

Addendum 03 for RFP953600-01 & 953700-01

Project Name: Capitol Complex Parking Lot 2 Hoover West Replacement & Capitol Complex Parking Lot 11
Jessie Parker Replacement
DAS RFP #: RFP953600-01 & RFP953700-01
DAS Project #: 9536.00 & 9537.00
Date: 3/13/26

Proposals Due: March 23rd, 2026, at 2:00 pm

Contents:

- Cover Page (1 page)
- Updated Exhibit A (2 pages) – Noting utility tunnel location for Lot #2
- Pre-Proposal Meeting Minutes & Sign-in Sheet (5 pages)
- Questions Due to construction.procurement@iowa.gov: has been pushed back to March 17th, 2026, by 2:00 pm
 - Final Addendum will be issued by March 20th, 2026
- Design Firm shall provide one proposal that includes a break down with schedule of values for Hoover West - Lot #2 and Jessie Parker - Lot #11. Provide a note if there are cost savings with a combined proposal option for both parking lots.
- Hoover West, Lot #2 will likely happen late summer/fall 2026 with Jessie Parker Lot #11 happening in spring 2027. More information to come via a future addendum

Exhibit A

Hoover West - Parking Lot #2



Approximate location
of utility tunnel under
Lot #2

Jessie Parker - Parking Lot #11



RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Mar 13, 2026 **Meeting Time** 01:00 pm - 02:00 pm Central Time (US & Canada)

Meeting Location

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

Notes

Attachments [Exhibit A.pdf](#), [RFP953600-01 & RFP953700-01 add #2.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Brent Arntzen	Capitol Complex Maintenance	P: (515) 242-5120	brent.arntzen@iowa.gov	Present
Brad Meister	Capitol Complex Maintenance		brad.meister@iowa.gov	Present
Travis Hoyle	DCI Group	P: (515) 244-5043	travish@dcigroup-us.com	Present
Brad Tonyan	State of Iowa - Department of Administrative Services	P: 515-360-7718	brad.tonyan@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description Attendance						
Official Documented Meeting Minutes Karl Wendt - DAS procurement						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description <ul style="list-style-type: none"> • Scope of work for the parking lot replacement to include complete design and construction administration for: <ul style="list-style-type: none"> ◦ Complete removal of existing pavement, signage, light poles, bases, and associated existing construction necessary for complete pavement replacement. ◦ Removal of damaged sidewalks adjacent to construction or where removals are necessary to accommodate other work. ◦ Storm water management ◦ Subgrade preparation ◦ Pavement replacement ◦ Signage replacement 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> ◦ Sidewalk replacement ◦ Pavement stripping and signage ◦ NPDES permitting ◦ Erosion control measures ◦ Site Restoration including landscaping as necessary. ◦ Light poles and fixtures are to be salvaged and reinstalled for Hoover West Lot #2 Jessie Parker, Lot #11. Designer shall include design for new light pole bases, pathways, and circuiting. It is anticipated that a couple of poles will need to be replaced, designer shall provide input to aid in unit costs for replacement. Designer shall evaluate existing light levels throughout parking lot to ensure they meet current code. ◦ Phasing plan. Designers shall be aware the construction may need to be phased for Hoover Lot #2 to accommodate Court Avenue and Dey St. construction projects by the City of Des Moines. DAS is still working with the City of Des Moines for a better understanding of timing of this project. ◦ Provide construction administration for identified repairs. <ul style="list-style-type: none"> ▪ Designer shall break down their fee for Lot #2 and Lot #11 separately. ◦ Geotechnical investigation will be contracted by the State of Iowa and results provided to the successful design firm. ◦ Designer shall include any and all survey work required for completion of project. ◦ Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required. ◦ Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule. ◦ Designer shall assist Construction Manager in the evaluation of long lead times. ◦ Quality control during Design, Preconstruction and Construction. ◦ Compliance with all Federal, State, and applicable AHJ ◦ Completion of State building and energy code documents, as required. ◦ Design review will be conducted at 50% construction documents and 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum. Drawings, specifications and cost opinions (if applicable) shall be provided at least five days prior to each review meeting. An additional review meeting may be required at the end if there are discrepancies in cost opinions or constructability review questions. ◦ Review with the Department of Inspections, Appeals, and Licensing's for approval of plans or exemption from review. All fees associated with the bureau are the responsibility of the designer. ◦ Develop and distribute agendas and meeting minutes for all meetings during the design phase. ◦ Construction cost opinions provided by the Design Professional team during Design (at 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code. ◦ Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda. ◦ Provide bid alternates as determined during the course of design and bid package development. ◦ 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. ◦ Acknowledgement that all documents are copyright to the State of Iowa and shall be turned over to the State of Iowa in their native computer format. Any ASIs/RFIs/PRs and addendums will be expected to be incorporated before final posting. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the 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 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. <ul style="list-style-type: none"> ▪ Breakdown between parking Lot #2 and Lot #11 ▪ Parking Lot Construction Documents ▪ Parking Lot Bidding or Negotiation Assistance ▪ Parking Lot Construction Phase 			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
<p>Include at a minimum, nine (9) site visits for each parking lot project since construction will happen for these lots at separate times. Design kick off and onsite evaluation, Pre-bid meeting, Construction Field Observation (3), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 50% construction documents and 95% construction documents will be conducted via web conference. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit. This unit price will be additive or deductive based on the number of actual visits made.</p>						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • Ground penetration form can be obtained from DAS/DCI Group for survey work • Lot #2 design intent would be to optimize the lot with new layout of islands and drives. <ul style="list-style-type: none"> ◦ Lot #2 will be impacted by City of Des Moines court ave and Dey St improvements. This lot is losing approximately 9 parking stalls due to reconfiguration of Dey St. ◦ There is a tunnel that runs beneath Lot #2 on the far east side. • Lot #11 would be a like for like replacement 						

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: March 16th 2026 by 2:00 pm • Addendum Issued: Final Addendum by March 19th 2026 • Proposals Due: by March 23rd 2026 at 2:00 pm • Selection of Designer/Issue NOI: March 27th 26 • Execution of 803 Contract: by April 13th 2026 • Tentative Design Kickoff Meeting: Week of April 13th 2026 • 50% CD and budget: May 7th, 2026 • 95% CD: June 2nd 2026 • 100% CD and budget: June 25 2026 • Contractor Bidding: July • Execution of Contractor's Contract(s): August 2026 • Submittals, Procurement: August/September 2026 • Construction: <ul style="list-style-type: none"> ◦ Lot #11 - Fall 2026 ◦ Lot #2 - Spring 2027 • Closeout: Winter 2026 / Summer 2027 						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • Hoover West, Lot #2 will happen late summer/fall 2026 with Jessie Parker Lot #11 happening in spring 2027. More information to come via a future addendum • Will have to coordinate to work around State Fair since Lot #2 is used for parking 						

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"> • All questions to be directed to construction.procurement@iowa.gov 						

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.

