

STATE OF IOWA
REQUEST FOR PROPOSALS
PROFESSIONAL COMMISSIONING SERVICES

RFP COVER SHEET

Administrative Information

RFP Number	RFP927900-02	Title of RFP	WRC Phase 2 Commissioning Services
Agency	Iowa Department of Administrative Services (DAS)		
Project Description	The State of Iowa Department of Administrative Services (DAS) is seeking professional commissioning services for a project consisting of decentralizing the steam heating system for two buildings at the Woodward Resource Center in Woodward. There will be additional phases that may be negotiated with selected commissioning firm.		
State Issuing Officer: Jeffrey Just Issuing Officer Phone: 515-330-8702 Email: construction.procurement@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)
State Posts Notice of RFP on TSB website			11/10/2022
State Issues RFP			11/14/2022
Pre-Proposal Conference Location and Address: Virtual Teams Meeting Call-In: +1-563-293-1351, Conference ID: 673-469-386# Is Pre-Proposal Conference mandatory? No If a map is needed, contact the Issuing Officer.			11/29/2022 at 9:00 am
Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement			12/1/2022 at 10:00 am
Proposals Due			12/8/2022 at 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 Commissioning 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 commissioning services cannot receive an award from the resulting request for bid of construction services.
- 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 commissioning 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 Commissioner's Contract	Week of December 19, 2022
Tentative Commissioning Kick-Off Meeting	Week of December 19, 2022
Contractor Bidding	January 2023
Submittals, Procurement and Construction	February 2023 to September 2023
Closeout	October 2023 to November 2023

1.3 PROJECT DESCRIPTION

Construction Manager (Story Construction) has been engaged for this Project to serve as advisor to DAS and to provide assistance in administrating the Contract for Commissioning between DAS and the Commissioner according to separate contract between DAS and Construction Manager. DAS is currently seeking commissioning services from qualified firms for a project consisting of decentralizing the steam heating system for the Westwood Building and Myers Hall at the

Woodward Resource Center. A list of all equipment anticipated to be installed and needing to be commissioned is attached to Appendix A. The commissioning firm selected through this process will also commission all future phases of the WRC utility decentralization, with additional scopes of work to be negotiated as funding allows.

Commissioning 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 commissioning disciplines necessary to complete the scope of work.
- 1.3.3** Attend commissioning kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, Designer 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** At a minimum, provide commissioning services for the construction of new heating systems at Myers Hall and Westwood. See Exhibit A for an equipment list.
- 1.3.6** Conduct a review of the construction documents (drawings and specifications) and provide comments and suggestions for designer consideration. The commissioning agent will be required to provide feedback on the owner's requirements and on the final design for the mechanical and electrical systems with this in mind. The 100% construction drawings are anticipated to be available on 12/16/2022 and the 50% construction drawings are available upon request.
- 1.3.7** Create and update a commissioning plan based upon the final design drawings. The plan shall include a commissioning outline to coordinate and direct the commissioning activities in a logical, sequential, and effective manner using consistent protocols and forms, centralized documentation and clear and regular communication and consultations with all necessary parties.
- 1.3.8** Create a commissioning specification to be included with the bidding documents.
- 1.3.9** Schedule and lead one (1) commissioning kick-off meeting with the contractor/subcontractors at the site prior to installation and one (1) controls review meeting on-site, a minimum of two (2) site visits during construction to review the work in-progress (one for each building), a minimum of two (2) site visits to back check commissioning items, and one site visit post-construction 11 months into occupancy.
- 1.3.10** Participate in one pre-construction meeting and construction progress meetings as required.
- 1.3.11** Adherence to 2012 International Energy Conservation Code, Chapter C408, System Commissioning.
- 1.3.12** Develop pre-functional checklists for the installing contractors to include in their startup and initial checklist.
- 1.3.13** Review of contractor submittals for HVAC equipment to be commissioned. Critical submittals shall be reviewed and returned within five days.

- 1.3.14** Update the commissioning plan to reflect equipment and controls data from the submittals, and provide commissioning schedule information that the contractor can integrate into the project schedule. Perform site visits, as necessary, to observe component and system installations. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the commissioning process. Assist in resolving any discrepancies.
- 1.3.15** Establish and update an Issues Log for tracking issues needing resolution.
- 1.3.16** Monitor correct component and equipment installation; including controls point-to-point checkouts. Document all observations.
- 1.3.17** Witness equipment and system start-ups as deemed necessary. Ensure complete documentation of same.
- 1.3.18** Review and inspect, on a sample basis, the testing, adjusting, and balancing work that has been performed by another contractor.
- 1.3.19** Conduct functional performance testing of sub-systems, systems, and interactions between systems, leading to acceptance of the completed work. This shall include functional testing of all items listed in 4.a. of this section for each air handling unit. Document results of all tests witnessed.
- 1.3.20** Review and commission the systems post-installation.
- 1.3.21** Review training agendas developed by the contractors for compliance with owner's project requirements.
- 1.3.22** Prepare final written report of the commissioning activities. Final report shall include:
 - 1.3.22.1** An executive summary, list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods.
 - 1.3.22.2** For each piece of commissioned equipment, the report should contain the disposition of the commissioning authority regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
 - 1.3.22.3** Equipment meeting the equipment specifications,
 - 1.3.22.4** Equipment installation,
 - 1.3.22.5** Functional performance and efficiency,
 - 1.3.22.6** Equipment documentation and design intent, and
 - 1.3.22.7** Operator training. All outstanding non-compliance items shall be specifically listed.
 - 1.3.22.8** Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.
 - 1.3.22.9** The functional performance and efficiency section for each piece of equipment, shall include a brief description of the verification method used (e.g. manual

testing, BAS trend logs, data loggers, etc.) including observations and conclusions from the testing.

1.3.22.10 Appendices shall contain acquired sequence documentation, logs, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, etc. Pre-functional checklists and functional tests, along with blanks for the operators, and monitoring data and analysis will be provided in a separate labeled binder.

1.3.23 Field examination of the existing buildings.

1.3.24 Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.

1.3.25 Provide detailed input of commissioning schedule to Construction Manager for overall incorporation into master schedule.

1.3.26 Quality control during Design, Preconstruction and Construction.

1.3.27 Compliance with all Federal, State, and applicable Local codes.

1.3.28 Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.

1.3.29 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. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the project.

1.3.30 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.

1.3.30.1 Design Review

1.3.30.2 Myers Hall Construction Commissioning

1.3.30.3 Westwood Construction Commissioning

1.3.30.4 Close-Out/Final Report

Include at a minimum, eight (8) site visits. Commissioning design phase kick off/Building evaluation, Commissioning contractor meeting, controls review, two (2) construction progress visits, two (2) back check visits and an 11-month visit. We would anticipate one virtual design document review meeting. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of commissioning. 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.

1.4 ATTACHMENTS

1.4.1 Exhibit A – Equipment List

Section 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 companies 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 may be emailed to the Issuing Officer at the email address identified on the cover page of this RFP.** Prospective companies are solely responsible for timely delivery.

2.4 DATE, TIME AND PLACE TO SUBMIT PROPOSALS

- 2.4.1** As stated above the proposal may be emailed.
- 2.4.2** The email subject line should include the following information:

RFP927900-02
WRC Phase 2 Commissioning Services

- 2.4.3** The Proposal must be received by DAS – Central Procurement, 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.

Other contract forms, as mutually agreeable, may be utilized as appropriate for additional services directly associated with this project.

- 3.1.4** 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.

Exhibit A – SAMPLE INSURANCE CERTIFICATE



SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 XX/XX/XXXX

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agent's Name Agent's Address	CONTACT NAME: Agent's Information PHONE (A/C, No, Ext): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Company A (AM Best Rated A/VI or Better) INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Designer's Name Designer's Address	NAIC # Admitted Carriers

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS Minimum	
A	COMMERCIAL GENERAL LIABILITY		#TBD- CGL	3/1/17	3/1/18	EACH OCCURRENCE	
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
B	AUTOMOBILE LIABILITY		#TBD-AL	3/1/17	3/1/18	COMBINED SINGLE LIMIT (Per accident)	
	ANY AUTO					\$ 1,000,000	
	ALL OWNED AUTOS	SCHEDULED AUTOS					
	HIRED AUTOS	NON-OWNED AUTOS					
C	UMBRELLA LIAB					EACH OCCURRENCE	
	EXCESS LIAB	OCCUR					
		CLAIMS-MADE					
	DED	RETENTION \$					
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		#TBD-WC	3/1/17	3/1/18	PER STATUTE <input checked="" type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH)	Y/N					
	DESCRIPTION OF OPERATIONS below	N/A					
	Professional Liability (Claims-Made Policy)						
	Max Ded: \$25,000		#TBD- DPR	3/1/17	3/1/18	Per Claim \$2,000,000	
						Aggregate \$2,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project XXXX.XX (Number varies by project)

CERTIFICATE HOLDER

CANCELLATION

Iowa Department of Administrative Services (DAS) 109 SE 13th Street Des Moines, IA 50319	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signature
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ACORD 25 (2014/01)

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**** END OF RFP ****