

ADDENDUM NO. 1

Date: 11/20/25

Project Name: 949900-01 Iowa PBS Parking Lot Replacement and Auditorium Walkway

DAS RFB #: 949900-01

DAS Project #: 9499.00

BIDS DUE: 11/25/25

The original Project Manual and Drawings for the project noted above are amended as noted in this Addendum. Included in this Addendum are Specification, Architectural, & Engineering items.

Please review all sheets and incorporate them into your set of Contract Documents.

The receipt of this Addendum shall be acknowledged by inserting its number and date in the space provided on the Bid Form.

This Addendum consists of:

General Items:

1. See attached meeting minutes from the RFP Meeting.
2. Scope Add: Include design of replacing existing sidewalks adjacent to the building the with new as part of the project.
3. Include necessary provisions for SWPP if required by code
4. Questions received by Procurement:
 - a. Will City of Johnston Site Plan Review or Storm Water Calculations be required for this project, specifically in the evaluation of the stormwater control for the parking lot.
 - i. No city storm water calculations will be required for review.
 - ii. Permit/Exemption will be through the State Building Code Office. Designer to submit to DIAL, determining permitting requirements.
 - b. It appears the last 9 pages (section 2 thru 5) are repeated and identical. Was this intentional?
 - i. No, that was not intentional and one copy can be disregarded if identical.
 - ii. Attached is the originally issued RFP.
 - c. Should a boundary survey be provided for 6535 Corporate Drive? Or is only a topographic survey required?
 - i. Only a limited topographic survey should be conducted to properly direct storm water away from the building and towards drainage outlets.
 - d. Item 1.3.9 states the designer shall include any and all survey work required for completion of project. Is it acceptable to assume the construction staking will be completed by the contractor and included with their bid, and thus we should not include construction staking in our proposal?

- i. No staking will be required by the design firm. Staking will be responsibility of contractor for construction.
- e. Is there a construction budget associated with the project(s)?
 - i. 9499.00 – Estimated total cost of construction: \$450,000.00
 - ii. 9512.00 – Estimated total cost of construction: \$27,000.00
- f. Will the reconstruction of the parking lot need to be phased and/or will a phasing plan need to be prepared?
 - i. Yes, construction will need to be phased to allow parking for tenants and visitors. Assume two (2) phases.
- g. It is assumed the Construction Manager will be responsible for obtaining any necessary permits for construction. Please verify.
 - i. Designer to determine permitting requirements and prime contractor(s) to receive permits for work. Any additional permits required by the contractor will be by contractors.
- h. Should we anticipate needing to assess the pavement condition and adjusting the construction scope using a unit price provided by the awarded contractor?
 - i. No, anticipate a full replacement of the parking lot.
- i. How many boring are expected to be conducted?
 - i. Designer to include their recommended number of boring to confirm suitable subsurface for parking lot replacement. Please include a unit price for additional borings above recommended amount.
- j. What are the expectations for staking services?
 - i. No staking will be required by the design firm. Staking will be responsibility of contractor for construction.
- k. Will both projects be bid at the same time?
 - i. Yes, that would be the plan. However, there may be separate pre-bid meetings times for each project.

RFP 949900-01 Pre-Proposal Meeting Minutes: Meeting #1

Meeting Date Nov 12, 2025 **Meeting Time** 02:00 pm - 03:00 pm Central Time (US & Canada)
Meeting Location 6535 Corporate Drive, Johnston, IA 50131 **Video Conferencing** [Join Meeting Link](#)

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

Notes

Attachments [RFP949900-01 - Iowa PBS Parking Lot Replacement and Miscellaneous Items.pdf](#)

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
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	
Jamie Dye	Iowa PBS	P: (515) 725-9829	james.dye@iowapbs.org	Present
Michelle Wendel	Iowa PBS	P: (515) 725-9828	michelle.wendel@iowapbs.org	Present
Brandon Adams	State of Iowa - Department of Administrative Services		brandon.adams@iowa.gov	
Oliver Shimp	State of Iowa - Department of Administrative Services		oliver.shimp@iowa.gov	Present

Introduction

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Introductions				Open
		Description				Please fill out the sign-in form
		Attachments				949900-01 - Pre-Proposal - 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 6535 Corporate Drive, Johnston, IA (Project 9499.00) • Removal and Replacement of Parking Lot 6450 Corporate Drive, Johnston, IA (Project 9515.00) • Removal and Replacement of existing retaining walls at Exit Door • Connection of Auditorium Stoop to nearest sidewalk</p> <p>This RFP will result in one (1) design contract working on two (2) projects.</p> <p>Attachments RFP949900-01 - Iowa PBS Parking Lot Replacement and Miscellaneous Items.pdf</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"> • All Questions Due to construction.procurement@iowa.gov: 11/18/25 • Last Addendum Issued: 11/21/25 • Proposals Due: 11/25/25 • Selection of Designer/Issue NOI: Week of 12/1/25 • Execution of 803 Contract: Week of 12/8/25 • Tentative Design Kickoff Meeting: Week of 12/15/25 • 100% DD: To be coordinated with selected design firm • 50% CD and budget: To be coordinated with selected design firm • 95% CD: To be coordinated with selected design firm • 100% CD and budget: February 27, 2026 • Contractor Bidding: March 2026 • Execution of Contractor's Contract(s): April 2026 • Submittals, Procurement and Construction: May to July 2026 • Closeout: August 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 						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
			<ul style="list-style-type: none"> • 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
		Description Any questions?				
		Official Documented Meeting Minutes How many borings are expected to be conducted? To be answer via addenda What are the expectations for staking services. To be answered via addenda What are estimated budgets: Parking Lot Replacement Construction Cost budget of \$450,000 and Fire Exit Door Work Construction Cost budget of \$27,000. Will both projects be bid at the same time? To be answered via addenda Is the trash enclosure replacement to be included in the project? Yes, a new trash enclosure design to be included about the scope. Are any as-builts available for the existing parking lot? Team did not think so but will do research and update via addenda. Are sidewalks to be replaced as part of the project? Yes, include replacing sidewalks as part of design scope. Is the facility open to adjusting the ADA layout? Yes, ADA adjustments to provide a better experience is acceptable.				

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.

**STATE OF IOWA
REQUEST FOR PROPOSALS
PROFESSIONAL DESIGN SERVICES**

RFP COVER SHEET

Administrative Information

RFP Number	RFP 949900-01	Title of RFP	Iowa PBS Parking Lot Replacement and Auditorium Walkway
Agency	Iowa Department of Administrative Services (DAS)		
Project Description	<p>The State of Iowa Department of Administrative Services (DAS) is seeking professional design services at two (2) facilities.</p> <p>6535 Corporate Drive, Johnston, IA (Project 9499.00)</p> <ul style="list-style-type: none"> • Removal and Replacement of Parking Lot <p>6450 Corporate Drive, Johnston, IA (Project 9515.00)</p> <ul style="list-style-type: none"> • Removal and Replacement of existing retaining walls at Exit Door • Connection of Auditorium Stoop to nearest sidewalk <p>This RFP will result in one (1) design contract working on two (2) projects.</p>		
<p>State Issuing Officer: Michael Bradbury Issuing Officer Iowa Department of Administrative Services Hoover State Office Building, Level 3 1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515-823-9327 Email: construction.procurement@iowa.gov</p>			
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)
State Posts Notice of RFP on TSB website			10/30/25
State Issues RFP			11/01/25
Pre-Proposal Conference Location and Address: Is Pre-Proposal Conference mandatory? No If a map is needed, contact the Issuing Officer.			11/12/2025 2:00 PM 6535 Corporate Drive, Johnston, IA 50131
Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement			11/18/2025 5:00 PM
Proposals Due			11/25/2025 2:00 PM
Relevant Websites			
Website where Addenda to this RFP will be posted http://bidopportunities.iowa.gov			
Website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf			
Number of Copies of Proposals Required to be Submitted: 1 Digital			
Firm Proposal Terms			
The minimum number of days following the deadline for submitting Proposals that the firm guarantees all proposal terms, including price, will remain firm is 120 Days.			

1.1 INTRODUCTION

The Iowa Department of Administrative Services (DAS) is seeking proposals from qualified and available Design companies for services, per RFP cover page, and as outlined in the following (Sections 1.2 - 1.3). The successful proposal must:

- For the staff that will be assigned, identify and describe qualifications, experience, and expertise in providing services for similar, or relevant, projects.
- For the staff that will be assigned, provide a list of past similar or relevant projects completed in the last 5 years, and include brief descriptions of what the projects entailed and a contact name and phone number (reference). In addition provide estimated project cost, final project cost at acceptance, and whether it was completed on time.
- Describe the composition of your team. Identify staff to be assigned. Provide resumes of key individual(s) including education, relevant experience, and certifications/licensing. NOTE: Any responding company and/or consultant that is part of the project design services cannot receive an award from the resulting request for bid of construction services.
- Describe the cost estimating, status reporting, and cost reporting procedures you utilize.
- Describe computer program/software capabilities and expertise you utilize. Please describe your experience.
- Provide a copy of your organizational chart.
- Describe your experience, if any, on designing similar or relevant projects for the State of Iowa.
- Provide the hourly rates, and anticipated hours by position, for all persons (including sub-consultants) that will be assigned to the project. Also provide an estimated fee total.
- Identify desired reimbursable charges (the State has limitations, per State of Iowa Accounting Policies and Procedures 210.245), and all other charges.

1.2 SCHEDULE

DAS is seeking a firm that can commence work upon execution of a contract. Time is of the essence.

Execution of Designer’s Contract	Week of 12/8/25
Tentative Design Kick-Off Meeting	Week of 12/15/25
100% Design Development Documents and Cost Opinion By	To Be Coordinated
50% Construction Documents and Cost Opinion By	To Be Coordinated
95% Construction Documents and Cost Opinion By	To Be Coordinated
100% Construction Documents and Cost Opinion By	February 27, 2026
Contractor Bidding	March 2026
Execution of Contractor’s Contract(s)	April 2026
Submittals, Procurement and Construction	May 2026 to July 2026
Close out	August 2026

1.3 PROJECT DESCRIPTION

Construction Manager (Boyd Jones) has been engaged for this Project to serve as advisor to DAS and to provide assistance in administrating the Contract for Design between DAS and the Designer according to separate contract between DAS and Construction Manager. DAS is currently seeking design services from qualified firms for a project consisting of design work at two (2) facilities:

6535 Corporate Drive, Johnston, IA

- Removal and Replacement of Parking Lot
- Designer to provide geotechnical investigation of the soils underneath the paving and provide recommendations, as well as design, for any improvements based on the findings of the investigation
- Designer is responsible for all survey work and shall provide control points for the selected contractor during construction
- Evaluation shall include review on site drainage and building runoff. Design shall incorporate any modifications needed for site drainage.

6450 Corporate Drive, Johnston, IA

- Removal and Replacement of existing retaining walls at Exit Door
- Connection of Auditorium Stoop to nearest sidewalk
- Designer is responsible for all survey work and shall provide control points for the selected contractor during construction

Design services shall include:

- 1.3.1** The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.
- 1.3.2** All design disciplines necessary to complete the scope of work.
- 1.3.3** Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.
- 1.3.4** Use of the State of Iowa's construction management software program for uploading all documents, submitting and approving pay apps, and construction administration. The cost for the use of the software is paid by the Owner.
- 1.3.5** Evaluate storm water control at 6535 Corporate Drive Parking Lot
- 1.3.6** Existing CAD/PDF drawings will be provided to the successful design firm. Accuracy of drawings shall be verified by the design firm. {Include only if OR confirms that there are drawings available}
- 1.3.7** Field examination of the existing buildings.
- 1.3.8** Design for scope of work. Provide material recommendations based on experience, quality, and price. Recommendations for replacements and upgrades shall include non-proprietary equipment and systems.
- 1.3.9** Designer shall include any and all survey work required for completion of project.
- 1.3.10** Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
- 1.3.11** Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- 1.3.12** Designer shall assist Construction Manager in the evaluation of long lead times.
- 1.3.13** Quality control during Design, Preconstruction and Construction.
- 1.3.14** Compliance with all Federal, State, and applicable AHJ codes.
- 1.3.15** Completion of State building and energy code documents, as required.
- 1.3.16** Design review will be conducted at 100% design development documents, 50% construction documents, and 95% construction documents. Dates for design review meetings to be coordinated with the design and project team and set no later than the design kickoff meeting. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum. Drawings,

specifications and cost opinions (if applicable) shall be provided at least five days prior to each review meeting. An additional review meeting may be required at the end if there are discrepancies in cost opinions or constructability review questions.

- 1.3.17** Review with the Department of Inspections, Appeals, and Licensing's Building Code Bureau for approval of plans or exemption from review. All fees associated with the Bureau are the responsibility of the designer.
- 1.3.18** Develop and distribute agendas and meeting minutes for all meetings during the design phase.
- 1.3.19** Construction cost opinions provided by the Design Professional team during Design (100% design development documents, 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code.
- 1.3.20** Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.
- 1.3.21** Provide bid alternates as determined during the course of design and bid package development.
- 1.3.22** Assist Owner and Construction Manager in obtaining bids from qualified contractors.
- 1.3.23** Construction administration, including creation of the submittal and closeout items log, review of and responses to submittals and closeout documentation, RFIs, proposal requests, change orders, pay applications, periodic site visits, attendance at project meetings as required, participation / development of contractor punch list, closeout documentation review and approval, certificates of substantial completion, and certificates of final completion, as well as development of Architectural Supplemental Instructions for design revisions, and punch lists within the construction management software program.
- 1.3.24** Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period.
- 1.3.25** Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.
- 1.3.26** Acknowledgement that all documents are copyright to the State of Iowa and shall be turned over to the State of Iowa in their native computer format. Any ASIs/RFIs/PRs and addendums will be expected to be incorporated before final posting. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the project.
- 1.3.27** The Department requests lump sum pricing from the respondents to this RFP, with the lump sum base scope price being inclusive of all reimbursables, such as printing, mileage and travel expenses. The Department requests the fee proposal from the respondents to this RFP be broken down as follows. These breakdown prices will be used as the schedule of values for billing purposes.
 - 1.3.27.1** Per Project Number then by:
 - 1.3.27.2** Design Development Documents
 - 1.3.27.3** Construction Documents
 - 1.3.27.4** Bidding or Negotiation Assistance
 - 1.3.27.5** Construction Phase

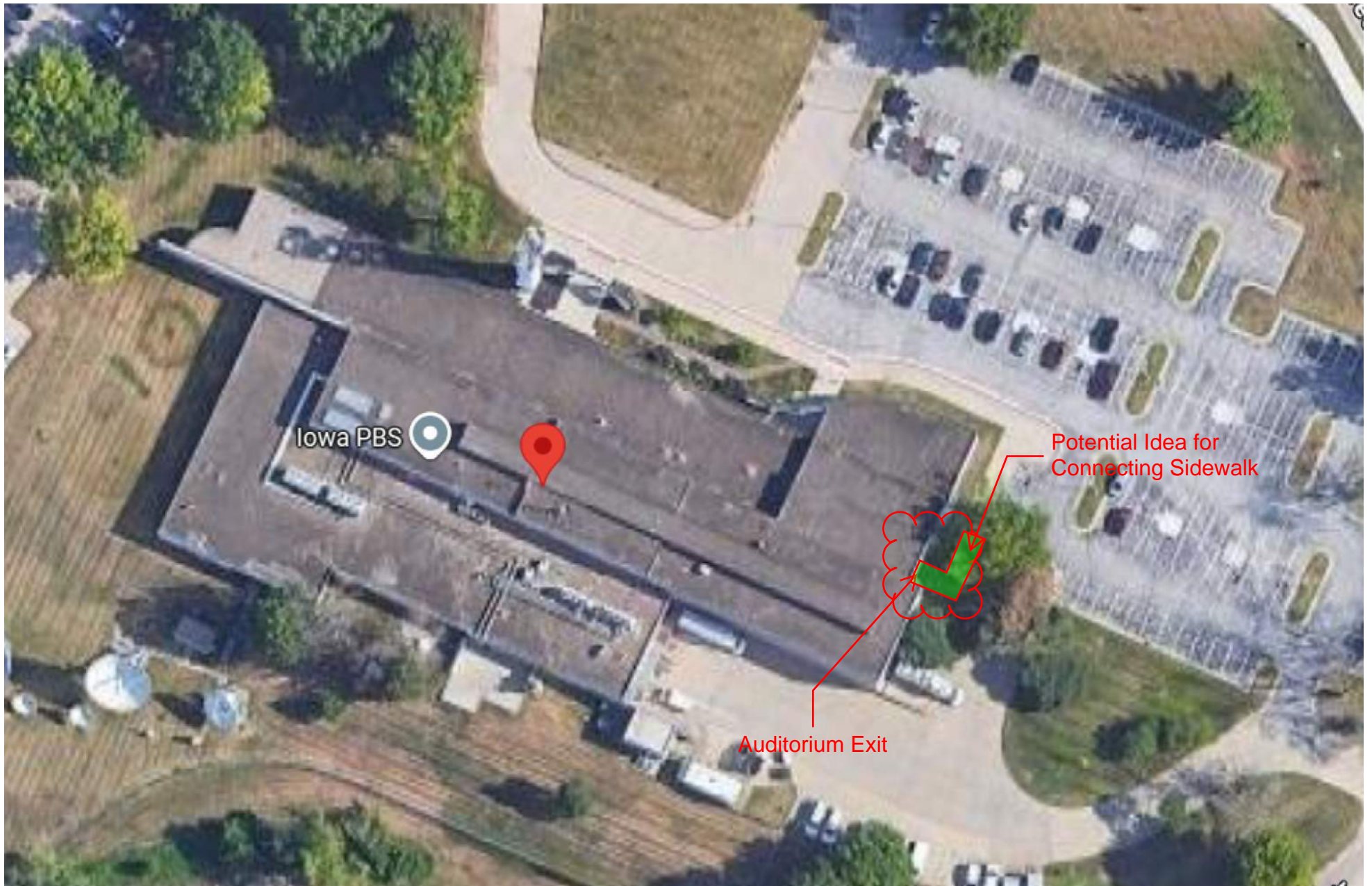
Include at a minimum, ten (10) site visits. Design kick off/Building evaluation, 100% design development document review meeting, 50% document review, Pre-bid meeting, Pre-construction kickoff, Construction Field Observation (2), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 95% construction document development will be conducted via conference call. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit. This unit price will be additive or deductive based on the number of actual visits made.

*See attached aerial view of project sites

6535 Corporate Drive, Johnston, IA 50131



6450 Corporate Drive, Johnston, IA 50131





**Existing Auditorium
exit door, retaining
walls and walkway**

2 – ADMINISTRATIVE ISSUES

2.1 GENERAL INFORMATION

- 2.1.1 DAS will evaluate the qualifications, experience, and other relevant information from companies interested in contracting with the State of Iowa to provide the necessary services to complete the project described in this RFP.
- 2.1.2 Companies certified as Targeted Small Businesses are encouraged to submit Proposals. The Iowa Department of Economic Development administers the Targeted Small Business (TSB) Program. Businesses meeting the requirements of the program are approved and registered with the Department of Economic Development and are considered Targeted Small Businesses for purposes of this RFP and most other solicitations issued by DAS. Questions concerning the TSB Program and for identification of companies certified as Targeted Small Businesses, contact the TSB Certification office in the Department of Economic Development at (515) 348- 6159.

2.2 INQUIRIES

- 2.2.1 All inquiries concerning this RFP shall reference the RFP number and shall be provided (via email) to the issuing officer email address identified on the cover page of this RFP. Addenda type questions must be submitted per Schedule, Section 1.2.
- 2.2.2 Any information provided by prospective companies orally shall not be considered part of the company's Proposal.
- 2.2.3 DAS assumes no responsibility for representations concerning conditions made by its officers or employees prior to the execution of a contract. Oral discussions pertaining to modifications or clarifications of this RFP shall not be considered part of this RFP and are not binding.

2.3 PREPARATION OF THE PROPOSAL

- 2.3.1 **Proposals must be submitted on the Iowa [IMPACS Electronic Procurement System](#).** Prospective companies are solely responsible for timely submission.

2.4 DATE, TIME AND PLACE TO SUBMIT PROPOSALS

- 2.4.1 As stated above the proposal must be submitted on the Iowa IMPACS Electronic Procurement System
- 2.4.2 The Proposal must be submitted into IMPACS, on or before 2:00 pm, central time on the Proposal due date.

2.5 ECONOMY OF PRESENTATION

Proposals shall address the specific RFP requirements. All questions posed by the RFP shall be answered clearly and concisely.

2.6 RFP CHANGES AND ADDENDA

Written Addenda will serve to amend the RFP documents accordingly.

2.7 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of a response to this Proposal, the Company certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

- 2.7.1** Any prices or hourly rates in this Proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competitor.
- 2.7.2** Unless otherwise required by law, any prices or hourly rates which have been provided in this Proposal shall not knowingly be disclosed by the Firm, directly or indirectly, to any competitor prior to the notice of intent to award a contract for services.
- 2.7.3** No attempt has been made or shall be made by the Company to induce any other person or Company to submit or not to submit a Proposal for the purpose of restricting competition.
- 2.7.4** Each person signing this Proposal certifies that:
 - 2.7.4.1** He/she is the person in the Firm's organization responsible within that organization for the decision as to any prices being offered herein, or
 - 2.7.4.2** He/she is not the person in the Firm's organization responsible within that organization for the decision as to any prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decision, and
 - 2.7.4.3** Any offer made by the submitted Proposal and any clarifications to that Proposal shall be signed by an officer of the offering Company or a designated agent empowered to bind the Company in a contract.

2.8 NOTICE OF INTENT TO AWARD

After the successful Company has been selected, a copy of the *Notice of Intent to Award* will be issued to all Companies who submitted Proposals in response to this RFP.

2.9 WITHDRAWAL OF PROPOSALS

Prospective Companies may withdraw, modify, and/or resubmit at any time prior to the date and time set for the receipt of Proposals. Once the time set for receipt of Proposals has passed, a Company shall not withdraw a Proposal for a period of sixty (60) days following the issuance of the Notice of Intent to Award a contract. Proposals shall remain open and valid for consideration by DAS throughout this period of sixty days, and until such time thereafter that written request to withdraw a Proposal is received by DAS.

2.10 DISPOSITION OF PROPOSALS

All Proposals become the property of DAS and disposition of the Proposals shall be at the sole discretion of DAS.

2.11 DISCLOSURE OF PROPOSAL CONTENT

Proposals will be placed in the public domain and be available for examination by interested parties. No Proposals shall be disclosed until after a *Notice of Intent to Award* has been issued. DAS reserves the right to destroy all Proposals if the RFP is withdrawn or otherwise in the normal course of business. Trade secrets or proprietary information legally recognized as such and protected by law may be withheld if they are clearly and conspicuously labeled "Proprietary" in the margin of each individual page where they appear in the Proposal. Pricing information is not normally considered proprietary.

Public Records and Requests for Confidential Treatment.

The Agency's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Contractors may not request confidential treatment with respect to pricing information and transmittal letters. A contractor's request for confidentiality that does not comply with this section or a contractor's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting contractor's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.

If Agency receives a request for information that Contractor has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Contractor shall, at its sole expense, appear in such action and defend its request for confidentiality. If Contractor fails to do so, Agency may release the information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Contractor fails to comply with the request process set forth herein, if Contractor's request for confidentiality is unreasonable, or if Contractor rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

2.12 PROPOSAL EVALUATION AND AWARD

The contract shall be awarded to the Company determined to be the best qualified to provide the services required under this RFP and the best value to the State.

2.13 GRATUITIES

The laws of Iowa provide that it is a felony to offer, promise, or give anything of value or benefit to a State employee with the intent to influence that employee's acts, opinions and judgment or exercise the discretion with respect to that employee's duties. Evidence of violations of this statute will be turned over to the proper prosecuting attorney.

Note: The State provides reimbursement to its employees for their transportation, lodging, meals, and miscellaneous expenses that are deemed necessary.

2.14 CONFLICTS BETWEEN TERMS

DAS reserves the right to accept or reject any exception taken by a prospective Company to the terms and conditions of this RFP. Should a prospective Company take exception to the terms and conditions required by DAS, the Firm's exceptions may be rejected and the entire Proposal declared non-responsive. DAS may elect to negotiate with the Company regarding contract terms or the contents of the Firm's Proposal.

2.15 IOWA STATUTES AND RULES

The terms and conditions of this RFP, the resulting contract, or activities based upon this RFP shall be construed in accordance with the laws of Iowa.

2.16 COSTS FOR PREPARATION OF PROPOSALS

No payments will be made to cover costs incurred by any Company in the preparation or the submission of this RFP, nor for any other associated costs.

2.17 NEWS RELEASES

News releases or other materials made available to the public, the Firm's clients, or potential clients pertaining to this procurement or any part of the Proposal shall not be made without prior written approval from DAS.

2.18 MISCELLANEOUS

- 2.18.1** DAS reserves the right to accept or reject any part of any Proposal, and to accept or reject any or all Proposals without penalty.
- 2.18.2** DAS reserves the right to waive minor deficiencies and informalities if, in the judgment of DAS, the best interests of the State of Iowa will be served.
- 2.18.3** DAS reserves the right to make a written request for additional information from a Company to assist in understanding or clarifying a Proposal. Any information received shall not be considered in the evaluation of the Firm's Proposal if it materially alters the content of said Proposal.

Section 3 – CONTRACT TERMS AND CONDITIONS

3.1 ELEMENTS OF CONTRACT

- 3.1.1** No contract relationship is created or implied by DAS from the acceptance of a proposal or an interview with a company in response to this RFP.
- 3.1.2** No contract relationship is created or implied by DAS from the acceptance of a proposal or an interview with a company in response to this RFP.
- 3.1.3** The proposed form of contract between the Company and the State will be a revised Consensus Doc 803, which will be modified to include the following:
 - 3.1.3.1** Incorporation, by reference, of this Request for Proposal and subsequent addenda and the Proposal submitted by the successful Firm in response to this RFP.
 - 3.1.3.2** Professional liability insurance in the amount of \$2 million will be required. See Exhibit A – Sample Insurance Certificate.
 - 3.1.3.3** The proposed project fee, start dates, and scheduling of the selected Firm’s services shall be established during negotiations.
 - 3.1.3.4** *Iowa Code* Section 8.47, The Accountable Government Act, requires that the terms and conditions of service contracts shall include the following:
 - 3.1.3.4.1** The amount or basis for paying consideration to the party based on the party’s performance under the service contract.
 - 3.1.3.4.2** Methods to effectively oversee the party’s compliance with the service contract.
 - 3.1.3.4.3** Methods to effectively review performance of a service contract.
 - 3.1.3.5** Other terms, mutually agreeable to the State and the Firm, may be developed during negotiations with the selected Firm.
- 3.1.4** Other contract forms, as mutually agreeable, may be utilized as appropriate for additional services directly associated with this project.
- 3.1.5** This RFP does NOT establish a statewide contract.

Section 4 –REQUIREMENTS

All services to be provided by the Firm shall take into account the following assumptions:

4.1 MINIMUM FIRM QUALIFICATIONS

- 4.1.1** Firms, other than Sole Proprietorships and General Partnerships, shall be registered with the Office of the Iowa Secretary of State.
- 4.1.2** The selected Firm shall have sufficient, qualified staff to deliver the services needed. Per Chapter 26 of the Iowa Code regarding construction bids: A governmental entity shall have an engineer licensed under chapter 542B, a landscape architect licensed under chapter 544B, or an architect registered under chapter 544A prepare plans and specifications, and calculate the estimated total cost of a proposed public improvement.
- 4.1.3** The selected Firm shall have the resources and capabilities and the commitment to complete the required work in an efficient and timely manner, within the time period specified/negotiated.
- 4.1.4** DAS reserves the right to require proof of a submitting Firm's financial stability.
- 4.1.5** Failure to adhere to these instructions may be grounds for a Firm's Proposal to be found non-compliant with requirements of this RFP, and may be cause for rejection of the Proposal.

4.2 PROPOSAL CONTENT

Please do not exceed 10 MB on the file size of your proposal. The Proposal shall consist of the following elements in the order given below, and shall be limited to thirty (30) single pages or less, not including dividers, cover page, or resumes:

- 4.2.1** Letter of Transmittal/Statement of Interest including understanding and compliance with all requirements in this RFP (note section 4), email address for contact person, and acknowledgment of any addenda.
- 4.2.2** Executive Summary of the Proposal.
- 4.2.3** Response to all things in Sections 1 (1.1-1.3) and Section 4.
- 4.2.4** Company information regarding Organizational Stability, and Financial Strength (or provide Bank or Accountant reference).
- 4.2.5** Overview and Discussion of Offered Services including Approach and Methods (reference Section 1).
- 4.2.6** Estimated fee total, hourly rates, and anticipated hours by position per Section 1.1(8).

Section 5 – PROPOSAL EVALUATION, SELECTION, AND AWARD

5.1 EVALUATION PROCEDURES

- 5.1.1** Proposal packages will be opened by the Issuing Officer and the names of all Companies who submitted Proposals will be released upon request.
- 5.1.2** The Issuing Officer will review the proposals for compliance with the RFP instructions/requirements.
- 5.1.3** The Issuing Officer will retain non-compliant Proposals.
- 5.1.4** Copies of proposals determined by the Issuing Officer to be compliant with the RFP will be evaluated.
- 5.1.5** Evaluation criteria is shown in 5.2.2
- 5.1.6** All answers provided to the questions asked in this RFP are subject to verification. Misleading answers shall be grounds for disqualification at any stage in the procurement process.
- 5.1.7** DAS reserves the right to make a written request for additional information from a prospective Company to assist in understanding or clarifying a Proposal.
- 5.1.8** The Companies with the highest scoring Proposals may be selected for interviews.

5.1 SELECTION PROCEDURES

- 5.1.1** A Selection Committee will be formed to evaluate all compliant proposals. The committee's size and membership will be determined at the sole discretion of DAS.
- 5.1.2** Criteria for evaluating the proposals:
 - 5.2.1.1** Qualifications (experience and expertise of staff assigned for similar projects), firm's capabilities and financial stability.
 - 5.2.1.2** Approach and Proposed Methods.
 - 5.2.1.3** The Firm's proposed schedule with respect to the State's needs.
 - 5.2.1.4** Stipulated Fee, hourly rates, and anticipated hours by position per Section 1.1(8).
 - 5.2.1.5** Interviews (optional)

5.3 AWARD OF CONTRACT

- 5.3.1** After selection, DAS will meet with the Firm for the purpose of negotiating an Agreement that is acceptable to both parties. In the event that the parties do not achieve an acceptable agreement, DAS reserves the right, at its sole discretion, to negotiate with other RFP respondents.
- 5.3.2** Should the above process not result in a contract, DAS will re-evaluate relevant issues and take appropriate follow-up action.

