

RFP953200-01 ADDENDUM #01

DATE: March 5th, 2026
PROJECT: 9532.00 DPS-DCI ANK Room A155, A156 and A157 Renovation
RFP DUE DATE: March 20th, 2026 @ 2:00 pm

1. QUESTIONS/CLARIFICATIONS

- a. Clarifications
 - i. Below, please see the meeting minutes and sign in sheet from the pre-proposal meeting held on February 25th, 2026
 - ii. Update to Exhibit B redacting specific information
 - 1. The intent is to provide a visual to generalize the scope of work and not to be used as a guideline.
 - iii. Additional specific design request is to have (1) duplex emergency outlet at each new lab bench in A157
 - iv. Additional specific design request to have (2) data outlets at each new lab bench in A157

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Feb 25, 2026 **Meeting Time** 01:00 pm - 02:30 pm Central Time (US & Canada)

Meeting Location Iowa Labs

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
Tera Granger	Capitol Complex Maintenance	P: (515) 242-5120	tera.granger1@iowa.gov	Absent
Paul Hermsen	Department of Public Safety - Iowa Labs	P: (515) 725-1500	hermsen@dps.state.ia.us	Present
Aaron Ledeboer	McGough Construction		aaron.ledeboer@mcgough.com	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description Sign-in sheet				

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
		Description Design services for the interior renovation of the DCI for the expansion of the existing drug instrument lab.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
		Description <ul style="list-style-type: none"> Questions Due to construction.procurement@iowa.gov: 3/4/26 at 2:00 pm Addendum Issued: Thursday End of Day 3/5/26 				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> Proposals Due: 3/20/2026 at 2:00 pm Selection of Designer/Issue NOI: Week of 3/23/26 Execution of 803 Contract: Week of 3/30/26 <ul style="list-style-type: none"> Tentative Design Kickoff Meeting: Week of 3/30/26 100% DD: Design professional to propose in RFP schedule 50% CD and budget: Design professional to propose in RFP schedule 95% CD: Design professional to propose in RFP schedule 100% CD and budget: May 31st, 2026 Contractor Bidding: June 2026 Execution of Contractor's Contract(s): July 2026 Submittals, Procurement and Construction: July 2026 to December 2026 Closeout: December 2026 to January 2027 			

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>				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
		<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • Security during construction to be outlined in front ends. We do not anticipate any specifics from the design team on security requirements during construction • Reuse or salvage of cabinetry in the existing mail room is not anticipated • Drawings provided in Exhibit B are preliminary in nature, and the specifics shown do not outline the specific scopes of work. Refer to RFP for intended scope of work 				

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.



McGough

Sign In Sheet: Pre-Proposal Meeting & Walkthrough

Date: 2/25/26

Project Name: DOC DCI Lab Expansion

	Print Name	Company	Phone	Email
1.	JAMES TROWER	DAS	515-300-8449	James.trower@iowa.gov
2.	Kelli Flanagan	DCI Lab	515-559-7025	Flanagan@dps.state.ia.us
3.	Jay Reynolds	CMBA Architects	515-244-2111	reynolds@cmbaarchitects.com
4.	Paul Hanson	DCI Lab	515/559-7057	hanson@dps.state.ia.us
5.	Eric Haysen	FCL		
6.	Lena Michels	Heirson		
7.	Genia Triville	Kessler Group		
8.	Mal Sticker	OPN		
9.	Mm Hill	???		
10.				
11.				
12.				
13.				

Eric H  1:03 PM

EH

Eric Heynen eheynen@kclengineering.com

KCL Engineering

Jim Hirt  1:04 PM

JH

jhirt@kezlo.com

Lena Michalek  1:04 PM

LM

Lena Michalek
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sonia trujillo  1:04 PM

ST

Sonia Trujillo - strujillo@kezlo.com - Kezlo Group

Jim Hirt  1:04 PM

JH

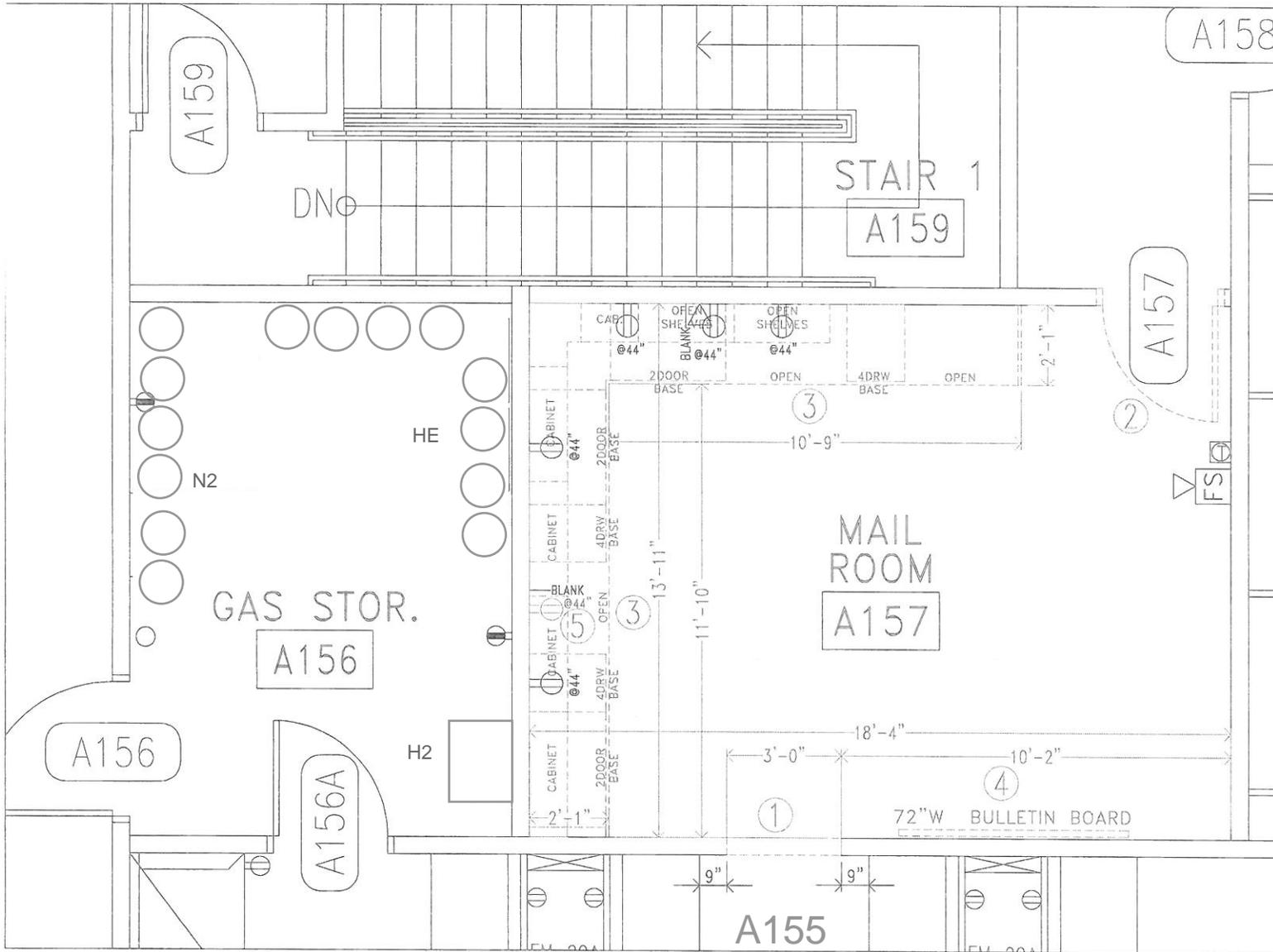
Jim Hirt

Nate Stieler  1:21 PM

NS

Nate Stieler OPN Architects

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ANKENY LABS - BLDG A - 1ST FLOOR - DPS/DCI

