



## **Addendum #002 for RFP #948700-01**

Project Name: DVA IVH Loftus and Malloy Water Infiltration-Flooring (29C20)

DAS RFP #: 948700-01

DAS Project #: 9487.00

Date: 09/02/2025

Proposals Due: **September 4, 2025 at 2:00 pm**

Addendum 1:

- Questions
- Attachment A

### **Questions:**

**Q1:** Can you send out the plans, specs and engineers estimate?

**A1:** We are not providing existing plans prior to awarding the design contract. There is no engineer's estimate.

Attachment A:

RFP Proposal Meeting Minutes 2025-08-19

**END OF ADDENDUM #002**

## RFP 948700-01 Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Aug 19, 2025	<b>Meeting Time</b>	01:00 pm - 02:00 pm Central Time (US & Canada)
<b>Meeting Location</b>	Sheeler Building, Marshalltown, IA 50158, USA, IVH - RM - Ford Conf Rm	<b>Video Conferencing Link</b>	<a href="https://meet.google.com/jek-fkaz-gwd">meet.google.com/jek-fkaz-gwd</a>
<b>Overview</b>	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
<b>Notes</b>			
<b>Attachments</b>			

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Scott Gustafson	DCI Group	P: (515) 244-5043	scottg@dcigroup-us.com	Present
David Haines	Iowa Veterans Home	P: (641) 753-4411	david.haines@ivh.state.ia.us	Present
Nathan Wilson	Iowa Veterans Home	P: (641) 844-6358	nathan.wilson@ivh.state.ia.us	Present
Brad Tonyan	State of Iowa - Department of Administrative Services	P: 515-360-7718	brad.tonyan@iowa.gov	Absent

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
<b>Description</b> DAS - Owner Representative <ul style="list-style-type: none"> <li>• Brad Tonyan</li> </ul> DCI Group - Construction Manager <ul style="list-style-type: none"> <li>• Scott Gustafson - Sr. Project Manager</li> </ul> IVH - Owner <ul style="list-style-type: none"> <li>• Nathan Wilson</li> <li>• David Haines</li> <li>• David Mcleland</li> <li>• Ira Anderson</li> </ul>						
<b>Attachments</b> <a href="#">9487.00 - Designer RFP Pre-Proposal Sign In Sheet.pdf</a>						
<b>Official Documented Meeting Minutes</b> Introduced IVH and DCI Staff  Attending Online: Ed Matt						

	Unknown Participant
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**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p><b>Description</b>                      At a minimum, design shall include the following:</p> <ul style="list-style-type: none"> <li>• Evaluate building and identify sources of water infiltration in the basement.</li> <li>• Recommend building corrections to remediate water infiltration. This may include rerouting electrical, fire main, and other utilities and partial infill of the basement. Full design would be negotiated with the successful proposer.</li> <li>• Evaluate if any structural repairs are needed. If needed, the design for structural repairs would be negotiated with the successful proposer.</li> <li>• Review recommendations with the State Historic Preservation Office and follow any applicable guidelines.</li> </ul>						
<p><b>Official Documented Meeting Minutes</b>                      Discussed overall scope and locations of water infiltration.</p> <p>Q: Which sub-consultants should be included in proposal.                      A: Due to the uncertainty of the scope, only include the main consultant. All sub-consultants will be negotiated once a design professional is selected.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p><b>Description</b>  <b>RFP-Specific Dates:</b></p> <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: <b>08/28/2025 @ 4:00 PM</b></li> <li>• Addendum Issued: <b>08/14/2025 @ 11:00 AM</b></li> <li>• Proposals Due: <b>09/04/2025 @ 2:00 PM</b></li> <li>• Selection of Designer/Issue NOI: <b>Week of Sep 08, 2025</b></li> <li>• Execution of 803 Contract: <b>Week of Sep 15, 2025</b></li>   <li>• Tentative Design Kickoff Meeting: <b>Week of Sep 22, 2025</b></li> <li>• 50% Evaluation/Schematic Documents and Cost Option: <b>Week of Oct 20, 2025</b></li> <li>• 100% Evaluation/Schematic Documents and Cost Option: <b>Week of Oct 27, 2025</b></li> <li>• Contractor Bidding: <b>TDB</b></li> <li>• Execution of Contractor's Contract(s): <b>TDB</b></li> <li>• Submittals, Procurement and Construction: <b>TDB</b></li> <li>• Closeout: <b>TDB</b></li> </ul>						
<p><b>Official Documented Meeting Minutes</b>                      Discussed all RFP dates.</p> <p>Emphasized that all questions be sent to DAS Procurement at <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a> by 8/28/2025 @ 4 PM.</p>						

**RFP Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• All questions to be directed to construction.procurement@iowa.gov</li> <li>• DAS uses Procore online project management system for all projects, at no cost to the designer.</li> <li>• DAS uses a modified ConsensusDocs 803 Form of Agreement</li> <li>• 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"> <li>◦ Must note in proposal if deductible is different and provide a letter of financial stability from bank</li> <li>◦ Must provide COI prior to contract execution</li> </ul> </li> <li>• Ensure the following items are included in the proposal:                             <ul style="list-style-type: none"> <li>◦ Project-specific schedule</li> <li>◦ Resumes for all technical staff that will be assigned to the project</li> <li>◦ Anticipated hours and rates for each person on the design team</li> <li>◦ Lump sum broken down by schedule of values</li> </ul> </li> <li>• Proposals shall be uploaded through the IMPACS Electronic Procurement System (do not email to Procurement).                             <ul style="list-style-type: none"> <li>◦ Link and information is in the RFP</li> <li>◦ Designers will need to register prior to submission</li> <li>◦ 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.</li> <li>◦ Please make sure the electronic documents submitted contain any required signatures. Digital signatures will be accepted.</li> </ul> </li> </ul>						
<p><b>Official Documented Meeting Minutes</b> Discussed all the RFP requirements.</p>						

**Conclusion**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<p><b>Description</b> Any questions?</p>						
<p><b>Official Documented Meeting Minutes</b> Q: Can another site visit be arranged after today? A: Yes, contact Scott Gustafson to coordinate a separate visit prior to RFP proposal due date.</p> <p>Q: Will utility drawings be made available? A: Yes</p> <p>Conducted a site walkthrough of all the affected areas.</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 if there are any discrepancies or questions with the content of these minutes.