

RFP947600-01 ADDENDUM #01

DATE: July 28, 2025

PROJECT: 9476.00 HHS STS New Garage Building

RFP DUE DATE: July 31, 2025 @ 2:00 pm

1. QUESTIONS/CLARIFICATIONS

a. Clarifications

- i. STS wants to expand the gravel parking on the east side of the proposed structure.
- ii. See attached meeting minutes below from the pre-bid meeting held on July 16, 2025.

Q1. Should designers include a Phase 1 Archeological Survey in their fee proposal?

A1. No.

Q2. Are you planning on a pre-engineered structure, when referring to delegated design?

A2. Yes, but the selected designer will be responsible for reviewing the contractor's delegated design to identify concerns with any conflicts with the original design.

Q3. Will the project include structural drawings?

A3. Yes. The structural engineer will be responsible for developing a foundation design, reviewing the structural framing design provided by the awarded contractor, and verification or adjustment to the foundation design as needed to be compatible with the structural framing design.

Q4. Where is parking anticipated?

A4. Parking for the new building is anticipated to be gravel lots on the east side of the building between the building and the road and gravel inside the building.

Q5. What types of vehicles will be parked in the garage?

A5. Mainly just vans and maybe a box truck from time to time.

Q6. Will there be drains in the garage?

A6. No, we do not anticipate needing any drains.

Q7. Will the delegated design engineer need to be licensed in the State of Iowa?

A7. Yes.

Q8. Are there existing civil drawings?

A8. Yes, there are some drawings that will be provided for the selected designer, but all the information will need to be verified.

Q9. There is mention in the RFP of the new garage not requiring heating, cooling, or a water supply. It is not specifically referenced, but is the intent that a garage exhaust ventilation system will NOT be needed? Or should we assume that a garage exhaust/ventilation system will be required?

A9. This will only be included if it is required by code.

Q10. Will there need to be any security design required for the new garage (card access, cameras, etc.)?

A10. No.

Q11. It was mentioned during the pre-proposal meeting that the building will be a pre-engineered structure. Could you please confirm whether it is intended to be a wood or steel pre-engineered building?

A11. This will be determined during design. The intent is to go with the most economical option.

RFP Pre-Proposal Minutes: Meeting #1

Meeting Date	Jul 16, 2025	Meeting Time	01:00 pm - 02:00 pm Central Time (US & Canada)
Meeting Location	3211 Edgington Ave, Eldora, IA 50627	Video Conferencing Link	https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDU4MWNkYzEtNDc4Yi00YTg0LTgwODYtZDgxODdjYTk0Mzc1%40thread.v2/0?context=%7b%22Tid%22%3a%22c6c429d4-d18c-4ab8-a9a8-f0c82d33f945%22%2c%22Oid%22%3a%22ae371dc3-8cb9-45a9-9e8b-dd95fbacb6ce%22%7d

Overview Meeting to allow prospective design firms to visit the project site, when possible, and learn more about the scope.

Notes

Attachments [RFP947600-01 HHS STS New Garage Building_FINAL.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Parker Badding	McGough Construction		parker.badding@mcgough.com	
Adam Douglas	McGough Construction		adam.douglas@mcgough.com	
Jennifer Kleene	State of Iowa - Department of Administrative Services	P: (515) 725-0454	jennifer.kleene@iowa.gov	
Ryan Schrage	State Training School	P: (614) 858-7402 ext. 4103	ryan.schrage@hhs.iowa.gov	

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description <ul style="list-style-type: none"> Attendance <ul style="list-style-type: none"> McGough <ul style="list-style-type: none"> Parker Badding Adam Douglas DAS <ul style="list-style-type: none"> Jennifer Kleene State Training School <ul style="list-style-type: none"> Ryan Schrage 				

Official Documented Meeting Minutes

- 07/21/25
 - Attendance
 - Rains Architecture
 - FEH Design
 - Farnsworth Group
 - IMEG
 - Bishop Engineering
 - Substance Architecture
 - McGough Construction
 - State Training School
 - DAS
 - Horizon Architecture
 - HDM Associates
 - CMBA Architects
 - One Eleven Design Collective
 - CCS International

Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Scope Review				Open
Description <ul style="list-style-type: none"> • The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for the development of construction documents for a new garage building for vehicle storage at the STS campus. • The following design services will be needed <ul style="list-style-type: none"> ◦ Creation of construction drawings and specifications for the HHS STS New Garage Building project indicating the construction of a new vehicle storage garage. Building to be roughly 3,200 SF with metal siding roof and wall panels, (7) overhead doors, (1) exterior walk door with concrete pad, and a rock slab. <ul style="list-style-type: none"> ▪ Civil drawings indicating grading, utilities, drives, and parking ▪ Architectural floor plan, building elevations, and finish plans ▪ Structural footing design ▪ Electrical design to bring power to the building and provide code required lighting, power outlets, and overhead door operators. ▪ There are currently no plans to have heating, cooling or water supply for the building. ▪ It is the intent that the building structure, shell, roof, and insulation system will be delegated design to the awarded contractor. The designer will be required to review the contractor's delegated design identifying concerns with any conflicts with the original design. ▪ Specifications for the above-mentioned items ◦ This project will require coordination with SHPO. Please see the following statement(s) from SHPO below: <ul style="list-style-type: none"> ▪ SHPO may recommend a Phase I survey, depending on the selected location. The middle location shown in Exhibit A is not expected to need an archaeological survey and is the first choice. ▪ Regarding the proposed building: SHPO recommends minimizing the roof pitch and selecting an exterior color similar to the historic buildings. 						
Official Documented Meeting Minutes <ul style="list-style-type: none"> • 07/21/25 						

- N/A

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Schedule Review				Open
Description RFP-Specific Dates <ul style="list-style-type: none"> • Questions Due to construction.procurement@iowa.gov: 07/22/25 @ 3:00 PM • Addendum Issued: On or before 07/25/25 • Proposals Due: 07/31/25 @ 2:00 PM • Selection of Designer/Issue NOI: Week of 08/04/25 • Execution of 803 Contract: Week of 08/11/25 <ul style="list-style-type: none"> • Tentative Design Kickoff Meeting: Week of 08/18/25 • 100% DD and Cost Opinion: Design professional to propose in RFP schedule • 95% CD and Cost Opinion: Design professional to propose in RFP schedule • 100% CD and Final Cost Opinion: 10/10/25 • Contractor Bidding: October to November 2025 • Execution of Contractor's Contract(s): November to December 2025 • Submittals, Procurement, and Construction: December 2025 to May 2026 • Closeout: May 2026 to June 2026 						
Official Documented Meeting Minutes <ul style="list-style-type: none"> • 07/21/25 <ul style="list-style-type: none"> ◦ N/A 						

RFP Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFP Requirements Review				Open
Description <ul style="list-style-type: none"> • All questions to be directed to construction.procurement@iowa.gov <ul style="list-style-type: none"> ◦ Do not email questions to McGough, STS, or DAS • 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).
 - 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.

Official Documented Meeting Minutes

- 07/21/25
 - N/A

Conclusion

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Designer Questions				Open
Description Any questions?						
Official Documented Meeting Minutes <ul style="list-style-type: none"> • 07/21/25 <ul style="list-style-type: none"> ◦ Should designers include a Phase 1 Archeological Survey in their fee proposal? ◦ Are you planning on a pre-engineered structure, when referring to delegated design? ◦ Will the project include structural drawings? ◦ Where is parking anticipated? ◦ What types of vehicles will be parked in the garage? ◦ Will there be drains in the garage? ◦ Will the delegated design engineer need to be licensed in the State of Iowa? ◦ Are there existing civil drawings? ◦ Clarifications: <ul style="list-style-type: none"> ▪ STS also wants to expand the gravel parking on the east side of the proposed structure, and possibly on other sides? • <ul style="list-style-type: none"> ◦ All questions will be answered in Addendum 01. 						

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.