

## **ADDENDUM NO. 1**

Date: 3/16/26

Project Name: 9499.00 IPBS Parking Lot Replacement &  
9512.00 Auditorium Walkway Improvements

DAS RFB #: 94900-01

DAS Project #: 9499.00

**PROPOSALS DUE: 3/19/25**

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

**This Addendum consists of:**

- 1) RFB Meeting Minutes
  - a. See attached minutes

**End of Addendum**

## RFB Pre-Bid Minutes: Meeting #1

<b>Meeting Date</b>	Mar 10, 2026	<b>Meeting Time</b>	02:00 pm - 03:00 pm Central Time (US & Canada)
<b>Meeting Location</b>	6350 Corporate Drive, Johnston, Iowa 50131		
<b>Overview</b>	Meeting to allow prospective bidders to visit the site, when possible, and learn more about the project.		
<b>Notes</b>			
<b>Attachments</b>	<a href="#">9499.00 IPBS Parking Lot Replacement &amp; 9512.00 Auditorium Walkway Improvements - Project Manual.pdf</a> , <a href="#">9499.00 IPBS Parking Lot Replacement &amp; 9512.00 - 100% CD Set 02.27.26 (SS).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	Present
Jamie Dye	Iowa PBS	P: (515) 725-9829	james.dye@iowapbs.org	Present
Kris May	Iowa PBS	P: (515) 321-2791	kris.may@iowapbs.org	
Michelle Wendel	Iowa PBS	P: (515) 725-9828	michelle.wendel@iowapbs.org	Present
Nick Wittkop	Larson Engineering Inc	P: (515) 225-4377	nwittkop@larsonengr.com	Present
Oliver Shimp	State of Iowa - Department of Administrative Services		oliver.shimp@iowa.gov	

### Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		<b>Description</b> Attendees				
		<b>Attachments</b> <a href="#">9499.00 - Pre-Bid Meeting - Sign-in Sheet.pdf</a>				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
		<b>Official Documented Meeting Minutes</b> See attached sign-in sheet				

**Project Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Project Description				Open
<p><b>Description</b> Project consists of:</p> <ul style="list-style-type: none"> <li>• Removal and Replacement of the Parking Lot at 6535 Corporate Drive</li> <li>• Removal of existing retaining wall and tree, re-grading and installation of new sidewalk at 6450 Corporate Drive</li> <li>• Base bid                             <ul style="list-style-type: none"> <li>◦ All scopes of work to be included in base bid</li> <li>◦ Need pricing break-out for accounting purposes only for the scope of work at 6450 Corporate Drive</li> </ul> </li> <li>• Alternates                             <ul style="list-style-type: none"> <li>◦ Alternate #1: Necessary subgrade stabilization as specified in spec section 31 2000 paragraph 3.11.C.3</li> </ul> </li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Project Schedule				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Contract(s) Issued: Planned for March 26, 2026</li> <li>• Submittals: April 9 to May 6, 2026 for submission, review, approval</li> <li>• Construction: May 26 to July 31, 2026</li> <li>• Closeout: July 31 to August 31, 2026</li> </ul> <p>A pull-plan session will be held with the successful bid package contractors to finalize the construction schedule.</p> <p>State Holidays: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving and day after Thanksgiving, Christmas Day</p> <p><b>Official Documented Meeting Minutes</b> Iowa PBS wanted to make note of the following programs where there could be interruptions to the construction project and will be coordinated with the project team.</p> <ul style="list-style-type: none"> <li>• Johnston Green Day - May 30th, 2026</li> <li>• Studio 3 Live has an event on June 14th, 2026.</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Site Rules				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Onsite supervision by Prime Contractor is required at all times when work by that contractor or their subcontractors/suppliers is taking place.</li> <li>• Contractors shall provide daily logs for each day they are on site.</li> <li>• Construction progress meeting will be established once construction starts.</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> <li>• It is of the utmost importance to show respect and courtesy to all staff at all times.</li> <li>• Clean all debris, materials, and bring all finishes back to existing conditions in the area they were working in prior to moving to the next area.</li> <li>• No smoking, vaping or smokeless tobacco use onsite.</li> <li>• Project will need to be phased to allow access to the building at all times during construction</li> <li>• Temporary facilities</li> <li>• Tool control</li> <li>• Work hours: 7:00 AM - 5:00 PM Monday - Friday</li> <li>• View Specification 01 1200 - Contract Summary for more information.</li> </ul>			

**RFB Overview**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Bid Submission				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Bids are due March 19, 2026 by 2:00 PM</li> <li>• The Bid shall be submitted to the Issuing Officer through the IMPACS Electronic Procurement System.                             <ul style="list-style-type: none"> <li>◦ Link and information is in the project manual</li> <li>◦ Contractors will need to register prior to bidding</li> <li>◦ Bidders will need to register regardless of whether it has already done business with the State of Iowa.</li> <li>◦ Bidders should complete the registration process and ensure the ability to log in as soon as possible to ensure Bids 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> <li>• Bid Opening will be held via conference call on March 19, 2026 at 3:00 PM</li> <li>• Contractor shall reference section 00 0116 for the bid submittal checklist                             <ul style="list-style-type: none"> <li>◦ Bid Proposal Information</li> <li>◦ Non Discrimination Clause Information</li> <li>◦ Contractor Targeted Small Business Enterprise Pre-Bid Contract Information</li> <li>◦ Bid Security – 5% of total Bid amount</li> </ul> </li> <li>• Apparent low bidder will be required to submit subcontractor/supplier list 48hrs after the bid opening</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Bid Schedule				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Questions/Substitutions Due in Writing to <a href="mailto:Construction.Procurement@iowa.gov">Construction.Procurement@iowa.gov</a>: No later than March 12, 2026 by 5:00 PM</li> <li>• Addendum Issued: Last addendum to be issued no later than March 17, 2026</li> <li>• Bids Due: March 19, 2026 at 2:00 PM</li> <li>• Tentative NOI Issued: March 25, 2026</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Administrative Details				Open
<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Contractors will sign a modified ConsensusDocs 802. Example in the project manual.</li> </ul>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> <li>• Project-specific Certificate of Insurance must be provided prior to contract execution. Follow example in the project manual and limits in the 802.</li> <li>• Project-specific P&amp;P bonds must be provided prior to contract execution.</li> <li>• Successful contractor must turn in their list of subcontractors and suppliers within 48 hours of the bid.</li> <li>• DAS will provide tax exempt certificates upon request.</li> <li>• Procore will be used for all project management, at no cost to the trade contractor.                             <ul style="list-style-type: none"> <li>◦ Submittals, Invoicing, RFIs, ASIs, PRs, RFQs</li> <li>◦ Contracts, Change Orders and Certificates of Substantial and Final Completion will also use DocuSign</li> </ul> </li> <li>• Contractor Schedule of Values shall be broken out as specified in the project manual.                             <ul style="list-style-type: none"> <li>◦ SOV must contain a closeout line item for at least 1% of the total contract value.</li> <li>◦ This line item can only be invoiced once the certificate of final completion has been signed by all parties.</li> </ul> </li> </ul>			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Pre-Bid Site Visits				Open
		<p><b>Description</b>                      Coordinate any additional site visits through Boyd Jones</p> <ul style="list-style-type: none"> <li>• Leach Malchow, 402-239-5390</li> <li>• Rob Greiner, 515-650-7777</li> </ul>				

**Questions**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Questions				Open
		<p><b>Description</b>                      Submit all questions in writing to <a href="mailto:construction.procurement@iowa.gov">construction.procurement@iowa.gov</a>.</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.

