

Addendum 1 for RFP 952000-01

Project Name: DOC NCCF Perimeter Light Pole & Yard Light Pole Replacement
RFP #: 95200-01
DAS Project #: 9520.00
Date: 4/10/2026

Bid Due: 4/15/2026 at 2:00pm

Addendum No. 1 Items:

1. Include the Pre-Proposal Conference meeting minutes from April 1st Meeting that took place in-person and on teams.
 - a. See attachment
2. Include additional existing site plan drawings and photos of light poles
 - a. See attachment
3. Includes updated RFP, making changes to RFP sections providing clarity to better reflect the intent that proposing design firms will be providing a Light Pole Replacement Study.
 - a. See attached RFP with modifications.

END OF ADDENDUM

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Apr 1, 2026	Meeting Time	11:00 am - 12:00 pm Central Time (US & Canada)
Meeting Location	Virtual & On Site		
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
Noah Thelen	McGough Construction	P: (515) 639-3853	noah.thelen@mcgough.com	Present
Wade Hammen	North Central Correctional Facility	P: (515) 574-4700	wade.hammen@iowa.gov	Present
Jennie Elliott	State of Iowa - Department of Administrative Services		jennie.elliott@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description Attendance						
Official Documented Meeting Minutes Online: James Deeds (RCE) In Person: Noah Thelen (McGough) Wade Hammen (NCCF) Jennie Elliott (DAS)						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description Replacement of perimeter security wood light poles and interior yard fiberglass light poles at the North Central Correctional Facility 7464, 313 Lanedale, Rockwell City, IA 50579. This work will consist of field inspecting and documenting all light poles both interior yard and perimeter roughly (60 total) that show signs of deterioration and/or rot that would require replacement. Fiberglass poles are located inside the facility (30) and Wood Poles located outside around road (30), multiple poles have already fallen down due to weather and snowplow damage.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			Field Inspection of all existing wood poles, Identification of poles exhibiting rot, decay, splitting, insect damage and hardware deterioration, Documentation of deficiencies with photographs, remaining service life where feasible and recommendations for repair, reinforcement or replacement. This service can be provided by designer or accompanied by 3rd Party if needed.			
			<p>Official Documented Meeting Minutes</p> <p>Scope was reviewed by NCCF that the current count of light poles is 62-Wood and 32-Fiberglass for a total of 94 poles that need reviewed. NCCF and DAS is looking for additional drawings, it was mentioned that the kitchen addition should be the newest showing some added lighting and site layout.</p> <p>The fiberglass poles have a tag showing 06/92 assuming these poles have been installed/manufactured in 1992.</p> <p>James wanted to confirm if this is a proposal for design or just a Study/report for the deliverable. DAS discussed and it was noted that this will primarily be for a Study with an option to move into design, this will be clarified in the addendum. It was discussed that a site plan might need to be drafted, but ultimately a preliminary study needs to be completed to identify which poles need replaced for contractor to come in and make replacements. DAS is unable to have a subcontractor identify/test poles and perform the replacement.</p> <p>It was discussed if any electrical design or review is needed for the lighting. DAS/NCCF determined we would plan on re-using the new LED lights on the Wood Poles but look at upgrading the fiberglass poles to LED when replacing since they are original. lack of lighting is not a big concern from NCCF so no need to add additional poles at this time.</p> <p>The fiberglass poles are measuring 25ft tall from ground to top, and wood is measuring 25ft from ground to top. The group is assuming 30ft total if you count the in-ground portion.</p>			

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: 4/6/2026 by 2:00pm • Addendum Issued: Week of 4/6/2026 • Proposals Due: 4/15/2026 by 2:00pm • Selection of Designer/Issue NOI: Week of 4/20/26 • Execution of 803 Contract: Week of 4/20/26 <ul style="list-style-type: none"> • Tentative Design Kickoff Meeting: Week of April 27th, 2026 • 100% DD: TBD • 50% CD and budget: TBD • 95% CD: TBD • 100% CD and budget: June 12th, 2026 • Contractor Bidding: June, 2026 • Execution of Contractor's Contract(s): July, 2026 • Submittals, Procurement and Construction: August 2026 - November 2026 • Closeout: November 2026 - December 2026 			
			<p>Official Documented Meeting Minutes</p> <p>James had some concern on the 6 week schedule if a full design was needed. But if just a Study is needed this time frame will be OK and some travel/trips could be eliminated.</p>			

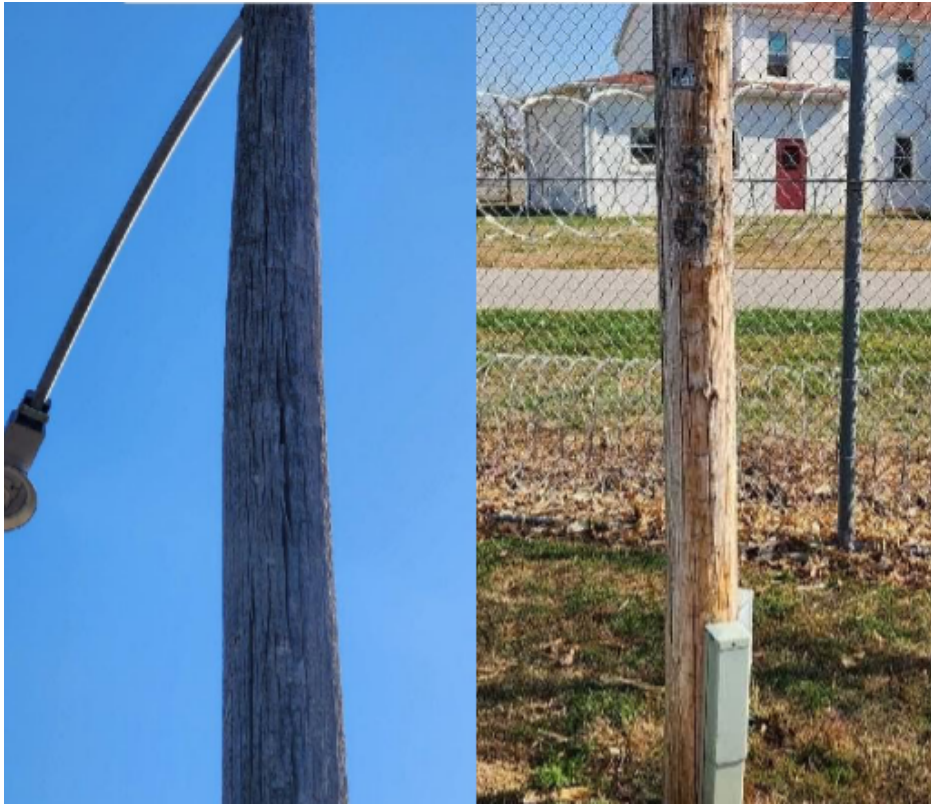
RFP Overview

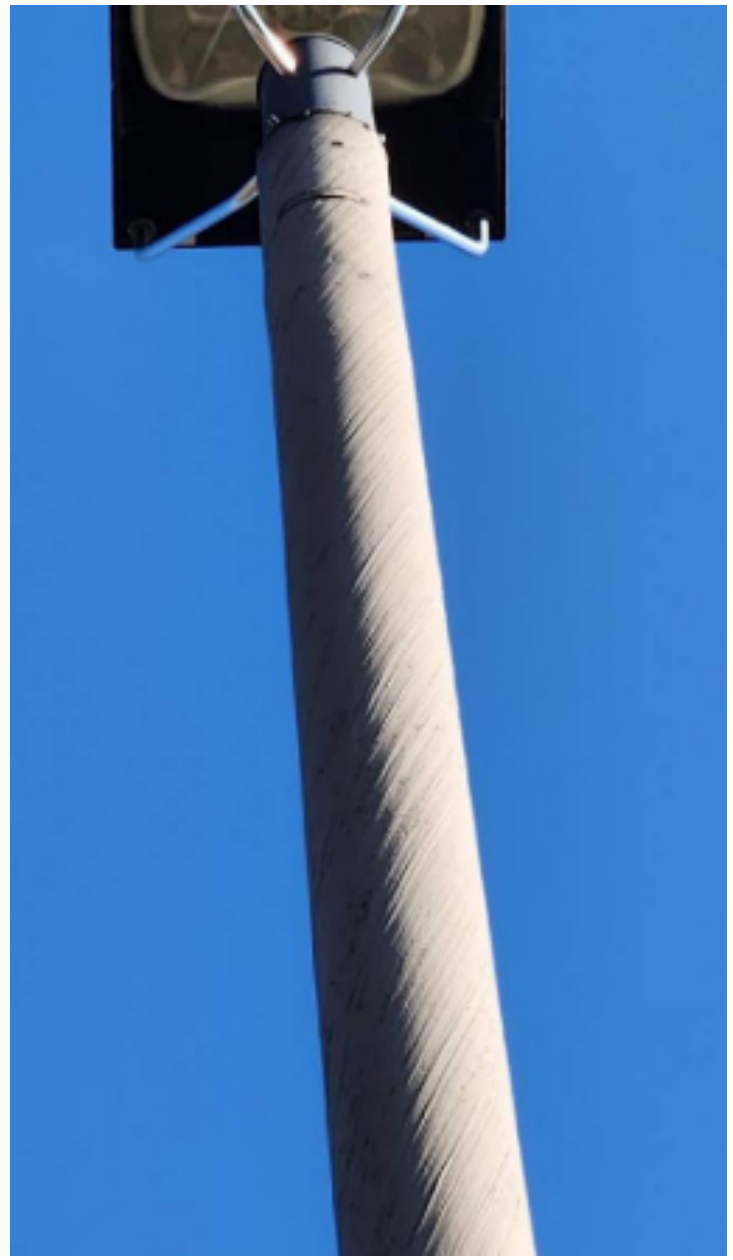
No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
<p>Description</p> <ul style="list-style-type: none"> • All questions to be directed to construction.procurement@iowa.gov • DAS uses Procore online project management system for all projects, at no cost to 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. 						
<p>Official Documented Meeting Minutes James was aware of all the designer requirements and did not need any additional questions.</p>						

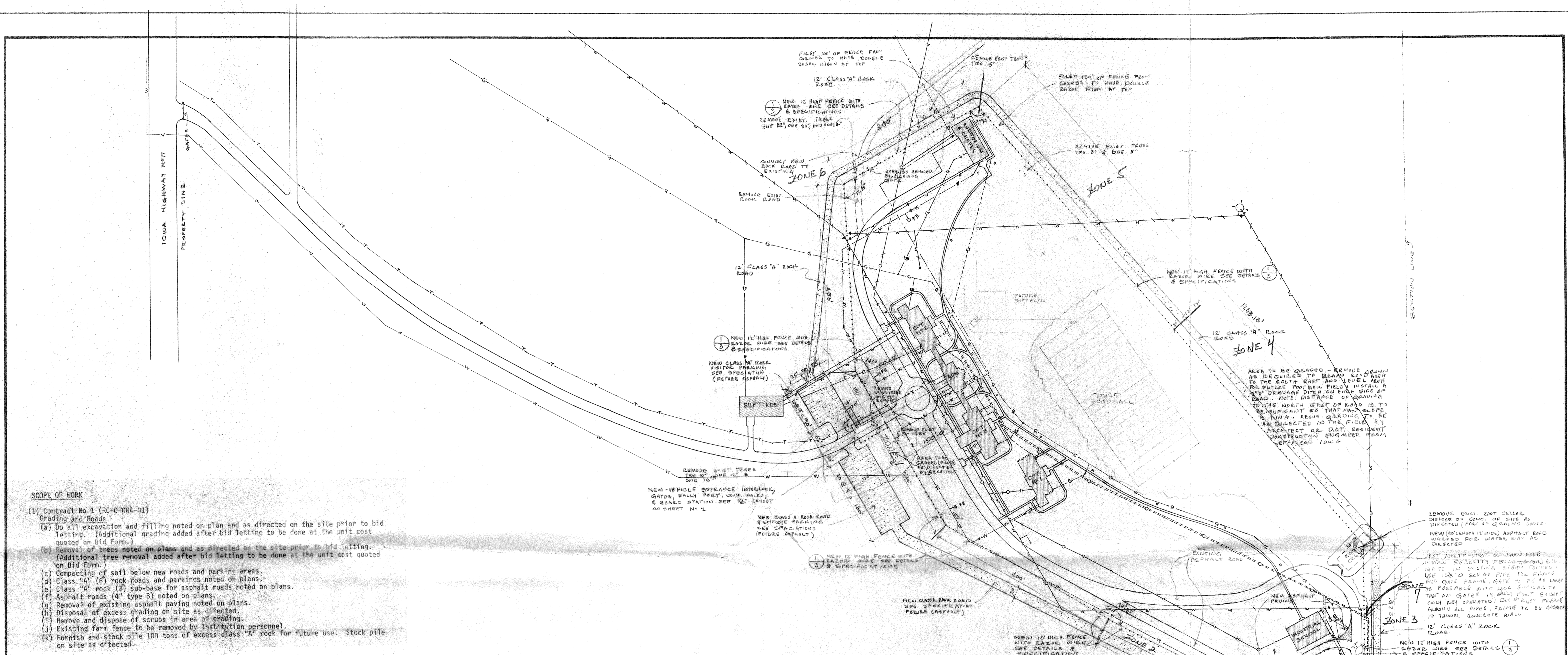
Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
<p>Description Any questions?</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 State of Iowa - Department of Administrative Services if there are any discrepancies or questions with the content of these minutes.





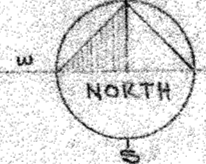


SCOPE OF WORK

- (1) Contract No 1 (RC-0-004-01)
Grading and Roads
 (a) Do all excavation and filling noted on plan and as directed on the site prior to bid letting. (Additional grading added after bid letting to be done at the unit cost quoted on Bid Form.)
 (b) Removal of trees noted on plans and as directed on the site prior to bid letting. (Additional tree removal added after bid letting to be done at the unit cost quoted on Bid Form.)
 (c) Compacting of soil below new roads and parking areas.
 (d) Class "A" (6) rock roads and parkings noted on plans.
 (e) Class "A" rock (3) sub-base for asphalt roads noted on plans.
 (f) Asphalt roads (4" type B) noted on plans.
 (g) Removal of existing asphalt paving noted on plans.
 (h) Disposal of excess grading on site as directed.
 (i) Remove and dispose of scrubs in area of grading.
 (j) Existing farm fence to be removed by Institution personnel.
 (k) Furnish and stock pile 100 tons of excess class "A" rock for future use. Stock pile on site as directed.
- (2) Contract No 2 (RC-0-004-02)
Security Fencing
 (a) Security fencing as shown on plans and specified.
 (b) Vehicle entrance inter-lock as shown on plans and specified.
 (c) Sally port as shown on plans and specified.
 (d) Trenching for concrete footing under fence. Disposal of trenched material disposed of on site as directed.
 (e) Concrete (3,000 lb.) footing under fence as shown on plans.
 (f) Concrete (3,000 lb.) walk in sally port and walk to sally port as shown on plans.
 (g) Sliding gate, gate operators and gate controls as called for in specifications.
 Note: Gates controlled so that both ends of passage can not be open at same time. Electric locks with gates.
 (h) Swinging gates and electric locks as shown on plans and specified.
 (i) Security gate and fencing in steam tunnel as noted on plans.
- (3) Contract No 3 (RC-0-004-03)
Perimeter Lighting and Power Distribution
 (a) Poles, fixtures and supports all as shown on drawings and specified.
 (b) Under ground power distribution as shown on drawings and specified.
 (c) Trenching and backfilling for power distribution. Dispose of excess trenching material on site as directed.
 (d) Panels, transformer and distribution as shown on drawing and as specified.

SITE PLAN

SCALE 1" = 100'-0"



NOTE:

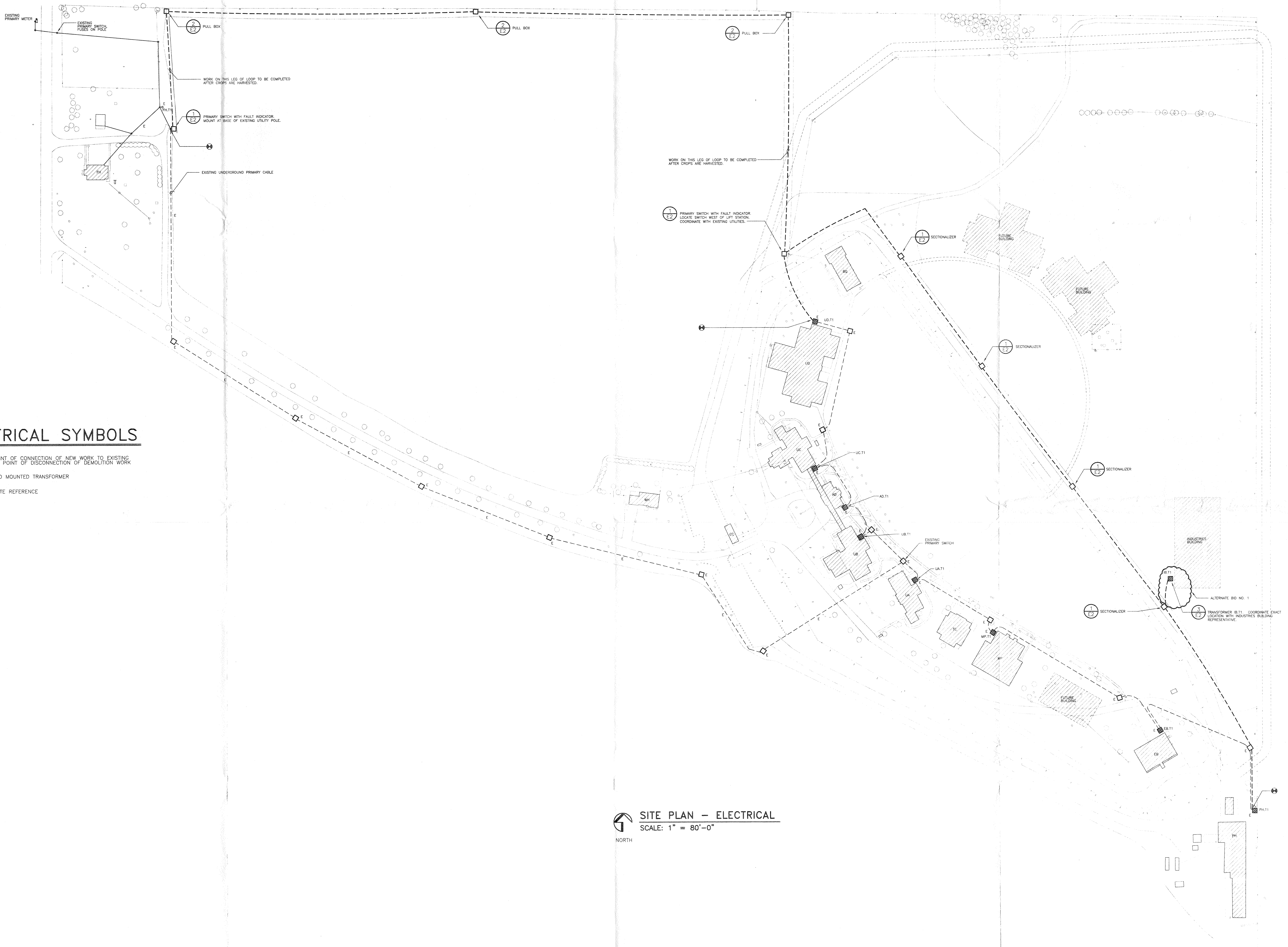
- (1) DO NOT SCALE PLAN, MAY NOT BE TO SCALE. DIMENSIONS AND ANGLES ARE FROM FIELD NOTES. CORNERS OF FENCE HAVE BEEN STAKED ON THE SITE AND MAY BE CHECKED. CONTRACTORS ARE TO RIG COMPLETE JOB, NO EXTRA WILL BE ALLOWED UNLESS CORNERS ARE RELOCATED BY OWNER AFTER THE LETTING.
- (2) SCRUBS IN GRADING AREA TO BE REMOVED BY GRADING CONTRACTOR. REMINDER OF SCRUBS TO BE REMOVED BY INSTITUTION PERSONNEL UNLESS OTHERWISE NOTED.
- (3) AGRICULTURAL FENCE TO BE REMOVED BY INSTITUTION PERSONNEL.

LEGEND:

- NEW SECURITY FENCE
- NEW CLASS 'A' ROCK ROAD OF PARKING
- NEW ASPHALT PAVING & ROCK SUB BASE
- GAS SERVICE
- WATER SERVICE (INACTIVE)
- TELEPHONE SERVICE
- SANITARY SEWER
- STEAM TUNNEL
- ELECTRIC SERVICE

EXISTING UTILITIES ARE SHOWN IN THEIR APPROXIMATE LOCATION TO THE BEST INFORMATION THAT IS AVAILABLE AT THIS TIME. CONTRACTORS SHALL TAKE CARE NOT TO INTERRUPT SERVICES. THE CONTRACTOR THAT INTERRUPTS A SERVICE IS TO IMMEDIATELY INFORM THE INSTITUTION PERSONNEL AND IMMEDIATELY REACTIVATE THE SERVICE AT THEIR (CONTRACTOR) EXPENSE.

REVISIONS 6-9-82	IOWA DEPARTMENT OF SOCIAL SERVICES HOOPER STATE OFFICE BUILDING DES MOINES, IOWA MICHAEL V. REAGAN PH. D. COMMISSIONER	DATE JUNE 1982
SECURITY FENCING, PERIMETER LIGHTING, & ROAD RELOCATIONS FOR MEN'S MEDIUM SECURITY FACILITY		DRAWING II OF 5
A. D. K.	ROCKWELL CITY, IOWA	
JOB NO. RC-0-004-01 RC-0-004-02 RC-0-004-03	BUREAU OF PROPERTY MANAGEMENT	



ELECTRICAL SYMBOLS

- ⊕ POINT OF CONNECTION OF NEW WORK TO EXISTING OR POINT OF DISCONNECTION OF DEMOLITION WORK
- PAD MOUNTED TRANSFORMER
- ① NOTE REFERENCE

SITE PLAN - ELECTRICAL
 SCALE: 1" = 80'-0"
 NORTH

NORTH CENTRAL CORRECTIONAL FACILITY
ELECTRICAL PRIMARY LOOP
 ROCKWELL CITY, IOWA

LIBERTY COUNTY ENGINEERING DOCUMENT WAS
 PREPARED BY AND IS THE PROPERTY OF
 JOHN W. PULLLEY, P.E.
 REGISTERED PROFESSIONAL ENGINEER
 IN THE STATE OF IOWA
 LICENSE NO. 11351
 EXPIRES DECEMBER 31, 1997
 DATE: 7/4/97

Pullley & Associates, Inc.
 Consulting Engineers
 1100 Grand Avenue, Suite 100, West Des Moines, Iowa 50365-5311
 Phone: (515) 225-9511 Fax: (515) 225-9570 Email: pullp@pmacnet

DATE:
 JUNE 30, 1997
 PROJECT NO.
 97029
 DRAWING NO.
 E 1
 OF 2

**STATE OF IOWA
REQUEST FOR PROPOSALS
PROFESSIONAL DESIGN SERVICES**

RFP COVER SHEET

Administrative Information

RFP Number	RFP952000-01	Title of RFP	DOC NCCF Perimeter Light Pole & Yard Light Pole Replacement
Agency	Iowa Department of Administrative Services (DAS)		
Project Description	The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for the inspection and replacement of light poles at North Central Correctional Facility in Rockwell City, Iowa.		
State Issuing Officer: Michael Bradbury Issuing Officer Iowa Department of Administrative Services Hoover State Office Building, Level 3 1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515-823-9327 Email: construction.procurement@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)
State Posts Notice of RFP on TSB website			3/16/2026
State Issues RFP			3/18/2026
Pre-Proposal Conference Location and Address: Is Pre-Proposal Conference mandatory? No Virtual Option Link RFP952000-01 DOC NCCF Perimeter Light Pole & Yard Light Pole Replacement - Pre-Proposal Meeting Meeting-Join Microsoft Teams If a map is needed, contact the Issuing Officer.			April 1 st , 2026 at 11:00am Location North Central Correctional Facility
Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement			4/6/2026 by 2:00pm
Proposals Due			4/15/2026 by 2:00pm
Relevant Websites			
Website where Addenda to this RFP will be posted http://bidopportunities.iowa.gov			
Website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf			
Number of Copies of Proposals Required to be Submitted: 1 Digital			
Firm Proposal Terms The minimum number of days following the deadline for submitting Proposals that the firm guarantees all proposal terms, including price, will remain firm is 120 Days.			

1.1 INTRODUCTION

The Iowa Department of Administrative Services (DAS) is seeking proposals from qualified and available Design companies for services, per RFP cover page, and as outlined in the following (Sections 1.2 - 1.3).

The successful proposal must:

- For the staff that will be assigned, identify and describe qualifications, experience, and expertise in providing services for similar, or relevant, projects.
- For the staff that will be assigned, provide a list of past similar or relevant projects completed in the last 5 years, and include brief descriptions of what the projects entailed and a contact name and phone number (reference). In addition provide estimated project cost, final project cost at acceptance, and whether it was completed on time.
- Describe the composition of your team. Identify staff to be assigned. Provide resumes of key individual(s) including education, relevant experience, and certifications/licensing. NOTE: Any responding company and/or consultant that is part of the project design services cannot receive an award from the resulting request for bid of construction services.
- Describe the cost estimating, status reporting, and cost reporting procedures you utilize.
- Describe computer program/software capabilities and expertise you utilize. Please describe your experience.
- Provide a copy of your organizational chart.
- Describe your experience, if any, on designing similar or relevant projects for the State of Iowa.
- Provide the hourly rates, and anticipated hours by position, for all persons (including sub-consultants) that will be assigned to the project. Also provide an estimated fee total.
- Identify desired reimbursable charges (the State has limitations, per State of Iowa Accounting Policies and Procedures 210.245), and all other charges.

1.2 SCHEDULE

DAS is seeking a firm that can commence work upon execution of a contract. Time is of the essence.

Execution of Designer's Contract	Week of April 20 th , 2026
Tentative Design Kick-Off Meeting	Week of April 27 th , 2026
100% Design Development Documents	To Be Coordinated
50% Construction Documents and Cost Opinion By	To Be Coordinated
100% Design Evaluation and Cost Opinion By	May 27 th , 2026
100% Construction Documents and Cost Opinion By	To be Coordinated
Contractor Bidding	July, 2026
Execution of Contractor's Contract(s)	August, 2026
Submittals, Procurement and Construction	September, 2026 to November, 2026
Close out	November 2026 to December, 2026

1.3 PROJECT DESCRIPTION

Construction Manager (McGough Construction) has been engaged for this Project to serve as advisor to DAS and to provide assistance in administrating the Contract for Design between DAS and the Designer according to separate contract between DAS and Construction Manager. DAS is currently seeking design services from qualified firms for a project consisting of the replacement of perimeter security wood light poles and interior yard fiberglass light poles at the North Central Correctional Facility 7464, 313 Lanedale, Rockwell City, IA 50579. This work will consist of field inspecting and documenting all light poles both interior yard and perimeter roughly (62 wood and 32 fiberglass) that show signs of deterioration and/or rot that would require replacement. After design evaluation DAS will consider extending contracts to incorporate further project design.

Design services shall include:

- 1.3.1 The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.
- 1.3.2 All design disciplines necessary to complete the scope of work.
- 1.3.3 Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.
- 1.3.4 Use of the State of Iowa's construction management software program for uploading all documents, submitting and approving pay apps, and construction administration. The cost for the use of the software is paid by the Owner.
- 1.3.5 ~~Wood~~-Light Pole Evaluation & Replacement Study
 - 1.3.5.1 Field Inspection of all existing wood poles and fiberglass, Identification of poles exhibiting rot, decay, splitting, insect damage and hardware deterioration, Documentation of deficiencies with photographs, remaining service life where feasible and recommendations for repair, reinforcement or replacement.
- 1.3.6 Field examination of the existing buildings.
- 1.3.7 Design for scope of work. Provide material recommendations based on experience, quality, and price. Recommendations for replacements and upgrades shall include non-proprietary equipment and systems.
- 1.3.8 Provide minor drawing work to assist the Construction Manager in the development of hazardous materials bid package. This shall include providing PDF backgrounds for identification, by others, of hazardous materials removal.
- 1.3.9 Designer shall include any and all survey work required for completion of project.
- 1.3.10 Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
- 1.3.11 Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- 1.3.12 Designer shall assist Construction Manager in the evaluation of long lead times.
- 1.3.13 Quality control during Design, Preconstruction and Construction.
- 1.3.14 Compliance with all Federal, State, and applicable AHJ codes.
- 1.3.15 Completion of State building and energy code documents, as required.

- 1.3.16** Design review will be conducted at **100% Design Evaluation** ~~100% design development documents, 50% construction documents, and 95% construction documents~~. Dates for design review meetings to be coordinated with the design and project team and set no later than the design kickoff meeting. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum. Drawings, specifications and cost opinions 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.
- 1.3.17** Review with the Department of Inspections, Appeals, and Licensing's Building Code Bureau for approval of plans or exemption from review. All fees associated with the Bureau are the responsibility of the designer.
- 1.3.18** Develop and distribute agendas and meeting minutes for all meetings during the design phase.
- 1.3.19** Designer shall provide any information necessary to obtain utility rebates where applicable.
- 1.3.20** Construction cost opinions provided by the Design Professional team during **Design 100% Evaluation. Additional estimates to be negotiated** ~~(at 50% construction documents, and 95% construction documents)~~ with a Final Estimate for construction included with bid documents, per Iowa Code.
- 1.3.21** Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.
- 1.3.22** Provide bid alternates as determined during the course of design and bid package development.
- 1.3.23** Assist Owner and Construction Manager in obtaining bids from qualified contractors.
- 1.3.24** 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.
- 1.3.25** Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period.
- 1.3.26** Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.
- 1.3.27** 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.

1.3.28 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.

1.3.28.1 100% Design Evaluation

~~1.3.28.2~~ Design Development Documents

~~1.3.28.3~~ Construction Documents

~~1.3.28.4~~ Bidding or Negotiation Assistance

~~1.3.28.5~~ Construction Phase

Include at minimum the following site/virtual visits:

	In-Person	Virtual
Design Kickoff/Building Evaluation	1 2	-
100% Design Development	-	1
50% Construction Documents	-	1
95% Construction Documents	-	1
100% Design Evaluation	-	1
100% Construction Documents	-	-
Pre-Bid Meeting	1	-
Construction Field Observation	3	-
Substantial Completion/Punch List Development	1	-
Final Completion/Punch List Verification	1	-
One Year Warranty Correction Period Visit	1	-
	2	1

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.