State of Iowa
Request for Proposals
Professional Design Services

RFP Number	RFP954800-01	**Title of RFP**	DAS CC SHB HVAC Replacement (Design)
Agency	Iowa Department of Administrative Services (DAS)		
Project Description	The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for the replacement of the chiller system at the State Historical Building located at 600 East Locust, Des Moines, IA, 50319.		

State Issuing Officer:

Katelyn Howells

Issuing Officer

Iowa Department of Administrative Services Hoover

State Office Building, Level 3

1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515-721-7856

Email: construction.procurement@das.iowa.gov

PROCUREMENT TIMETABLE—Event or Action	**Date/Time (Central Time)**
State Posts Notice of RFP on TSB website	11/24/26
State Issues RFP	11/27/26
Pre-Proposal Conference Location and Address: 600 East Locust, Des Moines, IA, 50319 Is Pre-Proposal Conference mandatory? No If a map is needed, contact the Issuing Officer. Virtual Option – Yes https://teams.microsoft.com/meet/2320743828724049?p=dhdwA3Wqd9YHnlTtQv	12/07/26 at 2:00 PM
Questions, requests for clarification, and suggested changes from firms due to Construction Procurement	12/10/26 at 2:00 PM
Proposals Due	12/17/26 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

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.

SECTION 1 - INTRODUCTION

1.1 PROJECT DESCRIPTION

Construction Manager (DCI Group) 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 design firm according to separate contract between DAS and Construction Manager. DAS is currently seeking design services from qualified firms for a project consisting of the replacement of the chiller system at the State Historical Building located at 600 East Locust, Des Moines, IA, 50319.

- The contract for this work will be a modified ConsensusDocs 803. See link on cover page for a sample contract.
- NOTE: Any responding firm and/or consultant that is part of the project design services cannot receive an award from the resulting request for bid of construction services.

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 December 21, 2026
Tentative Design Kick-Off Meeting	Week of January 04, 2027
100% Design Development Narrative	To Be Coordinated
50% Construction Documents and Cost Opinion	To Be Coordinated
95% Construction Documents	To Be Coordinated
100% Construction Documents and Cost Opinion	March 29, 2027
Alternate 1: Contractor Bidding	July 2027
Alternate 1: Execution of Contractor's Contract(s)	August 2027
Alternate 1: Submittals, Procurement and Construction	Sept 2027 to Sept 2028
Alternate 1: Close out	October 2028

1.3 BACKGROUND

The chillers have exceeded their life expectancy and need replacement. The chillers are utilized year-round for cooling and to supplement humidity control due to building envelope deficiencies.

1.4 PROJECT DESCRIPTION

Construction Manager (DCI Group) 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 design firm according to separate contract between DAS and Construction Manager. DAS is currently seeking design services from qualified firms for a project consisting of the replacement of the chiller system, consisting of a 250-ton water cooled chiller and a 150-ton heat-pump chiller at the State Historical Building located at 600 East Locust, Des Moines, IA, 50319. Water is circulated through the building by two 20 hp pumps with a third for backup. The chilled water pumps are constant volume. The AHU colling coils are equipped with three-way valves. Information should be confirmed by the designer and new calculations should be performed to confirm the sizing of the new units.

SECTION 2 – REQUIREMENTS

The successful firm shall provide the services to the State in accordance with the requirements and scope of work as provided in this Section.

2.1 MINIMUM FIRM QUALIFICATIONS

2.1.1 Firms, other than sole proprietorships and general partnerships, shall be registered with the Office of the Iowa Secretary of State.

2.1.2 The selected firm shall have sufficient and qualified staff to deliver the required services. In accordance with Iowa Code Chapter 26, all plans, specifications, and cost estimates for a proposed public improvement must be prepared by a design professional licensed or registered in the State of Iowa, including an engineer licensed under Chapter 542B, a landscape architect licensed under Chapter 544B, or an architect registered under Chapter 544A.

2.1.3 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.

2.1.4 Upon request and at the sole discretion of the State, the firm shall provide documentation demonstrating its financial stability

2.1.5 Failure to adhere to these instructions may result in a firm's proposal being deemed non-compliant with requirements of this RFP and may be cause for rejection of the proposal.

2.2 SCOPE OF WORK

2.2.1 Design Services

Design services shall include:

2.2.1.1 All design disciplines necessary to complete the scope of work.

2.2.1.2 Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.

2.2.1.3 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.

2.2.1.4 Field examination of the existing buildings.

2.2.1.5 Existing PDF drawings will be provided to the successful design firm.

2.2.1.6 Accuracy of drawings shall be verified by the design firm.

2.2.1.7 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.

2.2.1.8 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.

2.2.1.9 Designer shall include any and all survey work required for completion of project.

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

2.2.1.11 Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.

2.2.1.12 Designer shall assist Construction Manager in the evaluation of long lead times.

2.2.1.13 Quality control during design, preconstruction, and construction.

2.2.1.14 Compliance with all federal, state, and applicable AHJ codes.

2.2.1.15 Completion of state building and energy code documents, as required.

2.2.1.16 Design review will be conducted at 100% Design Development Narrative, 50% Construction Documents, and 95% Construction Documents. Dates for design review meetings to be coordinated with the design and project team and set no later than the design kickoff meeting. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum. Drawings, specifications and cost opinions (if applicable) shall be provided at least five days prior to each review meeting. An additional review meeting may be required at the end if there are discrepancies in cost opinions or constructability review questions.

2.2.2 Project Management

Project management services shall include:

2.2.2.1 Review with the Department of Inspections, Appeals, and Licensing's Building Code Bureau for approval of plans or exemption from review. All fees associated with the Bureau are the responsibility of the designer.

2.2.2.2 Develop and distribute agendas and meeting minutes for all meetings during the design phase.

2.2.2.3 Designer shall provide any information necessary to obtain utility rebates where applicable.

2.2.2.4 DAS will engage the services of a commissioning agent for the project. Designers shall coordinate with the commissioning agent, participate in meetings and review recommendations of the commissioning agent. The intent is to have the commissioning agent involved from the beginning of design through the end of the project. (A separate RFP will be awarded for commissioning services. Design firms have the option of proposing on both the design and commissioning services but can be awarded only one).

2.2.2.5 Construction cost opinions provided by the design professional team during design at 50% Construction Documents, and 95% construction documents with a final estimate for construction included with bid documents per Iowa Code.

2.2.2.6 Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.

2.2.2.7 Provide bid alternates as determined during the course of design and bid package development.

2.2.2.8 Assist Owner and Construction Manager in obtaining bids from qualified contractors.

2.2.2.9 Alternate 1: 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.

2.2.2.10 Alternate 1: Participation with project team during construction progress meetings as required. Designers shall participate in bi-weekly conference calls during the construction period.

2.2.2.11 Alternate 1: Field observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.

2.2.2.12 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.

2.2.2.13 At a minimum, the firm shall participate in the site/virtual visits indicated in the Designer Scope Checklist. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design.

SECTION 3 – ADMINISTRATIVE INFORMATION

3.1 GENERAL INFORMATION

3.1.1 DAS will evaluate the qualifications, experience, and other relevant information from firms interested in contracting with the State of Iowa to provide the necessary services to complete the project described in this RFP.

3.1.2 Firms certified as Targeted Small Businesses are encouraged to submit proposals. The Iowa Economic Development Authority administers the Targeted Small Business (TSB) Program. Firms 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 firms certified as Targeted Small Businesses, contact the TSB Certification office in the Iowa Economic Development Authority at (515) 348-6193.

3.2 INQUIRIES

3.2.1 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 the Schedule, Section 1.2.

3.2.2 Any information provided by a prospective firm orally shall not be considered part of the firm's proposal.

3.2.3 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.

3.3 PREPARATION AND SUBMISSION OF PROPOSALS

3.3.1 Proposals must be submitted on the Iowa **IMPACS Procurement System**.

3.3.2 Firms must submit proposals in the State's IMPACS Procurement System before the "Proposals Due" date and time listed on the RFP cover sheet.

3.3.3 Proposals received after this deadline will be rejected and returned unopened to the firm. It is the firm's responsibility to ensure that the proposal is received prior to the deadline. Electronic mail and faxed Proposals will not be accepted.

3.4 ECONOMY OF PRESENTATION

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

3.5 RFP CHANGES AND ADDENDA

The Agency reserves the right to amend the RFP at any time by using an addendum. The firm shall acknowledge receipt of all addenda in its proposal.

If an addendum is posted after a firm has already submitted its proposal in IMPACS, the proposal will remain saved. However, the firm must review and acknowledge the addendum, then certify and resubmit its proposal.

To acknowledge an addendum, the firm must answer the newly posted question in the Questions section of IMPACS ("yes" or "no") and then **CERTIFY** and **SUBMIT** the proposal.

It is the firm's responsibility to check for posted addenda documents.

3.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

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

3.6.1 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.

3.6.2 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.

3.6.3 No attempt has been made or shall be made by the Firm to induce any other person or Firm to submit or not to submit a proposal for the purpose of restricting competition.

3.6.4 Each person signing this proposal certifies that:

3.6.4.1 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

3.6.4.2 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

3.6.4.3 Any offer made by the submitted proposal and any clarifications to that proposal shall be signed by an officer of the offering firm or a designated agent empowered to bind the firm in a contract.

3.7 NOTICE OF INTENT TO AWARD

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

3.8 WITHDRAWAL OF PROPOSALS

Prospective firms 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 firm 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.

3.9 DISPOSITION OF PROPOSALS

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

3.10 DISCLOSURE OF PROPOSAL CONTENT

3.10.1 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.

3.10.2 Public Records and Requests for Confidential Treatment

3.10.2.1 The Agency's release of public records is governed by Iowa Code chapter 22. Firms are encouraged to familiarize themselves with Iowa Code chapter 22 before submitting a proposal. The Agency will copy and produce public records upon request as required to comply with Iowa Code chapter 22 and will treat all information submitted by a firm as non-confidential records unless firm 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.

3.10.2.2 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. Firms may not request confidential treatment with respect to pricing information and transmittal letters. A firm's request for confidentiality that does not comply with this section or a firm's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting firm's proposal as non-responsive. Requests to maintain an entire proposal as confidential will be rejected as non-responsive.

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

Additionally, if firm fails to comply with the request process set forth herein, if firm's request for confidentiality is unreasonable, or if firm rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to firm and with or without affording firm the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

3.11 PROPOSAL EVALUATION AND AWARD

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

3.12 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.

3.13 CONFLICTS BETWEEN TERMS

DAS reserves the right to accept or reject any exception taken by a prospective firm to the terms and conditions of this RFP. Should a prospective firm 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 firm regarding contract terms or the contents of the firm's proposal.

3.14 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.

3.15 COSTS FOR PREPARATION OF PROPOSALS

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

3.16 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.

3.17 MISCELLANEOUS

3.17.1 DAS reserves the right to accept or reject any part of any proposal, and to accept or reject any or all proposals without penalty.

3.17.2 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.

3.17.3 DAS reserves the right to make a written request for additional information from a firm 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 4 – CONTRACT TERMS AND CONDITIONS

4.1 ELEMENTS OF CONTRACT

4.1.1 No contract relationship is created or implied by DAS from the acceptance of a proposal or an interview with a firm in response to this RFP.

4.1.2 The proposed form of contract between the firm and the State will be a revised Consensus Doc 803, which will be modified to include thefollowing:

4.1.2.1 Incorporation, by reference, of this Request for proposal and subsequent addenda and the proposal submitted by the successful firm in response to this RFP.

4.1.2.2 Professional liability insurance in the amount of $2 million will be required. See Exhibit A – Sample Insurance Certificate.

4.1.2.3 The proposed project fee, start dates, and scheduling of the selected firm's services shall be established during negotiations.

4.1.2.4 *Iowa Code* Section 8.47, The Accountable Government Act, requires that the terms and conditions of service contracts shall include the following:

- The amount or basis for paying consideration to the party based on the party's performance under the service contract.
- Methods to effectively oversee the party's compliance with the service contract.
- Methods to effectively review performance of a service contract.

4.1.2.5 Other terms, mutually agreeable to the State and the firm, may be developed during negotiations with the selected firm.

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

4.1.3 This RFP does NOT establish a statewide contract.

SECTION 5 – PROPOSAL CONTENT

5.1 INSTRUCTIONS

These instructions describe and define 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.

5.1.1 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 as separate files. The files shall be labeled with the following information:
Firm Name – Technical Proposal
Firm Name – Cost Proposal

5.1.2 Please do not exceed 10 MB on the file size of your proposal.

5.1.3 The proposal shall consist of the elements in the order given below and shall be limited to thirty (30) single pages or less, not including dividers, cover page, or resumes.

5.2 TECHNICAL PROPOSAL

Exhibit 1 - Transmittal Letter
Letter of Transmittal/Statement of Interest including understanding and compliance with all requirements in this RFP, email address for contact person, and acknowledgment of any addenda.

Exhibit 2 - Executive Summary
Executive summary of the proposal.

Exhibit 3 – Firm Qualifications
- Information regarding Firm's organizational stability and financial strength (or provide bank or accountant reference).
- Provide a copy of your organizational chart.
- Provide metrics indicating ability to complete projects on time and on budget.
- List projects with similar scope and scale.

Exhibit 4 – Staff Experience
- Describe the composition of your team. Identify staff to be assigned. Provide resumes of key individual(s) including education, relevant experience, and certifications/licensing.
- 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.

Exhibit 5 – Applicable State Project Experience
- List of projects the Firm has completed with the State within the last five (5) years. Firms who have not completed projects with the State within this time period may list projects with other public entities (i.e. municipal, county, or other governmental agency).

Exhibit 6 – Approach and Proposed Methods

Overview and discussion of offered services including:

- Describe the proposed design concept.
- Describe approach and methods to ensure constructability of proposed design.
- Describe how compliance with codes is established.
- Describe how life-cycle cost reduction is accomplished by the design.
- Identify which portion(s) of the design will be delegated design. Delegated design is when a design professional transfers responsibility for designing specific building components or systems to a contractor, subcontractor, or specialty designer.
- Describe the cost estimating, status reporting, and cost reporting procedures you utilize.
- Describe computer program/software capabilities and expertise you utilize. Please describe your related experience.

Exhibit 7 – Project Execution

- Provide timeline for project execution.
- Provide the estimated anticipated hours by position.
- Identify key milestones.
- Describe steps to mitigate risk.
- Identify methods to ensure quality throughout the project.
- Describe steps to ensure communication throughout the project.
- Designer Scope Checklist

5.3 Cost Proposal

The Department requests lump sum pricing from the firms responding 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 firms responding to this RFP be broken down as follows.

- Design Development Narrative
- Construction documents
- Alternate 1: Bidding or negotiation assistance
- Alternate 1: Construction phase

These breakdown prices will be used as the schedule of values for billing purposes.

- Provide the hourly rates as they apply to assigned personnel for all persons (including sub-consultants) that will be assigned to the project. Also provide an estimated fee total.
- Provide total for reimbursable charges. (the State has limitations, per State of Iowa Accounting Policies and Procedures 210.245)
- 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.
- Identify costs of subcontracted services such as delegated design or other.

SECTION 6 – PROPOSAL EVALUATION, SELECTION, AND AWARD

6.1 EVALUATION PROCEDURES

6.1.1 Proposal packages will be opened by the Issuing Officer and the names of all firms who submitted proposals will be released upon request.

6.1.2 The Issuing Officer will review the proposals for compliance with the RFP instructions/requirements.

6.1.3 The Issuing Officer will retain non-compliant proposals.

6.1.4 Copies of proposals determined by the Issuing Officer to be compliant with the RFP will be evaluated.

6.1.5 Evaluation criteria to be used in scoring is shown in 6.2.2.

6.1.6 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.

6.1.7 DAS reserves the right to make a written request for additional information from a prospective firm to assist in understanding or clarifying a proposal.

6.1.8 The firms with the highest scoring proposals may be selected for interviews.

6.2 SELECTION PROCEDURES

6.2.1 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.

6.2.2 Criteria for evaluating the proposals:

Criterion	Points
Exhibit 3 – Firm's Qualifications	30
Exhibit 4 – Staff Experience	15
Exhibit 5 – Applicable State Project Experience	10
Exhibit 6 – Approach and Proposed Methods	35
Exhibit 7 – Project Execution	10
Interviews (optional)	TBA

6.3 AWARD OF CONTRACT

6.3.1 After selection, DAS will meet with the firm for the purpose of negotiating an agreement that is acceptable to both parties. If the parties do not achieve an acceptable agreement, DAS reserves the right, at its sole discretion, to negotiate with other RFP respondents.

6.3.2 Should the above process not result in a contract, DAS will re-evaluate relevant issues and take appropriate follow-up action.

ATTACHMENTS:

Exhibit A – Sample Certificate of Insurance
Exhibit B - Design Services Checklist

****** END OF RFP******

EXHIBIT A – SAMPLE INSURANCE CERTIFICATE

SAMPLE

ACORD

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

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS Minimum	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT [ ] LOC OTHER:			#TBD- CGL	3/1/17	3/1/18	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$1,000,000
								$
B	AUTOMOBILE LIABILITY [X] ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			#TBD-AL	3/1/17	3/1/18	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
C	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			#TBD-WC	3/1/17	3/1/18	PER STATUTE [X] OTH-ER	$1,000,000
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
	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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EXHIBIT B - DESIGN SERVICES SCOPE CHECKLIST

(*) required by DAS

		Included	Excluded	TBD	Virtual Meeting	On Site Meeting	Remarks / Responsible Party if Not performed by Arch/Engineer
	PROJECT ADMINISTRATION AND MANAGEMENT SERVICES						
*	Project Administration	X			-----	-----	
*	Disciplines Coordination / Document Checking	X			-----	-----	
*	Code Authority Consulting / Review / Approval	X			-----	-----	Exemption or Approval Review Uploaded to Procore
*	Schedule Development Assistance	X			-----	-----	
	Schedule/Coordinate all Pre-design, Design Development, Bidding/Letting, Construction, and Closeout Meetings		X		-----	-----	Typically completed by CM
*	Document Review (All Phases)	X			-----	-----	
	Submittal - Written Monthly Progress Reports		X		-----	-----	
	Submittal - Monthly Progress Contract Documents		X		-----	-----	
	Marketing Presentations		X		-----	-----	
	LEED Certification / Rebate Assistance / Etc		X		-----	-----	
	DESIGN DEVELOPMENT - CONSTRUCTION DOCUMENTS						
*	Designer Kick Off Meeting	X				1	
*	Field Examination of existing buildings (on site)	X			-----	-----	Each proposing firm shall provide visits as they see fit to complete the work of design
*	Meeting(s) with Owner Including minutes (includes consultants)	X			-----	-----	Uploaded to Procore
*	Materials Research/Specifications	X			-----	-----	
	Design / Documentation - Architectural				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Structural				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Mechanical				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Electrical				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Fire Systems				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Access Control				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Civil				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Telecommunications				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Building Automation Controls				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Landscape				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Interior (Furniture)				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Special				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design / Documentation - Acoustical				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Design - Graphics and Signage				-----	-----	**To be completed by Designer and Included with their RFP proposal**
	Coordination of Owner Supplied Equipment/Materials		X		-----	-----	Should be Included if there are Owner supplied equipment or materials (including furniture)
*	Coordination with Owner/CM for Scope of Hazardous Materials Testing	X			-----	-----	
	Energy Report		X		-----	-----	
	Progress Contract Documents for Review - DD	X			1		Uploaded to Procore & Bluebeam Studio Session
	Progress Contract Documents for Review - 50% CD	X				1	Uploaded to Procore & Bluebeam Studio Session

EXHIBIT B - DESIGN SERVICES SCOPE CHECKLIST

(*) required by DAS

		Included	Excluded	TBD	Virtual Meeting	On Site Meeting	Remarks / Responsible Party if Not performed by Arch/Engineer
*	Progress Contract Documents for Review - 95% CD	X			1		Uploaded to Procore & Bluebeam Studio Session
*	Prepare Bidding Contract Documents	X			-----	-----	Uploaded to Procore
	Prepare Front End for Bidding Contract Documents		X		-----	-----	Typically completed by CM
	Statement of Probable Construction Cost - DD		X		-----	-----	
	Statement of Probable Construction Cost - 50% CD	X			-----	-----	
*	Statement of Probable Construction Cost - 100% CD	X			-----	-----	Uploaded to Procore
*	Submit to Department of Inspections and Appeals for Preliminary Review	X			-----	-----	Upload to Procore
*	Submit to Department of Inspections and Appeals for Exemption or Full Plan Review	X			-----	-----	Upload to Procore
*	Review/Approve 95% Submittal Log, Attic Stock Log, Closeout Log	X			-----	-----	
	Tabulation of Areas and Program Comparison - DD		X		-----	-----	
	Tabulation of Areas and Program Comparison - CD		X		-----	-----	
	Presentation Model / Renderings		X		-----	-----	
	BIDDING / LETTING						
*	Identify Bid Strategies	X			-----	-----	
*	Attend Pre-Bid Meeting(s) / Tour(s)	X				1	
	Lead Pre-Bid Meeting (s) / Tour (s). Including Meeting Minutes.		X		-----	-----	Typically completed by CM
*	Prepare Addenda	X			-----	-----	
	Statement of Probable Construction Cost - All Addenda		X		-----	-----	
	Attend Bid Opening		X		-----	-----	Typically attended by CM/OR
*	Bid Evaluation	X			-----	-----	
	Review Construction Contract Agreements		X		-----	-----	Typically completed by CM/OR
	CONSTRUCTION ADMINISTRATION SERVICES						
*	Participate in Construction Kick-Off Meeting	X			1		
*	Submittal Service (Shop Drawings, etc.)	X			-----	-----	
*	Participation in Bi-weekly conference calls during the construction period	X			-----	-----	
*	Site Observation with Reports	X				4	Upload to Procore. At minimum include site observations as indicated. Beyond these site visits, each proposing firm shall provide a unit cost per construction inspection visit.
*	Approval of Constructor Pay Applications	X			-----	-----	
*	Testing and Inspection Report Review	X			-----	-----	
*	Supplemental Documentation (ASIs)	X			-----	-----	
*	Change Requests / Change Order Review/Approval	X			-----	-----	
*	Interpretations and Decisions of Contract Documents	X			-----	-----	
*	Creation of Punch List	X				1	
	Punch List Management		X		-----	-----	Typically managed by CM
*	Punch List Completion Verification	X				1	
*	Project Closeout Review/Approval (O&Ms, As-builts, COSC, COFC, etc)	X			-----	-----	Upload to Procore
	Contract Cost Accounting		X		-----	-----	Typically managed by CM/OR
	POST CONSTRUCTION SERVICES						
	Post Project Review Meeting Participation	X			1		
*	Update of CAD Files (Change Orders, RFIs, ASIs)	X			-----	-----	
	Update of CAD Files (Record Documents)		X		-----	-----	
*	Warranty Review	X				1	
	Expert Witness		X		-----	-----	
		Total Virtual/On Site Meetings			4	10	