

Addendum #01 for RFP948400-01

Project Name: ILEA JOH Hydraulic Elevator Replacement
DAS RFP #: 948400-01
DAS Project #: 9484.00
Date: 8/29/2025

Proposals Due: September 04, 2025 at 2:00 PM CST

Contents:

- Cover Page – Revisions, Clarifications, Questions and Answers (1 page)
- Pre-Proposal Meeting Minutes and Sign-In Sheet (5 pages)
- Photos from Pre-Proposal Walk Through (2 pages)

Revisions:

1. Add the following scope:
 - a) As part of this project, ILEA would like some soils removed and replaced at the area outside where the sump pump discharges.

Questions and Answers:

1. Is there information on the complete mod of the elevator or is it just 2020 code upgrades?
 - a) This is for design only. A future RFB will be issued once design is complete. Also, per the RFP, the scope in Attachment A was completed in a previous project. See the following language from the RFP that pertains to this, "An evaluation (2018), followed by code improvement upgrades (2019), was previously completed on this elevator. Information pertaining to the code upgrades conducted can be found on as an attachment included with the RFP."
2. I want to clarify that this is just for design services correct? Not actually replacing the elevator.
 - a) This is for design only. A future RFB will be issued once design is complete. Also, per the RFP, the scope in Attachment A was completed in a previous project. See the following language from the RFP that pertains to this, "An evaluation (2018), followed by code improvement upgrades (2019), was previously completed on this elevator. Information pertaining to the code upgrades conducted can be found on as an attachment included with the RFP."
3. Did you want a bid for doing the work on attachment A? This is separate from the RFP for Design work?
 - a) This is for design only. A future RFB will be issued once design is complete. Also, per the RFP, the scope in Attachment A was completed in a previous project. See the following language from the RFP that pertains to this, "An evaluation (2018), followed by code improvement upgrades (2019), was previously completed on this elevator. Information pertaining to the code upgrades conducted can be found on as an attachment included with the RFP."

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date Aug 21, 2025 **Meeting Time** 10:00 am - 11:15 am Central Time (US & Canada)

Meeting Location 4640 Burma Road, 7105 NW 70th Ave Johnston, Iowa 50131

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
Travis Hoyle	DCI Group	P: (515) 244-5043	travish@dcigroup-us.com	Present
Michael Steen	DCI Group	P: (515) 244-5043	michaels@dcigroup-us.com	Present
Ryan Kaldenberg	Iowa Law Enforcement Academy (ILEA)	P: (515) 331-5778	ryan.kaldenberg@iowa.gov	Present
Brad Tonyan	State of Iowa - Department of Administrative Services	P: 515-360-7718	brad.tonyan@iowa.gov	Conference

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
Description Attendance - Please sign in						
Official Documented Meeting Minutes See attached sign-in sheet						
Aaron Twedt - OPN Jake Cunliffe - KCL Travis Hoyle - DCI Group Ryan Kaldenberg - ILEA Brad Tonyan - DAS Michael Steen - DCI Group Gloria Duque, Sr. - Bureau Veritas Craig Clabaugh - Metro Elevator						

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
<p>Description</p> <ul style="list-style-type: none"> The complete design, including all design disciplines, for full replacement of one existing Montgomery hydraulic three-stop elevator at the Iowa Law Enforcement Academy in Johnston, IA. <ul style="list-style-type: none"> Currently the elevator is inoperable. Elevator showed signs of leaking hydraulic fluid. Any required video surveillance or visual verification systems shall be included as part of the design and shall be coordinated with the Iowa Law Enforcement Academy, State of Iowa, and Camp Dodge for integration into their existing systems as applicable. Integration with building emergency power for emergency backup power. Integration with building fire alarm systems. Modifications to existing elevator machine room as needed for new elevator equipment, code compliance, security, or otherwise deemed necessary. Connection to the existing building automation system for any new equipment, excluding the elevators. Coordination with Owner's lock set and keying requirements. An evaluation (2018), followed by code improvement upgrades (2019), was previously completed on this elevator. Information pertaining to the code upgrades conducted can be found on as an attachment included with the RFP. ILEA was renovated in 2020 which included some upgrades to the elevator system. Construction cost opinions provided by the Design Professional team during Design (at 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code. 						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> There are existing PDFs and CAD files from the 2020 ILEA Renovation that can be available to the successful designer. The elevator controller was updated during the 2020 renovation project. There is a fire sprinkler in the elevator shaft pit. The elevator shaft is not conditioned and is exterior walls on three sides. A heat tape with sensor and alarm was installed as part of the renovation project to avoid freezing. Ideally, this project would eliminate the need for the heat tape or provide some redundancy. As part of this project, ILEA would like some soils removed and replaced at the area outside where the sump pump discharges. The existing elevator calls out to Camp Dodge. They would like that to continue with the new elevator. 						

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: 08/27/2025 by 2:00 PM Addendum Issued: 8/28/2025 Proposals Due: 9/04/2025 by 2:00 PM Selection of Designer/Issue NOI: Week of 09/08/2025 Execution of Designer's Contract: Week of September 22, 2025 Tentative Design Kick-Off Meeting: Week of September 22, 2025 Onsite Investigation and Design Development: To Be Proposed by Designer 50% Construction Documents and Cost Opinion By: To Be Proposed by Designer 95% Construction Documents and Cost Opinion By: By 11/13/2025 100% Construction Documents and Cost Opinion By: By 11/24/2025 Contractor Bidding: December 2025 Execution of Contractor's Contract(s): January 2026 Submittals, Procurement and Construction: January 2026 to June 2026 Close out: June 2026 						

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</p> <p>Questions received prior to today's meeting:</p> <ul style="list-style-type: none"> • I want to clarify that this is just for design services correct? Not actually replacing the elevator. <ul style="list-style-type: none"> ◦ Yes • Did you want a bid for doing the work on attachment A? This is separate from the RFP for Design work? <ul style="list-style-type: none"> ◦ No, this work was previously completed as part of an elevator code upgrade project in 2019. 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Site Tour				Open
<p>Description</p> <p>Opportunity for interested design firms to tour the project.</p>						
<p>Official Documented Meeting Minutes</p> <ul style="list-style-type: none"> • See photos included with addendum from tour. 						

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.



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Travis Hoyle

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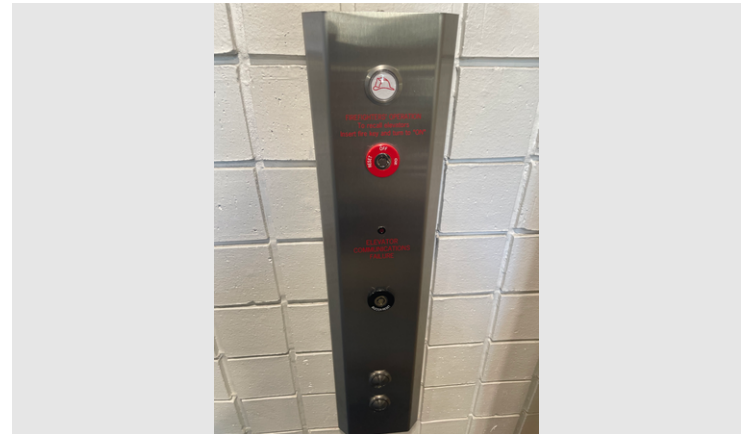
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