

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

RFP COVER SHEET

Administrative Information

RFP Number	RFP939200-01	Title of RFP	DOC Anamosa Admin Building Entry Porch Repairs
Agency	Iowa Department of Administrative Services (DAS)		
Project Description	The State of Iowa Department of Administrative Services (DAS) is seeking professional design services to repair and make corrections to the administration buildings front porch and retaining wall to the east of the front entry.		
State Issuing Officer: Michael Bradbury Issuing Officer Iowa Department of Administrative Services Hoover State Office Building, First Floor 1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515-823-9327 Email: construction.procurement@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)
State Posts Notice of RFP on TSB website			4/1/24
State Issues RFP			4/4/24
Pre-Proposal Conference Location and Address: Is Pre-Proposal Conference mandatory? No, but highly recommended and preferred. If a map is needed, contact the Issuing Officer.			4/17/24 @ 10:30 a.m. at Anamosa State Penitentiary or Microsoft Teams Click here to join the meeting Or Call in (audio only) +1 412-912-1530,,973238133#
Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement			4/19/24 @ 2:00 PM
Proposals Due			4/30/24 @ 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 May 13 th , 2024
Tentative Design Kick-Off Meeting	Week of May 20 th , 2024
100% Design Development Documents and Cost Opinion By	Design professional to propose in RFP schedule
50% Construction Documents and Cost Opinion By	Design professional to propose in RFP schedule
95% Construction Documents and Cost Opinion By	Design professional to propose in RFP schedule
100% Construction Documents and Cost Opinion By	July 26 th , 2024
Contractor Bidding	August 2024
Execution of Contractor's Contract(s)	September 2024
Submittals, Procurement and Construction	September 2024 to September 2025
Close out	September 2025 to October 2025

1.3 PROJECT DESCRIPTION

Construction Manager (McGough Construction) 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 replacement of the entire front entry porch slab structure with salvaging the perimeter stone arches, railings, iron gates, and tile. Replacement of existing retaining wall east of the admin front entry. See attached Report by TE Forensics for additional information.

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** The following design services will be needed:
 - 1.3.5.1** Review TE Forensics report of the front entry porch failures along with complete a site visit and provide feedback on the best porch correction option to proceed forward with.
 - 1.3.5.2** Identify and provide opinion on what existing porch components can be salvaged.
 - 1.3.5.3** Creation of construction drawings and specifications for the proper replacement of the existing porch slab structure.
 - 1.3.5.4** Review of TE Forensics report on the retaining wall failure along with complete site visit to determine best course of action.
 - 1.3.5.5** Creation of construction drawings and specifications for the proper replacement of the existing retaining wall.
 - 1.3.5.6** Coordinate with the State Historic Preservation Office (SHPO) and submit design to SHPO as necessary to confirm the design meets SHPO's requirements.
- 1.3.6** Existing CAD/PDF drawings are not available for this portion of the building.
- 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** Provide minor drawing work to assist the Construction Manager in the development of hazardous materials bid package. This shall include providing PDF backgrounds for identification, by others, of hazardous materials removal.
- 1.3.10** Designer shall include any and all survey work required for completion of project.

- 1.3.11** Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
- 1.3.12** Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- 1.3.13** Designer shall assist Construction Manager in the evaluation of long lead times.
- 1.3.14** Quality control during Design, Preconstruction and Construction.
- 1.3.15** Compliance with all Federal, State, and applicable AHJ codes.
- 1.3.16** Completion of State building and energy code documents, as required.
- 1.3.17** Design review will be conducted at 100% design development documents, 50% construction documents, and 95% construction documents. 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.
- 1.3.18** Review with the State Fire Marshal's office for approval of plans or exemption from review. All fees associated with the State Fire Marshal's office are the responsibility of the designer.
- 1.3.19** Develop and distribute agendas and meeting minutes for all meetings during the design phase.
- 1.3.20** 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.
- 1.3.21** Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.
- 1.3.22** Provide bid alternates as determined during the course of design and bid package development.
- 1.3.23** Assist Owner and Construction Manager in obtaining bids from qualified contractors.
- 1.3.24** 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.
- 1.3.25** Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period.
- 1.3.26** Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.

1.3.27 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.

1.3.28 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.

1.3.28.1 Design Development Documents

1.3.28.2 Construction Documents

1.3.28.3 Bidding or Negotiation Assistance

1.3.28.4 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, Construction Field Observation (3), 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.

1.4 ATTACHMENTS

1.4.1 TE Forensics Report date August 16, 2023



Forensics

TE Forensics, Inc

10501 Buena Vista Court

Urbandale, IA 50322

Date: August 16, 2023

Job #: P23-209

To: RDG

sfenton@rdgusa.com

Attn: Scotney Fenton

Overview:

In accordance with your request, I have visited the site and conducted a field investigation at the Anamosa State Penitentiary (ASP) at Anamosa, Iowa. The results of our investigation are presented herein.

Background Information:

The concern is that the front porch is failing. An additional request was to look at the retaining wall just to the east of the front entry.

Purpose and Scope:

The purpose of this investigation was to investigate the cause and assess the extent of the damage. The scope of our investigation included the following:

1. Obtained background information from Scotney Fenton of RDG.
2. Site review of the property on July 26, 2023, photographs were taken.
3. Reviewed preliminary information with director of Buildings and Grounds, Jon Day.
4. Preparation of a written report of our findings.



1. View from the northeast



2. View of the east entry



3, 4. Views from the east



5, 6. Views of the elevated front entry area



7. Stairs to entry

8. Arched ventilation openings

Results of Investigation:

The ASP was built over many years, this portion was built in 1898, the front office reception area is at the main south entrance. The structure is mostly made out of local limestone blocks, it is a three-story building that faces to the east. The building has a large front porch entry, this will be the subject of this report. An additional area that was looked at and included in the report is the retaining wall to the south.



9, 10. Ventilation grills



11, 12. Stone arch



13, 14. Stone arch and stone rail



15, 16. Stone rail



17, 18. Span of arch



19, 20. View of northeast corner



21, 22. Views of cast iron ventilation guard



23, 24. Additional views



25, 26. Views of the soffit



27, 28. Views of the soffit



29, 30. Views of the soffit and brick backer



31, 32. Close up views



33, 34. Tile flooring



35, 36. Ceiling



37, 38. Retaining walls to the west of the front entry



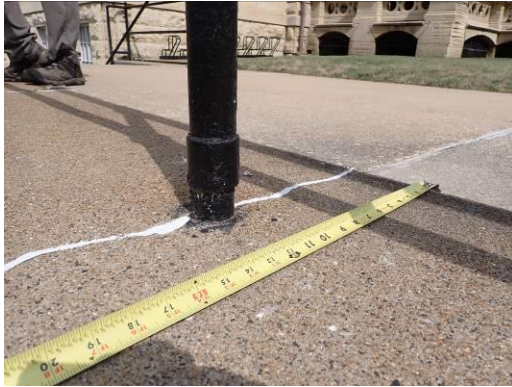
39, 40. Failing retaining walls



41, 42. Close up of wall failure



43, 44. Close up of wall failure



45, 46. Views of sidewalk above wall



47, 48. View of stairs to plaza level



49, 50. Views of stairs to plaza level

Evaluation and Assessment:

The restoration of the front entry area will be difficult. It is an elevated porch is a concrete slab with tile finish. There are cracks in the slab that are allowing water to get through and damage the sub-structure below. The slab is supported by brick and stone arches. The arches have stone railing above them on the perimeter and an iron grate that allows ventilation below them. The arches are supported by intermediate stone columns. The arches span a nominal 10' centers.

A review of the underside of the deck shows significant deterioration of the entire underside. There have been additional steel columns installed at various points to help support the arches. These columns are beginning to rust. The mortar in the masonry, both brick and stone masonry has deteriorated. The brick portions are a soft brick, and they are deteriorating and very soft and crumbly.

The best solution would be to replace the entire structure and front entry slab. The perimeter stone arches, railings and iron grates could be salvaged and re-used, it would be recommended that the new substructure be poured in place concrete. The topping would also be poured in place concrete. Historically correct tile could be installed as a finish to the deck.

The second option would be to continue to reinforce and repair the damaged components. The stone arches around the perimeter all need tuckpointed and reset. Although there is currently one that has failed, the balance of the stone arches are in marginal condition and will continue to fail.

Another option may be to solidify the structure by adding additional support on the underside. Due to the condition of the masonry and arches, a cementitious mortar would need to be plastered on, possibly even shotcrete could be used. Since this work is all "upside down" it would be very difficult. Alternate solutions may be investigated such as completely filling the void with pumped in cement grout or polymer foam.

The retaining wall is a modular block wall about 5' tall and 80' long with a concrete walkway slab above. It is failing and in poor condition. Portions of the wall are falling out. Eventually, the wall will completely fail and allow the sidewalk to settle. The wall needs removed and replaced.

The repair could include removal of the existing all and replacement with a stone wall that matches the one to the north. The concrete slab above and the set of stairs at the end could be removed and replaced at the same time.

Our conclusions are based upon the information made available to us at the time of our investigation. Should additional information be uncovered or made available, we retain the right to revise or supplement our report accordingly. Please call if I may be of further assistance.

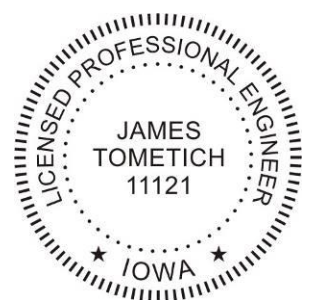
Certification:

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly Registered Professional Engineer under the laws of the State of Iowa.

Signature: 

Date: August 16, 2023 Registration #: 11121

My Registration Renewal Date is December 31, 2024



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 administer 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 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.

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					DAMAGE TO RENTED PREMISES (Ea occurrence)
						MED EXP (Any one person)
						PERSONAL & ADV INJURY
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE
	POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMPOSP AGG
	OTHER:					
B	AUTOMOBILE LIABILITY		#TBD-AL	3/1/17	3/1/18	COMBINED SINGLE LIMIT (Ea accident)
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person)
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident)
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)
C	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE
	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/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE
						E.L. DISEASE - POLICY LIMIT
	Professional Liability (Claims-Made Policy)		#TBD- DPR	3/1/17	3/1/18	Per Claim \$2,000,000
	Max Ded: \$25,000					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 Iowa Department of Administrative Services (DAS) 109 SE 13th Street Des Moines, IA 50319	CANCELLATION 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
---	---

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

**** END OF RFP ***