

RFP952600-01 ADDENDUM #01

DATE: March 16th, 2026
PROJECT: 9526.00 DPS Post 2 Parking Lot Replacement
RFP DUE DATE: April 3rd, 2026 @ 3:00 pm

1. QUESTIONS/CLARIFICATIONS

- a. Clarifications
 - i. Below, please see the meeting minutes and sign in sheet from the pre-proposal meeting held on March 5th, 2026.
 - ii. Updated Exhibit A showing the sidewalk adjoining the parking lot being replaced with the parking lot.
 - iii. Clarification that the frost stoop slab at the man door entering the garage at the Southwest corner of the building is intended to be replaced as part of this project. The original Exhibit A had this area shown as being replaced.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Mar 5, 2026 **Meeting Time** 01:00 pm - 02:00 pm Central Time (US & Canada)

Meeting Location Post 2: 1619 Truro Pavement, Osceola, Iowa

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
Lieutenant Wade Major	Department of Public Safety - District 2	P: (641) 342-2108	major@dps.state.ia.us	Absent
Aaron Ledeboer	McGough Construction		aaron.ledeboer@mcgough.com	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Conference

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description						
<ul style="list-style-type: none"> • Introductions • Sign-in sheet 						
Attachments						
ab66b8e9-27b6-407a-b6c0-d20f0cacd839.jpg						
Official Documented Meeting Minutes						
See attached sign-in sheet						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description						
Seeking design services for the replacement of the parking lot at the Department of Public Safety Post 2.						

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: 3/13/2026 at 3:00 pm • Addendum Issued: Monday 3/16/2026 • Proposals Due: Friday 4/3/2026 at 3:00 pm • Selection of Designer/Issue NOI: Week of 4/6/2026 • Execution of 803 Contract: Week of 4/13/2026 • Tentative Design Kickoff Meeting: Week of 4/14/2026 • 100% DD: Provide proposed due date in RFP response • 50% CD and budget: Provide proposed due date in RFP response • 95% CD: Provide proposed due date in RFP response • 100% CD and budget: 7/10/2026 • Contractor Bidding: July 2026 to August 2026 • Execution of Contractor's Contract(s): August 2026 • Submittals, Procurement and Construction: August 2026 to October 2026 • Closeout: November 2026 to December 2026 						

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: <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"> • Hiring of the geotechnical firm to be the State's responsibility. Design team to help determine locations for bores, and any specific information wanting to be obtained. • Survey and public utility locates to be the Design firms responsibility <ul style="list-style-type: none"> ◦ Private utilities to be the State's responsibility <ul style="list-style-type: none"> ▪ CM & DAS to help coordinate Private utility locates prior to survey so the information can be obtained int he site survey 						

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.



McGough

Sign In Sheet: Pre-Proposal Meeting & Walkthrough

Date: 3/5/2026

Project Name: DPS Post 2: Parking Lot Replacement

	Print Name	Company	Phone	Email
1.	Tyler Jensen	Snyder & Associates, Inc	515-964-2020	tjensen@snyder-associates.com
2.	Forrest Martinson	Bolton + Menk	515-391-0027	forrest.martinson@bolton-menk.com
3.	Mark	Abaci		mkline@kirkham.com
4.	Matt Kline	Kirkham Michael		
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Portion of Parking Lot to be Placed

Iowa State Patrol
District #2

R35

R35

Google Maps

R35

