

REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information:

TITLE OF RFP:	Des Moines Airbase Design A/E Selection	RFP Number:	2020-001AE
Agency:	Department of Public Defense / Iowa National Guard		
State seeks to purchase:	Architectural and Engineering Services	Available to Political Subdivisions?	No
Number of mos. or yrs. of the initial term of the contract:	6 years	Number of possible annual extensions:	N/A
Initial Contract term beginning:	Approx. 14 March 2020	Ending:	Date: Undetermined
State Issuing Officer:			
Name: Jocelyn Brincks (jocelyn.brincks@iowa.gov)			
Phone: 515 252-4522			
Address: Bldg W-41, Camp Dodge 7105 NW 70th Ave Johnston, IA 50131-1824			
PROCUREMENT TIMETABLE—Event or Action:		Date/Time (Central Time):	
Agency Issues RFP		21 January 2020	
Pre-Proposal Conference Location and Address: Camp Dodge, Building B-58 (Theater), 7105 NW 70 th Avenue, Johnston, IA 50131.			
To be held February 4, 2020 at 1:30 PM			
Is Pre-Proposal Conference mandatory? Yes			
Vendors must submit questions regarding the Pre-Proposal conference by: NA Questions and answers from Pre-Proposal Conference sent to Contractors by: February 7, 2020			
RFP written questions, requests for clarification, and suggested changes from Contractors due:		February 4, 2020 12 PM	
Agency's written response to RFP questions, requests for clarifications and suggested changes due:		February 7, 2020 5 PM	
Proposals Due Date:		February 18, 2020	
Proposals Due Time:		4:30 PM	
Anticipated Date to issue Notice of Intent to Award:		February 28, 2020	
Anticipated Date to execute A/E contract:		March 14, 2020	
A/E to provide Final Bid documents to Guard		August 15, 2019 (100% design)	

Internet website where Addenda to this RFP will be posted:	https://bidopportunities.iowa.gov/	
General Terms and Conditions for awarded contract can be found here:	Appendix A –Title I Scope of Design Services Template Appendix B – Standard Form of Agreement Between the Owner and Contractor	
Number of Copies of Proposals Required to be Submitted:	Technical Proposal: 1 Original, 1 Digital on CD, & 3 Paper Copies Cost Proposal: 1 Original, 1 Digital on CD, & 2 Paper Copies	
Firm Proposal Terms Per Section 3.2.13, the minimum Number of Days following the deadline for submitting proposals that the Contractor guarantees all proposal terms, including price, will remain firm:	180 Days	

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SECTION 1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Contractors to provide the goods and/or services identified on the RFP cover sheet and further described in Section 4 of this RFP to the Agency identified on the RFP cover sheet. The Agency intends to award a Contract(s) beginning and ending on the dates listed on the RFP cover sheet, and the Agency, in its sole discretion, may extend the Contract(s) for up to the number of annual extensions identified on the RFP cover sheet.

1.2 Definitions

For the purposes of this RFP and the resulting contract, the following terms shall mean:

“Proposal” means the Contractor’s proposal submitted in response to the RFP.

“Contract” means the contract(s) entered into with the successful Contractor(s) as described in Section 6.1.

“Contractor” means a vendor submitting Proposals in response to this RFP.

“Agency” means the agency identified on the RFP cover sheet that is issuing the RFP and any other agency that purchases from the Contract.

“General Terms and Conditions” shall mean the General Terms and Conditions for Services Contracts as referenced on the RFP cover page.

“Responsible Contractor” means a Contractor that has the capability in all material respects to perform the specifications of the Contract. In determining whether a Contractor is a Responsible Contractor, the Agency may consider various factors including, but not limited to, the Contractor’s competence and qualifications to provide the goods or services requested, the Contractor’s integrity and reliability, the past performance of the Contractor and the best interest of the Agency and the State.

“Responsive Proposal” means a Proposal that complies with the material provisions of this RFP.

“RFP” means this Request for Proposals and any attachments, exhibits, schedules or addenda hereto.

“State” means the State of Iowa, the Agency identified on the Contract Declarations & Execution Page(s), and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFP.

1.3 Overview of the RFP Process

Contractors will be required to submit their Proposals in hardcopy and on CD-ROM. It is the Agency’s intention to evaluate Proposals from all Responsible Contractors that submit timely Responsive Proposals, and award the Contract(s) in accordance with Section 5, Evaluation and Selection.

1.4 Background Information

This RFP is designed to provide Contractors with the information necessary for the preparation of competitive Proposals. The RFP process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Contractor is responsible for determining all factors necessary for submission of a comprehensive Proposal.

This Request for Proposal (RFP) is to identify a consultant team led by an architecture firm to perform design services for various as yet undefined projects at the Joint Base Des Moines, located adjacent to the Des Moines Airport, Des Moines, IA. For this selection process, the focus will be on the initial planned project ("Project One"), an addition/alteration to Building 160. The building is currently vacant and is a mix of older and more recent construction, with a large open storage area and several individual rooms previously used for various aircraft support purposes, plus a mezzanine area, an overhead crane, and a mixture of man-doors and overhead doors of various sizes. Project one will create a mixed use facility for rotary wing (helicopter) aircraft maintenance/storage, allied shops, office/storage areas and support areas (latrines, mech/elec room, etc.). The Iowa Army National Guard has developed a Master Plan which will be provided to the selected firm which outlines the current systems in Building 160, but expect a complete tear-out and retrofit of mechanical systems with an emphasis on sustainable and renewable strategies. A portion of the existing building will be demolished, existing areas altered, a new aircraft maintenance/storage hangar constructed, and affected site appurtenances will be updated, to include utility services if required. The design effort will start off focused on getting Project One to bid final (100%) status. Follow-on projects will be primarily alteration/renovation of existing floor plans, construction of pre-engineered metal buildings or perhaps "clamshell" storage buildings, site reconfiguration (including relocation/establishment of PCC compounds, ACC/PCC POV parking areas, landscaping, and any currently unidentified environmental remediation of site elements), and future master planning for the Iowa ARNG enclave. Project One will be accomplished in the absence of daily unit work activity, while follow-on projects will likely require work to be done around tenants and their day-to-day requirements. The budget for Project One is currently set at \$3 million (use this scope for the Cost Proposal described below). Future project budgets will be established at a later date, and proposals for design services of those projects will be solicited only from the firm selected by this RFP.

SECTION 2 ADMINISTRATIVE INFORMATION
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2.1 Issuing Officer

The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.

2.2 Restriction on Communication

From the issue date of this RFP until a Notice of Intent to Award the Contract is issued, Contractors may contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in Section 2. Oral questions related to the interpretation of this RFP will not be accepted. Contractors may be disqualified if they contact any State employee other than the Issuing Officer about the RFP except that Contractors may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

2.3 Procurement Timetable

The dates provided in the procurement timetable on the RFP cover sheet are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Contractor submissions, the Agency will issue an addendum to the RFP.

2.4 Questions, Requests for Clarification, and Suggested Changes

Contractors are invited to submit written questions and requests for clarifications regarding the RFP. Contractors may also submit suggestions for changes to the specifications of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer before the date and time listed on the RFP cover sheet. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, Contractor shall reference the page and section number(s). The Agency will send written responses to questions, requests for clarifications, or suggestions will be received from Contractors on before the date listed on the RFP cover sheet. The Agency's written responses will become an addendum to the RFP. If the Agency decides to adopt a suggestion that modifies the RFP, the Agency will issue an addendum to the RFP.

A question and answer period will also take place at the pre-proposal conference. Those questions/answers will be incorporated into the written response.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP through an addendum.

2.5 Amendment to the RFP

The Agency reserves the right to amend the RFP at any time using an addendum. The Contractor shall acknowledge receipt of all addenda in its Proposal. If the Agency issues an addendum after the due date for receipt of Proposals, the Agency may, in its sole discretion, allow Contractors to amend their Proposals in response to the addendum.

2.6 Amendment and Withdrawal of Proposal

The Contractor may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing, signed by the Contractor and received by the time set for the receipt of Proposals. Electronic mail and faxed amendments will not be accepted. Contractors must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals.

2.7 Submission of Proposals

The Agency must receive the Proposal at the Issuing Officer's address identified on the RFP cover sheet before the "Proposals Due" date listed on the RFP cover sheet. **This is a mandatory specification and will not be waived by the Agency. Any Proposal received after this deadline will be rejected and returned unopened to the Contractor.** Contractors mailing Proposals must allow ample mail delivery time to ensure timely receipt of their Proposals. It is the Contractor's responsibility to ensure that the Proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the Proposal. Electronic mail and faxed Proposals will not be accepted.

Contractors must furnish all information necessary to enable the Agency to evaluate the Proposal. Oral information provided by the Contractor shall not be considered part of the Contractor's Proposal unless it is reduced to writing.

2.8 Proposal Opening

The Agency will open Proposals after the deadline for submission of Proposals has passed. The Proposals will remain confidential until the Evaluation Committee has reviewed all of the Proposals submitted in response to this RFP and the Agency has issued a Notice of Intent to Award a Contract. See Iowa Code Section 72.3. However, the names of Contractors who submitted timely Proposals will be publicly available after the Proposal opening. The announcement of Contractors who timely submitted Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation.

2.9 Costs of Preparing the Proposal

The costs of preparation and delivery of the Proposal are solely the responsibility of the Contractor.

2.10 No commitment to Contract

The Agency reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the Agency to award a contract.

2.11 Rejection of Proposals

The Agency may reject outright and not evaluate a Proposal for reasons including without limitation:

2.11.1 The Contractor fails to deliver the cost proposal in a separate envelope.

2.11.2 The Contractor acknowledges that a mandatory specification of the RFP cannot be met.

2.11.3 The Contractor's Proposal changes a material specification of the RFP or the Proposal is not compliant with the mandatory specifications of the RFP.

- 2.11.4** The Contractor's Proposal limits the rights of the Agency.
- 2.11.5** The Contractor fails to include information necessary to substantiate that it will be able to meet a specification of the RFP as provided in Section 3 of this RFP.
- 2.11.6** The Contractor fails to timely respond to the Agency's request for information, documents, or references.
- 2.11.7** The Contractor fails to include Proposal Security, if required.
- 2.11.8** The Contractor fails to include any signature, certification, authorization, stipulation, disclosure or guarantee as provided in Section 3 of this RFP.
- 2.11.9** The Contractor presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the specifications of this RFP.
- 2.11.10** The Contractor initiates unauthorized contact regarding the RFP with state employees.
- 2.11.11** The Contractor provides misleading or inaccurate responses.
- 2.11.12** The Contractor's Proposal is materially unbalanced.
- 2.11.13** There is insufficient evidence (including evidence submitted by the Contractor and evidence obtained by the Agency from other sources) to satisfy the Agency that the Contractor is a Responsive Contractor.
- 2.11.14** The Contractor alters the language in Attachment 1, Certification Letter or Attachment 2, Authorization to Release Information letter.

2.12 Nonmaterial Variances

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Proposal if, in the judgment of the Agency, it is in the State's best interest to do so. Nonmaterial variances include but are not limited to: minor failures to comply that do not affect overall responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Contractors, that do not change the meaning or scope of the RFP, or that do not reflect a material change in the specifications of the RFP. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP specifications or excuse the Contractor from full compliance with RFP specifications or other Contract specifications if the Contractor is awarded the Contract. The determination of materiality is in the sole discretion of the Agency.

2.13 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the Contractor's qualifications and the qualifications of any subcontractor identified in the Proposal.

2.14 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning a Contractor, such as the Contractor’s capability and performance under other contracts, the qualifications of any subcontractor identified in the Proposal, the Contractor’s financial stability, past or pending litigation, and other publicly available information.

2.15 Verification of Proposal Contents

The content of a Proposal submitted by a Contractor is subject to verification. If the Agency determines in its sole discretion that the content is in any way misleading or inaccurate, the Agency may reject the Proposal.

2.16 Proposal Clarification Process

The Agency reserves the right to contact a Contractor after the submission of Proposals for the purpose of clarifying a Proposal. This contact may include written questions, interviews, site visits, a review of past performance if the Contractor has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Contractor’s Proposal. The Agency will not consider information received from or through Contractor if the information materially alters the content of the Proposal or the type of goods and/or services the Contractor is offering to the Agency. An individual authorized to legally bind the Contractor shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency’s request. Failure to comply with requests for additional information may result in rejection of the Proposal.

2.17 Disposition of Proposals

All Proposals become the property of the State and shall not be returned to the Contractor. Once the Agency issues a Notice of Intent to Award the Contract, the contents of all Proposals will be in the public domain and be available for inspection by interested parties, except for information for which Contractor properly requests confidential treatment or according to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.18 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.**

A Contractor requesting confidential treatment of specific information must: (1) identify the request in the transmittal letter with the Contractor’s Proposal, (2) conspicuously mark the outside of its Proposal as containing confidential information, (3) mark each page upon which confidential information appears, and (4) submit a “Public Copy” from which the confidential information has been excised.

Request for confidential treatment will not be considered fully complete unless, for each confidentiality request, the Contractor: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material

would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Contractor to respond to inquiries by the Agency concerning the confidential status of such material.

The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible.

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.

2.19 Copyright Permission

By submitting a Proposal, the Contractor agrees that the Agency may copy the Proposal for purposes of facilitating the evaluation of the Proposal or to respond to requests for public records. By submitting a Proposal, the Contractor consents to such copying and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in Proposals.

2.20 Release of Claims

By submitting a Proposal, the Contractor agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided in the RFP or concerning the Agency's failure, negligent or otherwise, to provide the Contractor with pertinent information in this RFP.

2.21 Contractor Presentations

Contractors may be required to make a presentation. The determination as to need for presentations, and the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the

Contractor to illustrate the Contractor's Proposal. The presentation shall not materially change the information contained in the Proposal.

2.22 Evaluation of Proposals Submitted

Proposals that are timely submitted and are not rejected will be reviewed in accordance with Section 5 of the RFP. The Agency will not necessarily award a contract resulting from this RFP to the Contractor offering the lowest cost. Instead, the Agency will award the Contract(s) to the Responsible Contractor(s) whose Responsive Proposal the agency believes will provide the best value to the Agency and the State.

2.23 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Contractors submitting a timely Proposal and may be posted at the website shown on the RFP cover sheet. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by Agency. If the successful Contractor fails to negotiate and deliver an executed Contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Contractor the Agency believes will provide the best value to the State.

2.24 No Contract Rights until Execution

No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Agency.

2.25 Choice of Law and Forum

This RFP and the Contract shall be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Contractors are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

2.26 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Contractors are responsible to determine the applicability of this Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.27 No Minimum Guaranteed

The Agency does not guarantee any minimum level of purchases under the Contract.

SECTION 3 FORM AND CONTENT OF PROPOSALS

3.1 Instructions

These instructions prescribe the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

3.1.1 The Proposal shall be typewritten on 8.5" x 11" paper and sent in sealed envelope. The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such and placed in a separate sealed envelope. The envelopes shall be numbered in the following fashion: 1 of 4, 2 of 4, etc. The envelopes shall be labeled with the following information:

RFP Number: 2020-001AE

RFP Title: Joint Airbase Des Moines Design A/E Selection

Issuing Officer:

Jocelyn Brincks
Bldg W-41, Camp Dodge
7105 NW 70 Ave
Johnston, IA 50131-1824

[Contractor's Name and Address]

The Agency shall not be responsible for misdirected packages or premature opening of Proposals if a Proposal is not properly labeled.

The Technical Proposal shall be timely submitted to the Issuing Officer in a sealed envelope containing 1 Original Proposal, 1 Digital copy of the proposal on CD, & 4 Copies of the proposal.

The Cost Proposal shall be submitted in a separate sealed envelope containing 1 Original Cost Proposal, 1 Digital on CD, & 2 Paper Copies.

Technical Proposal Envelope Contents

Original Technical Proposal and any copies
Public Copy (if submitted)
Technical Proposal on digital media (CD or DVD-ROM)
Electronic Public Copy on same digital media (if submitted)

Cost Proposal Envelope Contents

Original Cost Proposal
Cost Proposal on digital media

3.1.2 If the Contractor designates any information in its Proposal as confidential pursuant to Section 2, the Contractor must also submit one (1) copy of the Proposal from which

confidential information has been excised as provided in Section 2 and which is marked "Public Copy".

3.1.3 Proposals shall not contain promotional or display materials.

3.1.4 Attachments shall be referenced in the Proposal.

3.1.5 If a Contractor proposes more than one solution to the RFP specifications, each shall be labeled and submitted separately and each will be evaluated separately.

3.2 Technical Proposal

The following documents and responses shall be included in the Technical Proposal in the order and numbering given below:

3.2.1 Transmittal Letter (Required)

An individual authorized to legally bind the Contractor shall sign the transmittal letter. The letter shall include the Contractor's mailing address, electronic mail address, fax number, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in accordance with the provisions of Section 2.

3.2.2 Table of Contents The Contractor shall include a table of contents of its Proposal and submit the check list of submittals per Attachment #4.

3.2.3 Executive Summary The Contractor shall prepare an executive summary and overview of the goods and/or services it is offering, including all of the following information:

3.2.3.1 Statements that demonstrate that the Contractor has read, understands and agrees with the terms and conditions of the RFP including the contract provisions in Section 6.

3.2.3.2 An overview of the Contractor's plans for complying with the specifications of this RFP.

3.2.3.3 Any other summary information the Contractor deems to be pertinent.

3.2.4 Mandatory Specifications and Scored Technical Specifications

The Contractor shall answer whether or not it will comply with each mandatory specification outlined in Section 4.1, in **Attachment 1** of the RFP. Where the context requires more than a yes or no answer or the specific specification so indicates, Contractor shall explain how it will comply with the specification. Merely repeating the Section 4 specifications may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the specifications of the RFP or specifications the Contractor cannot satisfy. If the Contractor deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Proposal.

3.2.5 Vendor Background Information

The Contractor shall provide the following general background information:

- 3.2.5.1** Name, address, telephone number, fax number and e-mail address of the Contractor including all d/b/a's or assumed names or other operating names of the Contractor and any local addresses and phone numbers.
- 3.2.5.2** Form of business entity, i.e., corporation, partnership, proprietorship, limited liability company.
- 3.2.5.3** State of incorporation, state of formation, or state of organization.
- 3.2.5.4** The location(s) including address and telephone numbers of the offices and other facilities that relate to the Contractor's performance under the terms of this RFP.
- 3.2.5.5** Number of employees.
- 3.2.5.6** Type of business.
- 3.2.5.7** Name, address and telephone number of the Contractor's representative to contact regarding all contractual and technical matters concerning the Proposal.
- 3.2.5.8** Name, address and telephone number of the Contractor's representative to contact regarding scheduling and other arrangements.
- 3.2.5.9** Name, contact information and qualifications of any subcontractors who will be involved with this project the Contractor proposes to use and the nature of the goods and/or services the subcontractor would perform.
- 3.2.5.10** The successful Contractor will be required to register to do business in Iowa before payments can be made.
For vendor registration documents, go to:
<https://das.iowa.gov/procurement/vendors/how-do-business>
- 3.2.6 Experience** The Contractor must provide the following information regarding its experience:
 - 3.2.6.1** Number of years in business.
 - 3.2.6.2** Number of years experience with providing the types of goods and/or services sought by the RFP.
 - 3.2.6.3** The level of technical experience in providing the types of goods and/or services sought by the RFP.
 - 3.2.6.4** A list of all goods and/or services similar to those sought by this RFP that the Contractor has provided to other businesses or governmental entities.

3.2.7 Personnel The Contractor must provide **resumes** for all key personnel who will be involved in providing the goods and/or services contemplated by this RFP. The following information must be included in the resumes:

3.2.7.1 Full name.

3.2.7.2 Education.

3.2.7.3 Years of experience and employment history particularly as it relates to the specifications of the RFP.

3.2.8 Termination, Litigation, Debarment

The Contractor must provide the following information for the past five (5) years:

3.2.8.1 Has the Contractor had a contract for goods and/or services terminated for any reason? If so, provide full details regarding the termination.

3.2.8.2 Describe any damages or penalties assessed against or dispute resolution settlements entered into by Contractor under any existing or past contracts for goods and/or services. Provide full details regarding the circumstances, including dollar amount of damages, penalties and settlement payments.

3.2.8.3 Describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Contractor to engage in any business, practice or activity.

3.2.8.4 A list and summary of all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Contractor or its officers have been a party.

3.2.8.5 Any irregularities discovered in any of the accounts maintained by the Contractor on behalf of others. Describe the circumstances and disposition of the irregularities.

Failure to disclose these matters may result in rejection of the Proposal or termination of any subsequent Contract. The above disclosures are a continuing requirement of the Contractor. Contractor shall provide written notification to the Agency of any such matter commencing or occurring after submission of a Proposal, and with respect to the successful Contractor, following execution of the Contract.

3.2.9 Criminal History and Background Investigation The Contractor hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Contractor, its officers, directors, shareholders, partners and managerial and supervisory personnel who will be involved in the performance of the Contract.

3.2.10 Acceptance of Terms and Conditions

By submitting a Proposal, Contractor acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Contractor takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If Contractor's exceptions or responses materially alter the RFP, or if the Contractor submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

Any exceptions taken must be listed in this section or contractor shall acknowledge acceptance of RFP and General Terms and Conditions without change.

3.2.11 Firm Proposal Terms

The Contractor shall guarantee in writing the goods and/or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm 180 days following the deadline for submitting Proposals.

3.3 Cost Proposal

The Contractor shall provide its cost proposal in a separately sealed envelope for the proposed goods and/or services. See **Attachment #3 Cost Proposal**.

3.3.1 Payment Terms

Per Iowa Code 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Vendor/Contractor.

SECTION 4 SPECIFICATIONS AND SCOPE OF WORK
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4.1 Overview

The successful Contractor shall provide the goods and/or services to Agency and other agencies using the Contract in accordance with the specifications as provided in this Section. The Contractor shall address each specification in this Section and indicate whether or not it will comply with the specification. If the context requires more than a yes or no answer or the section specifically indicates, Contractor shall explain how it will comply with the specification. Proposals must address each specification. Merely repeating the specifications may be considered non-responsive and may disqualify the Contractor. Proposals must identify any deviations from the specifications of this RFP or specifications the Contractor cannot satisfy. If the Contractor deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Proposal.

4.2 Mandatory Specifications

By submitting a proposal, you are asserting that your firm and the proposed sub-consultant team are:

1. Licensed to do business and perform architectural/engineering services according to all applicable State of Iowa laws and regulations;
2. That your team as a MINIMUM contains individuals in the following disciplines—architecture, structural engineering, mechanical engineering, electrical engineering, civil engineering, landscaping, fire prevention engineering, and registered communications distributed design (RCDD) telecommunications engineering.

The Agency shall have the right to determine whether the supportive information and materials submitted by the Contractor demonstrate the Contractor will be able to comply with the Mandatory Specifications. If the Agency determines the responses and supportive materials do not demonstrate the Contractor will be able to comply with the Mandatory Specifications, the Agency may reject the Proposal.

4.3 Scored Technical Specifications

All items listed in **Attachment #1** are **Scored Technical Specifications**. All specifications will be evaluated and scored by the evaluation committee in accordance with Section 5.

4.4 Scope of Work

See Appendix A and Appendix B to this RFP for Scope of Work details.

SECTION 5 EVALUATION AND SELECTION
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5.1 Introduction

This section describes the evaluation process that will be used to determine which Proposal(s) provides the greatest benefit to the State. Agency will not necessarily award the Contract to the Contractor offering the lowest cost to the Agency. Instead, the Agency will award to the Contractor whose Responsive Proposal the Agency believes will provide the best value to the State.

5.2 Evaluation Committee

The Agency will conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFP. The Agency will use an evaluation committee to review and evaluate the Proposals. The evaluation committee will recommend an award based on the results of their evaluation to the Agency or to such other person or entity who must approve the recommendation.

5.3 Overview of Scoring

Technical Proposal	900 points
<u>Cost Proposal</u>	<u>100 points</u>
Total Points Available	1,000 Points

5.4 Technical Proposal Evaluation and Scoring

All Technical Proposals will be evaluated to determine if they comply with the Mandatory Specifications and Scored Technical Specifications described in Section 4.1 and 4.2 and meet the minimum score. To be deemed a Responsive Proposal, the Proposal must:

- Answer “Yes” to all parts of Section 4.1 and include supportive materials as required to demonstrate the Contractor will be able to comply with the Mandatory Specifications in that section and
- Obtain the minimum score of 630 points for the Content and Technical Criteria (equivalent to 70% of available evaluation points).

Technical Evaluation weights are distributed as follows— Attachment #1 Item 1 – 25; Attachment #1 Item 2 - 350 (Project Manager/Architect – 75; Mechanical Engineer – 50; Electrical Engineer – 50; Structural Engineer – 50; Civil Engineer – 50; Fire Prevention Engineer – 25; RCDD – 25; Landscape Architect – 25); Attachment #1 Item 3 and 4 – 200; Attachment #1 Item 5 – 150; Attachment #1 Item 6 – 150; Attachment #1 Item 7 – 50; TOTAL 900

A group of 3 to 4 subject matter experts will convene as the selection board. They will review each line item listed above in your technical submittal and come to a consensus on a point value from 0-10 for each item. The basic criteria is whether they feel the presented information gives low confidence the rated item will contribute to a successful project (0-4), an average or standard confidence the rated item will contribute to a successful project (5-7), or a high confidence the rated item will contribute to a successful project (8-10). These numerical values will be multiplied by the weight to come up with the score for each item. For example, if the selection committee agrees the Section 6 #1 item (Organization chart) is to be assigned a rating of 8, 8 times the weight of 25 results in a value of 20 for that item.

5.5 Cost Proposal Scoring

After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored.

To assist the agency in evaluating, Cost Proposals may be evaluated and points awarded as follows. The Cost Proposals will remain sealed during the evaluation of the Technical Proposal and any Bidder Demonstration. Only prospective contractors that meet all of the required features will be considered during the cost evaluation phase of the review process. The compliant prospective contractor's technical points will be added to the cost points, to obtain the total points awarded for the proposal. The Cost Proposals will be ranked from lowest to the highest cost. The lowest cost shall receive the maximum number of points available in this section. To determine the number of points to be awarded all other Cost Proposals, the lowest cost bid will be used in all cases as the numerator. Each of the other bids will be used as the denominator. The percentage will then be multiplied by the maximum number of points and the resulting number will be the cost points awarded to other compliant contractors. Percentages and points will be rounded to the nearest whole value.

Example:

Contractor A quotes \$35,000; Contractor B quotes \$45,000 and Contractor C quotes \$65,000.

Contractor A: $\frac{\$35,000}{\$35,000} =$ receives 100% of available points on cost.

Contractor B: $\frac{\$35,000}{\$45,000} =$ receives 78% of available points on cost.

Contractor C: $\frac{\$35,000}{\$65,000} =$ receives 54% of available points on cost.

5.6 Tied Bid and Preferences

5.6.1 An award shall be determined by a drawing when responses are received that are equal in all respects and the overall evaluation score (technical plus price) is tied and price is also identical. Whenever it is practical to do so, the drawing will be held in the presence of the contractors who are tied. Otherwise the drawing will be made in front of at least three non-interested parties. All drawings shall be documented.

Notwithstanding the foregoing, if a tied bid involves an Iowa-based contractor or products produced within the State of Iowa and a contractor based or products produced outside the State of Iowa, the Iowa contractor will receive preference. If a tied bid involves one or more Iowa contractors and one or more contractors outside the state of Iowa, a drawing will be held among the Iowa contractors only.

In the event of a tied bid between Iowa contractors, the Agency shall contact the Iowa Employer Support of the Guard and Reserve (ESGR) committee for confirmation and verification as to whether the contractors have complied with ESGR standards.

Preference, in the case of a tied bid, shall be given to Iowa contractors complying with ESGR standards.

Preferences required by applicable statute or rule shall also be applied, where appropriate.

SECTION 6 CONTRACTURAL TERMS AND CONDITIONS

6.1 Contract Terms and Conditions

The Contract that the Agency expects to award as a result of this RFP shall comprise the specifications, terms and conditions of the RFP, written clarifications or changes made in accordance with the provisions of the RFP, the General Terms and Conditions, the offer of the successful Contractor contained in its Proposal, and any other terms deemed necessary by the Agency. No objection or amendment by a Contractor to the provisions or terms and conditions of the RFP or the General Terms and Conditions shall be incorporated into the Contract unless Agency has explicitly accepted the Contractor's objection or amendment in writing.

The General Terms and Conditions will be incorporated into the Contract. The General Terms and Conditions may be supplemented at the time of contract execution and are provided to enable Contractors to better evaluate the costs associated with the RFP specifications and the Contract. All costs associated with complying with these specifications should be included in any pricing quoted by the Contractor.

By submitting a Proposal, Contractor acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Contractor takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If Contractor's exceptions or proposed responses materially alter the RFP, or if the Contractor submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Contractor or to negotiate Contract terms with the successful Contractor if the best interests of the State would be served.

6.2 Contract Length

The term of the Contract will begin and end on the dates indicated on the RFP cover sheet. It is indeterminate at this time since the intent is to stop at 65% design and evaluate leadership priority and available funding prior to proceeding to 100% design for Project One only. The Agency shall have the sole option to renew the Contract upon the same or more favorable terms and conditions for up to the number of annual extensions identified on the RFP cover sheet. Follow-on projects will likely be complete and new contracts.

6.3 Insurance The Contract will require the successful Contractor to maintain insurance coverage(s) in accordance with the insurance provisions of the General Terms and Conditions and of the type and in the minimum amounts set forth below, unless otherwise required by the Agency.

Type of Insurance	LIMIT	AMOUNT
General Liability (including contractual liability) written on an occurrence basis	General Aggregate Products – Comp/Op Aggregate Personal injury Each Occurrence	\$2 million \$1 Million \$1 Million \$1 Million
Automobile Liability (including contractual liability) written on an occurrence basis	Combined single limit	\$1 Million
Excess Liability, Umbrella Form	Each Occurrence Aggregate	\$1 Million \$1 Million
Errors and Omissions Insurance	Each Occurrence	\$1 Million
Property Damage	Each Occurrence Aggregate	\$1 Million \$1 Million
Workers Compensation and Employer Liability	As Required by Iowa law	A required by Iowa law

Attachment #1 Scored Technical Specifications

All items listed in this attachment are **Scored Technical Specifications**. All specifications will be evaluated and scored by the evaluation committee in accordance with Section 5. Contractor must provide a written response to each of the requirements presented in this section.

- 1.) Provide an organizational chart for your team for the staff that will be assigned. Staff members must include at a minimum: project manager, architect (can be same as project manager), mechanical engineer, electrical engineer, civil engineer, and structural engineer, fire prevention engineer, landscape architect, and RCDD engineer.
- 2.) Provide resumes of key individual(s) listed in #1 above including education, relevant experience, and certifications/licensing. Identify and describe qualifications, experience, and expertise in providing services for similar type projects. Submit all information required by the Standard Form 330. The submittal of an actual SF 330 is not required; you may use your own format.
- 3.) For the staff that will be assigned, provide a list of ANY representative past projects completed in the last 7 years, and include brief descriptions of what the projects entailed. Submit all information required by the Standard Form 330. The submittal of an actual SF 330 is not required; you may use your own format.
- 4.) Provide a chart with the submitted projects on one axis and the consulting team firms/members as the other axis, showing which team members proposed for this project were involved in the design of the submitted project(s).
- 5.) Describe your team's experience, if any, on designing rotary wing maintenance facility projects and/or addition/alteration projects for either the Army National Guard, the Iowa Army National Guard, or any other entity.
- 6.) Provide a narrative statement of your firm/team's approach to large project design and the methodology you propose to use to deliver the required products on time. This should be a short section that gives the selection committee a clear understanding of how your team will be organized and managed from contract execution through bid acceptance. It should also describe the tools the team will use to produce the design documents required by the contracts resulting from this RFP, and any other firm/team specific information you feel may set you apart from other potential submitting teams. We don't want a massive narrative, but it must be comprehensive enough to give the selection committee a firm idea of why they should select you firm above all others.
- 7.) A separate page or pages should be devoted to showing the design development timeline from the anticipated contract award date on the RFP cover through the delivery of bid final (100%) design documents for review for Project One as described above.

Attachment #2

Response Check List (This Attachment is provided for your use and benefit ONLY. It does NOT need to be submitted.)

RFP REFERENCE SECTION	RESPONSE INCLUDED		LOCATION OF RESPONSE (Page Number)
	Yes	No	
Technical Proposal: 1 Original, 1 Digital on CD, & 4 Paper Copies			
Cost Proposal: 1 Original, 1 Digital on CD, & 2 Paper Copies			
One (1) Public Copy with Confidential Information Excised (<i>Optional</i>)			
Technical Proposal shall include responses for the following sections. These shall be placed in Sealed Envelope #1			
3. 2.1 Transmittal Letter			
3.2.2 Table of Contents			
3.2.3 Executive Summary			
3.2.4 Mandatory and Technical Specifications Attachment #1 Technical Scored Requirements			
Sealed Envelope #2 shall contain the following:			
Attachment #3 Cost Proposal			

**ATTACHMENT #3
Cost Proposal**

Payment Terms

Per *Iowa Code § 8A.514* the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a vendor.

Cost Proposal

Contractor's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices). All pricing to be FOB Destination, freight cost and all expenses included; and based on Net 60 Days Payment Terms. The following template is required. Please use additional pages to provide any additional narrative support for the costing information.

Provide a fee proposal to complete the requested services as outlined in **Appendix A Title 1 Scope of Design Services** broken down by investigative and production of plans and specifications services.

Deliverable Item	Firm US Dollars
A. Investigation, Soils Inspection and Reporting, etc.	
B. Production of plans and specifications	
C. Reproduction, travel, reimburseables, etc.	
TOTAL COST:	