

RFP952800-01 ADDENDUM #01

DATE: March 16th, 2026

PROJECT: 9528.00 DOC Ft. DM Bldg. 65 & 66 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.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Mar 5, 2026 **Meeting Time** 09:00 am - 10:00 am Central Time (US & Canada)

Meeting Location Ft. DM: 68 Thayer St, Des Moines, IA

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
Lance Wignall	Fifth Judicial District - Department of Correctional Services	P: (515) 250-4864	lance.wignall@iowa.gov	Present
Aaron Ledebuer	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 158d0809-a562-43fe-84f3-7e6cef18a426.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 Design services for the replacement of the parking lot of building 65/66, including replacement of the entrance ramp.						

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.



Sign In Sheet: Pre-Proposal Meeting & Walkthrough

Project Name: DOC 5JD Bldg. 65/66 Parking Lot Replacement

Date: 3/5/2026

	Print Name	Company	Phone	Email
1.	Forrest + Martinson	Bolton + Merk	515-391-0027	forrest.martinson@bolton-merk.com
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Aaron Ledeboer joined the conversation.



Aaron Ledeboer named the meeting DOC 5JD Fort Des Moines Building 65/66 Parking Lot Replacement.



Adam Douglas was invited to the meeting.



Aaron Ledeboer named the meeting DOC 5JD Fort Des Moines Building 65/66 Parking Lot Replacement: Design RFP Pre-Proposal Meeting.

Yesterday



Yesterday 8:58 AM Meeting started



Sheets, Tim was invited to the meeting.

Sheets, Tim Yesterday 9:09 AM



Foth Infrastructure & Environment. tim.sheets@foth.com



Sheets, Tim left the chat.



Yesterday 9:27 AM Meeting ended: **28m 47s**

Today