> • Official Meeting Attendance <ul style="list-style-type: none"> ◦ McGough <ul style="list-style-type: none"> ▪ Parker Badding ▪ Adam Douglas ◦ DAS <ul style="list-style-type: none"> ▪ Oliver Shimp ◦ IDB 						

- Randy Walford
 - Sara Willeford
- MSA
 - John Trickel
- Alvine
 - Tjaden Ahrens
 - Mike Benck
- Resource Consulting
 - Robert Dusenberry
- KCL
 - Chad Bass
- IMEG
 - Eric Henderson (virtual)

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p>Description</p> <ul style="list-style-type: none"> • The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for the replacement of the chiller at the Iowa Department for the Blind. • The following design services will be needed: <ul style="list-style-type: none"> ◦ Creation of construction drawings and specifications indicating: <ul style="list-style-type: none"> ▪ The demolition and disposal of the existing 1989 vintage R-11 Carrier chiller ▪ Demolition of the existing piping as needed to accommodate the new chiller ▪ Installation of a new chiller (on the existing concrete pad) with 252-tons of cooling capacity, with 208V 3ph electrical service ▪ Providing power wiring to chiller from existing power supply ◦ Documents to include any ancillary work required for replacement such as removal of existing building components for mechanical replacement access. • Future work to be negotiated: <ul style="list-style-type: none"> ◦ Assist Owner and Construction Manager in obtaining bids from qualified contractors. ◦ 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. • Due to the State's on-going funding efforts with this project, 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 						

	<p>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.</p> <ul style="list-style-type: none"> ◦ Design Development Documents ◦ Construction Documents
	<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • N/A

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p>Description <i>RFP-Specific Dates</i></p> <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 08/28/25 @ 3:00 PM • Addendum Issued: On or before 08/29/25 • Proposals Due: 09/05/25 @ 2:00 PM • Selection of Designer/Issue NOI: Week of 09/08/25 • Execution of 803 Contract: Week of 09/15/25 • Tentative Design Kickoff Meeting: Week of 09/15/25 • 100% DD & OPC Deliverable: Design professional to propose in RFP schedule • 95% CD & OPC Deliverable: Design professional to propose in RFP schedule • 100% CD and final budget: 10/24/25 • Contractor Bidding: TBD Pending Funding • Execution of Contractor's Contract(s): TBD Pending Funding • Submittals, Procurement, and Construction: TBD Pending Funding • Closeout: TBD Pending Funding 						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • McGough to re-visit final CD submission date. • DAS is working to get CAD files for the basement - they may just be floor plans. 						

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 ◦ 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 fee 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

- N/A

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description						
Any questions?						
Official Documented Meeting Minutes						
<ul style="list-style-type: none"> • Reminder, each designer proposal shall include... <ul style="list-style-type: none"> ◦ The overall fee (reimbursables need to be included in overall fee) ◦ Schedule • All questions to be answered via addendum. 						

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.