Addendum #02 for RFP #957000-01

Project Name: DAS CC Hoover Partial Roof Replacement

DAS RFP #: 957000-01

DAS Project #: 9570.00

Date: 10/07/2026

Proposals Due: October 14th, 2026 at 2:00PM

Addendum #1:

- Cover Page – (1 page)
- Pre-proposal meeting minutes & Sign-in Sheet (5 pages)
- Abandoned Equipment Site Plan (1 page)
- Photos taken during pre-proposal walk (4 pages)

State of Iowa - Department of Administrative Services
109 SE 13th St.
Des Moines, Iowa 50319
P: (515) 281-7260

Project: 9570.00 DAS CC Hoover Partial Roof Replacement
1305 E Walnut St
Des Moines , Iowa 50319
P: 515-242-5120

RFP 957000-01 Pre-Proposal Minutes: Meeting #1

Meeting Date	Sep 30, 2026	**Meeting Time**	02:30 pm - 03:30 pm Central Time (US & Canada)
Meeting Location	109 SE 13th St. Des Moines, Iowa 50319	**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	RFP Sign In Sheet.pdf, Exhibit C - Photos of Existing Conditions.pdf, RFP957000-01 - DAS CC Hoover Partial Roof Replacement - RFP for Design Services (1).pdf, RFP957000-01 - DAS CC Hoover Partial Roof Replacement - RFP for Design Services Checklist (1).pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Brad Meister	Capitol Complex Maintenance		brad.meister@das.iowa.gov	Present
Jarrad Boever	DCI Group	P: (515) 244-5043	jarradb@dcigroup-us.com	Present
Scott Gustafson	DCI Group	P: (515) 244-5043	scottg@dcigroup-us.com	Present
Jennie Elliott	State of Iowa - Department of Administrative Services		jennie.elliott@das.iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open

Description
Meeting Sign-In
DAS

- Jennie Elliott - Owner's Representative
- Brad Meister - Project Manager/Energy Associate

DCI Group - Construction Manager

- Scott Gustafson - Project Executive
- Jarrad Boever - Project Manager

Official Documented Meeting Minutes

- See attached attendance/sign in sheet.
    - Rob with Shive Hattery also called in.

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open

Description
Enter details from the RFP

- **Roof Replacement:** Remove existing ballasted roofing system and install a fully adhered EPDM roofing system.
- **Abandoned Equipment:** Remove abandoned rooftop equipment, antennas, supports, and associated miscellaneous items.
- **Roof Drains:** Reset existing roof drains and grates as required to accommodate the new roofing system and maintain proper drainage.

Discuss new RFP format

Official Documented Meeting Minutes

- No additional comments.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open

Description
RFP-specific dates below

- **Questions Due to construction.procurement@das.iowa.gov:** 10/05/26 at 5:00 PM
- **Addendum #01 Issued:** September 30, 2026
- **Addendum #02:** TBD
- **Proposals Due:** 10/14/26 at 2:00 PM
- **Selection of Designer/Issue NOI:** 10/15/26 ~ 10/16/26
- **Execution of 803 Contract:** Week of October 26, 2026
- **Tentative Design Kickoff Meeting:** Week of November 2, 2026
- **50% CD and Cost Estimate:** TBD
- **95% CD:** TBD
- **100% CD and Cost Estimate:** January 15, 2027
- **Contractor Bidding:** February 2027
- **Execution of Contractor's Contract(s):** February 2027
- **Submittals, Procurement and Construction:** March 2027 to May 2027
- **Closeout:** June 2027

Official Documented Meeting Minutes

- No additional comments or concerns with the schedule.

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open

Description
General Notes:

- All questions to be directed to construction.procurement@das.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

- Must note in proposal if deductible is different and provide a letter of financial stability from bank
- Must provide COI prior to contract execution

Proposal Notes:
The proposal shall be divided into two parts: 1) the Technical Proposal and 2) the Cost Proposal.

- Ensure the following items are included in the Technical Proposal:
  - Exhibit 1 - Transmittal Letter (Page 12 of RFP)
  - Exhibit 2 - Executive Summary (Page 12 of RFP)
  - Exhibit 3 - Firm Qualifications (Page 12 of RFP)
  - Exhibit 4 - Staff Experience (Page 12 of RFP)
    - Resumes for all technical staff that will be assigned to the project
  - Exhibit 5 - Applicable State Project Experience (Page 12 of RFP)
  - Exhibit 6 - Approach and Proposed Methods (Page 13 of RFP)
  - Exhibit 7 - Project Execution
    - Project-specific schedule
    - Anticipated hours for each person on the design team
- Ensure the following items are included in the Cost Proposal:
  - Lump sum broken down as follows
    - Construction documents
    - Bidding or negotiation assistance
    - Construction phase
  - This breakdown prices will be used as the schedule of values for billing purposes

Proposal Submittal Notes:

- 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 by the due date and time.
  - Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.

Attachments
9570.00 - RFP Addendum #01.pdf

Official Documented Meeting Minutes

- No additional comments.

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open

Description
Any questions?

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
	Official Documented Meeting Minutes					

- Has IMPACS been updated to allow for the submission of the new RFP documents (3 attachments)?
  - No, it doesn't appear that IMPACS has been updated but if there are questions during the submittal process, please reach out to construction.procurement@das.iowa.gov
- Can the hazmat testing get completed once the design team has been selected.
  - Yes, the State will wait to complete testing until a design team has been selected.
- Is it concrete or metal decking?
  - It appears to be concrete.
- Does Procurement need section 3.6 to be submitted separately?
  - No, by signing during your submission, you are agreeing to these terms. Please reach out to procurement with any additional questions.
- What is the project budget?
  - $348,390.00
- Are there existing drawings?
  - Yes, the (PDF) drawings will be made available to the selected design firm.

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.

DCI GROUP

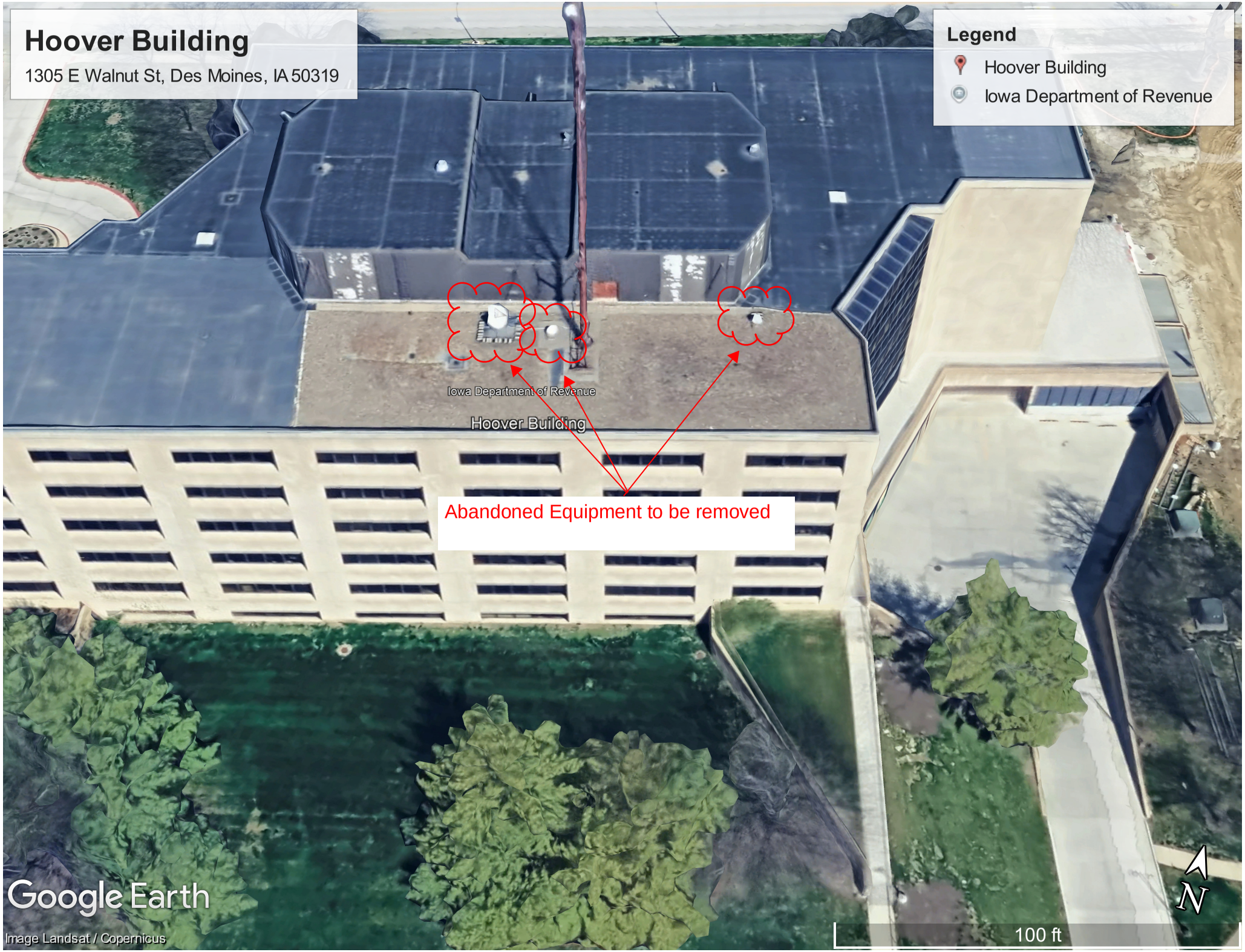
Department of Administrative Services
Empowering People
Collaboration
Customer Service

Project: 9570.00 - DAS CC Hoover Partial Roof Replacement

Date: September 30, 2026

PLEASE PRINT CLEARLY

Name	Company	Phone #	Email
Jennie Elliott	DAS		jennie.elliott@das.iowa.gov
Scott Gustafson	DCI	515.490.6364	scotta@DCIGROUPINC.com
Ed Matt	GENESIS	515-238-2146	ematt@gendsn.com
Darrell Smith	FCS	515-777-6765	dsmith2@ecslimited.com
Kent Lutz	CMBA	515-244-2111	lutz.ke@CMBAARCHITECTS.COM
Jacob Borel	Kezlo	641-525-5112	jborel@kezlo.com
Jarrad Boever	DCI	515-480-8710	Jarradb@dcigroup-us.com
John Deacy	HGM Associates		jdeacy@hgmonline.com


Hoover Building
1305 E Walnut St, Des Moines, IA 50319
Legend
Hoover Building
Iowa Department of Revenue
Iowa Department of Revenue
Hoover Building
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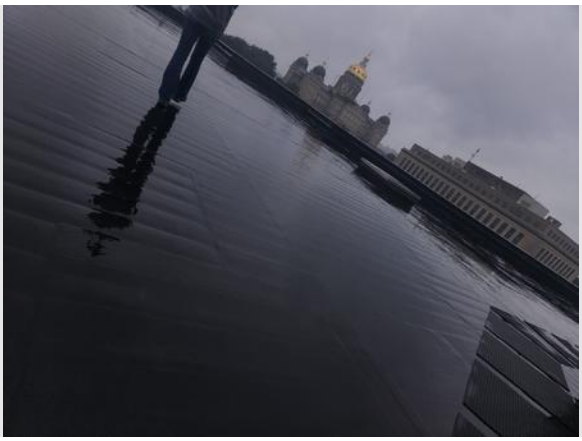
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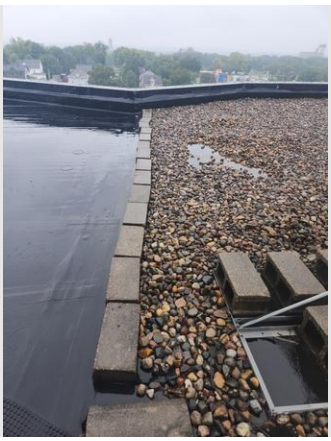
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End of Addendum #02