

## **ADDENDUM NO. 1**

Date: 3/26/26

Project Name: IPBS HVAC – Motivair Units Replacement

DAS RFP #: 952500-01

DAS Project #: 9525.00

PROPOSALS DUE: **4/2/25**

The receipt of this Addendum shall be acknowledged by the design firm in their submission.

**This Addendum consists of:**

- 1) Design RFP Meeting Minutes
  - a. See attached minutes

**End of Addendum**

## RFP Pre-Proposal Minutes: Meeting #1

<b>Meeting Date</b>	Mar 18, 2026	<b>Meeting Time</b>	02:00 pm - 03:00 pm Central Time (US & Canada)
<b>Meeting Location</b>	6535 Corporate Drive, Johnston, IA 50131	<b>Video Conferencing Link</b>	<a href="#">Join Meeting</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>	<a href="#">RFP952500-01 IPBS HVAC Motivair Units Replacement.pdf</a>		

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Katie Bollenbaugh	Boyd Jones Construction Company		kbollenbaugh@boydjones.biz	
Luke Danielson	Boyd Jones Construction Company	P: (402) 553-1804	ldanielson@boydjones.biz	
Rob Greiner	Boyd Jones Construction Company	P: (402) 553-1804	rgreiner@boydjones.biz	Present
Leah Malchow	Boyd Jones Construction Company	P: (402) 553-1804	lmalchow@boydjones.biz	
Adam Papesh	Boyd Jones Construction Company	P: (402) 553-1804	apapesh@boydjones.biz	
Mike Downey	Iowa PBS	P: (515) 725-9830	michael.downey@iowapbs.org	
Jamie Dye	Iowa PBS		james.dye@iowapbs.org	Present
Kris May	Iowa PBS	P: (515) 321-2791	kris.may@iowapbs.org	Present
Michelle Wendel	Iowa PBS		michelle.wendel@iowapbs.org	
Oliver Shimp	State of Iowa - Department of Administrative Services		oliver.shimp@iowa.gov	Present

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Attendance				
		<b>Attachments</b> <a href="#">9525.00 - Design RFP - Sign-in Sheet.pdf</a>				

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p><b>Description</b>                      The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for replacement of two (2) Motivair units with new. Design to include similar capacity ACCU chiller and some free-colling preferred. Avoiding major piping changes and work in Air Handlers.</p>						
<p><b>Official Documented Meeting Minutes</b>                      JCI is the current controls contractor for the facility.                      Will need to be a phased install to maintain cooling for the areas served by the two (2) Motivair units.                      Facility does have some drawings that they will provide (PDFs and potentially dwg files).                      Existing chillers are 48 ton capacity each.                      Design will need to be cognizant to maintain integrity of roof and associated warranty (roof replaced approximately 2 years ago).</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Questions Due to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>: March 25, 2026 at 5:00 PM</li> <li>• Addendum Issued: No later than March 31, 2026</li> <li>• Proposals Due: April 2, 2026 by 2:00 PM</li> <li>• Selection of Designer/Issue NOI: Week of April 6, 2026</li> <li>• Execution of 803 Contract: Week of April 13, 2026</li> </ul> <ul style="list-style-type: none"> <li>• Tentative Design Kickoff Meeting: Week of April 20, 2026</li> <li>• 100% DD: To be coordinated with selected design partner</li> <li>• 50% CD and budget: To be coordinated with selected design partner</li> <li>• 95% CD: To be coordinated with selected design partner</li> <li>• 100% CD and budget: June 15, 20206</li> <li>• Contractor Bidding: July 2026</li> <li>• Execution of Contractor's Contract(s): July 2026</li> <li>• Submittals, Procurement and Construction: July 2026 to November 2026</li> <li>• Closeout: December 2026</li> </ul>						
<p><b>Official Documented Meeting Minutes</b>                      Designer noted lead times for chillers are running approximately 16 weeks. Team requested that designers included any schedule concerns they have with their proposal.</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 <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a></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</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<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> <ul style="list-style-type: none"> <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>			

**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>                      Designer asked if there are BABA requirements and no there are not.                      Designer asked if structural analysis/design is to be included. Please include a break-out cost for anticipated structural design requirements and note on proposal.                      Designer asked what size of electrical service is being utilized for current units and it is 480 volts.</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.



Project Name:	IPBS HVAC – Motivair Units Replacement	Project #	9525.00	Bid #	952500-01	Meeting Type:	Pre-Proposal
Meeting Date:	3/18/26	Meeting Time:	2:00 PM	Meeting Location:	6535 Corporate Drive, Johnston, Iowa 50131		
<b>MEETING ATTENDEES – SIGN IN SHEET</b>							
NAME:	Rob Greiner	PHONE #:	515-650-7777	Attended Virtual / On Site		Attended Site Walk	
COMPANY:	Boyd Jones	EMAIL:	rgreiner@boydjones.biz				
NAME:	Robert Dusenberry	PHONE #:	319-239-1361	on site		X	
COMPANY:	RCE	EMAIL:	robert.dusenberry@resource.com				
NAME:	DAVE CHONGLO	PHONE #:	515-999-5045	on site		X	
COMPANY:	KCL ENGINEERING	EMAIL:	dchonglo@kcl-engineering.com				
NAME:	Oliver Shint	PHONE #:	515-675-4041	on site		X	
COMPANY:	State of Iowa - DAI	EMAIL:	<del>oliver.shint@iowa.gov</del>				
NAME:	Kris May	PHONE:	515-321-2791	on site			
COMPANY:	Iowa PBS	EMAIL:	kris.may@iowapbs.org				
NAME:	Samie Dye	PHONE:	515-249-1923	Onsite		X	
COMPANY:	Iowa PBS	EMAIL:	james.dye@iowapbs.org				
NAME:	CHAD LIECHTI	PHONE:	402-291-1444	onsite		X	
COMPANY:	KPE	EMAIL:	cliechti@kpe-inc.com				
NAME:		PHONE:					
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