

Addendum #01 for RFP949800-01

Project Name: TH Parking Lot Retaining Wall Repairs
DAS RFP #: 949800-01
DAS Project #: 9498.00
Date: 11/07/2025

Proposals Due: November 13, 2025 at 2:00 PM CST

Contents:

- Cover Page – Revisions, Clarifications, Questions and Answers (2 pages)
- Pre-Proposal Meeting Minutes and Sign-In Sheet (4 pages)

Questions and Answers:

1. Will the State remove the ivy from the wall prior to design starting?
 - a) Yes.
2. Can you clarify what existing drawings will be made available?
 - a) Existing PDF and CAD drawings from the retaining wall repair on the west side of the parking lot will be provided. See attached Site Plan from this set of drawings as a reference on area included within plans.
3. What is the expectation for drainage? What was done at the other wall repair?
 - a) 4" subdrain was included at the other wall repair with outlets through the wall 6" above grade. Recommendations for drainage at new wall repairs to be provided by the designer.
4. What is the current budget?
 - a) Construction only was budgeted at \$45,000.
5. Will root treatment or other protective measures be anticipated for the large tree south of the wall?
 - a) It would be the intent that the impact to the tree is minimized as much as reasonably feasible. Potential impacts and protection to the tree will need to be discussed and reviewed during design.
6. What are the limits of the anticipated retaining wall repair?
 - a) Approximately 21' of wall starting at the east drive off Forest Dr. and heading west. This has been highlighted in red on the included Site Plan C101 from the previous project.
7. Do you know where the property line south of the parking lot is located and if there is an easement for the existing drive?
 - a) See attached Site Plan C101 from the previous project. Lot lines are shown on this drawing. Currently there is no known easement.
8. Does the drive to the south of the retaining wall and north of the house need to remain or can this be removed as access to the their parking is south of 2404 Forrest Drive?
 - a) It is anticipated that this drive will need to be shutdown and partially removed for the repairs of the wall. The need for replacement of the drive will be determined by the State during design.
9. Do you have any existing site surveys of this parking lot?
 - a) CAD files of the previous retaining wall project will be made available to the successful designer. See the attached C101 for the extent of survey information that will be provided.

10. Who completed the new retaining wall on the west side of the parking lot and what year?
 - a) This project was completed in 2022. It was designed by Shive-Hattery, work was completed by Neumann Brothers, and DCI Group was the Construction Manager.
11. Has any hazardous materials been tested near the retaining wall?
 - a) No existing hazardous materials reports are available at this time.
12. Provide a list of people at the pre-proposal meeting?
 - a) See attached sign-in sheet.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Nov 4, 2025	Meeting Time	02:00 pm - 03:00 pm Central Time (US & Canada)
Meeting Location	2300 Grand Ave., Des Moines, IA 50312		
Overview	Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.		
Notes			
Attachments	RFP949800-01+-+TH+Parking+Lot+Retaining+Wall+Repairs.pdf , RFP949800-01+-+Attachment+A+-+Existing+Photos.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Garrett Arganbright	DCI Group	P: (515) 244-5043	garretta@dcigroup-us.com	For Distribution Only
Kurt Fisher	DCI Group	P: (515) 244-5043	kurtf@dcigroup-us.com	Present
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Present
James Trower	State of Iowa - Department of Administrative Services		james.trower@iowa.gov	For Distribution Only
Molly Franta	Terrace Hill	P: (515) 242-5841	molly.franta@governor.iowa.gov	For Distribution Only

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description Attendance - Please Sign-In Molly Franta - Administrator and Assistant to the First Gentleman Monty Lovell - Terrace Hill James Trower - DAS Owners Representative Michael Steen - DCI Group Kurt Fisher - DCI Group Garrett Arganbright - DCI Group						
Attachments 9498.00 Sign-in Sheet.pdf						
Official Documented Meeting Minutes See attached sign-in sheet						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p>Description The existing retaining wall on the Southeast side of the parking lot is showing signs of deterioration. Project Specific Scope:</p> <ul style="list-style-type: none"> • Site surveying to determine property boundary lines, utilities, and site features. • The retaining wall is adjacent to an existing asphalt driveway serving an adjacent property. Designer shall review and coordinate with adjacent properties for work that may impact access to their property. This may include, but not be limited to, identification of property lines, temporary work to existing drive for retaining wall rework, and coordination with property owner. • Structural evaluation of existing retaining walls and associated features for potential issues and recommendations for repair. • Complete design for repairs including structural repairs and/or modifications, aesthetic repairs, incorporation of existing or new guardrails if required, parking lot repairs, and site restoration. <ul style="list-style-type: none"> • Design review will be conducted at 100% design development documents, 50% construction documents, and 95% construction documents. • Construction cost opinions provided by the Design Professional team during Design (at 100% design development documents, 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code. • Include at a minimum, ten (10) site visits. Design kick off/site evaluation, 100% design development document review meeting, 50% document review, Pre-bid meeting, Pre-construction kickoff, Construction Field Observation (2), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 95% construction document development will be conducted via conference call. • Submission to DIAL for plan review or exemption <p>Designers shall review RFP Section 1.3 Project Description for additional requirements.</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: 11/06/2025 at 2:00 PM CST • Addendum Issued: 11/07/2025 • Proposals Due: 11/13/2025 at 2:00 PM CST • Selection of Designer/Issue NOI: Week of 11/17 • Execution of 803 Contract: Week of 12/01 <ul style="list-style-type: none"> • Tentative Design Kickoff Meeting: Week of 12/08 • Site Surveying: To Be Proposed by Designer • 100% Design Development Documents and Cost Opinion: To Be Proposed by Designer • 50% Construction Documents and Cost Opinion: To Be Proposed by Designer • 95% Construction Documents and Cost Opinion By: 02/24/2026 • 100% Construction Documents and Cost Opinion By: 03/17/2026 • Contractor Bidding: March – April 2026 • Execution of Contractor's Contract(s): April 2026 • Submittals, Procurement and Construction: To Be Coordinated • Close out: To Be Coordinated 						

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>						

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.



Pre-proposal Meeting

Project: 9498.00 TH Parking Lot Retaining Wall Repairs

Address: 2300 Grand Avenue, Des Moines, Iowa 50312

Meeting Date: 11/04/2025 at 1:00 PM

Questions Due: 11/06/2025 at 2:00 PM

Proposals Due: 11/13/2025 at 2:00 PM

Attendees

Name	Company	Email	Phone
Forrest Martinson	Bolton & Monk	forrest.martinson@bolton-monk.com	515-391-0027
MICHAEL STEEN	DCI GROUP	MICHAEL.S@DCI.GROUP-US.COM	515-975-8348
KURT FISHER	DCI GROUP	KURT.F@DCI.GROUP-US.COM	

A

B

C

D

E

F

1

2

3

4

CP1 CX

CP2 CX

PLACE LARGE ROCK OR STACKED BLOCKS/BRICKS AT GAP BETWEEN NEW WALL AND EXISTING BRICK WALL TO ALLOW FOR BACKFILL - COORDINATE AND ADJUST IN FIELD AS REQUIRED

PCC SIDEWALK

INSTALL EXPANSION JOINT ALONG WALL (TYP)

GRAND AVENUE

SIDEWALK

STEPS

TAPER LAST 24" FROM FULL HEIGHT TO FLUSH WITH PAVING/SIDEWALK

RF 111

RETAINING WALL

4" SUBDRAIN OUTLET THROUGH WALL, 6" ABOVE FINAL GRADE

PCC PAVING

78 FT 4" SUBDRAIN WITH MINIMUM 0.5% SLOPE TO OUTLETS, REFER TO STRUCTURAL

PCC RETAINING WALL, REFER TO STRUCTURAL PLANS

INSTALL METAL EDGING ALONG BACK OF CONCRETE PIERS

BRICK EDGE

6" OF RIVER ROCK OVER WEED BARRIER

6" OF RIVER ROCK OVER WEED BARRIER

6" PCC CURB AND GUTTER

4" SUBDRAIN OUTLET THROUGH WALL, 6" ABOVE FINAL GRADE

OWNER: STATE OF IOWA

SEAL ALL JOINTS (TYP)

SAWCUT CLEAN EDGE PRIOR TO PAVING (TYP)

PCC PAVING

INSTALL TEMPORARY FENCING AS REQUIRED. MAINTAIN ACCESS TO EAST HALF OF LOT. COORDINATE WITH OWNER. STORE ALL MATERIALS WITHIN FENCING.

STRUCTURAL FOOTINGS, REFER TO STRUCTURAL FOR EXACT SIZE AND LOCATION

PCC WALL, REFER TO STRUCTURAL PLANS

RETAINING WALL

6" OF RIVER ROCK OVER WEED BARRIER, PROTECT EXISTING VINES

6" PCC CURB AND GUTTER - TAPER LAST 12" FROM FULL HEIGHT TO FLUSH WITH PAVING

INTENT OF GRADING ON TOP SIDE OF WALL IS TO MATCH EXISTING GRADES ALONG PROPERTY LINE/EXISTING SIDEWALK AND PROVIDE MINIMAL COVER OVER EXISTING CAISSONS. GRADES SHOULD BE ADJUSTED IN THE FIELD AND COORDINATED WITH ENGINEER TO MATCH EXISTING CONDITIONS AND PROVIDE UNIFORM DRAINAGE AND SLOPES.

OWNER: VILLAGE GREEN CO-OP, INC

FOREST DRIVE

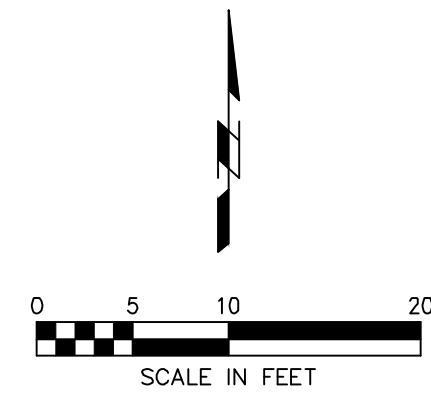
SIDEWALK

ASPHALT

ASPHALT

FND 1/2" IRON ROD

CP3 CX



TERRACE HILL GRAND AVENUE PUBLIC PARKING LOT WALL REPAIR

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES 9268.00 2300 GRAND AVE., DES MOINES, IA 50312

DRAWN BY	KAL
APPROVED BY	CRB
ISSUED FOR	CONSTRUCTION
ISSUE DATE	07/19/2022
PROJECT NUMBER	214220240
FIELD BOOK	

SITE PLAN

C101