

STATE OF IOWA
REQUEST FOR PROPOSALS
PROFESSIONAL ARCHEOLOGICAL CONSULTING SERVICES

RFP COVER SHEET

Administrative Information

RFP Number	RFP 931600-02	Title of RFP	CHMHI New Parking Area Archeological Survey
Agency	Iowa Department of Administrative Services (DAS)		
Project Description	The State of Iowa Department of Administrative Services (DAS) is seeking professional Archeological Consultant services for areas of future excavation at the Cherokee Mental Health Institute		
State Issuing Officer: Michael Bradbury Issuing Officer Iowa Department of Administrative Services Hoover State Office Building, Level 3 1305 East Walnut, Des Moines, IA 50319-0105 Phone: 515-823-9327 Email: construction.procurement@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)
State Posts Notice of RFP on TSB website			8/7/2023
State Issues RFP			8/9/2023
Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement			8/11/2023
Proposals Due			8/18/2023 @ 10:00 am
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 Archaeology consulting companies for services, per RFP cover page, and as outlined in the following (Sections 1.2 - 1.3).

The successful proposal must include:

- 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 Archaeology consulting 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 Consultant's Contract	Week of September 8, 2023
Tentative Consultant Kick-Off Meeting	Week of September 15, 2023
Initial Findings Summary	October 13, 2023
Draft Phase 1 Report By	November 10, 2023
Final Phase 1 Report By	January 12, 2024

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 Design between DAS and the Designer according to separate contract between DAS and Construction Manager. DAS is currently seeking Archeological Consultant services from qualified firms for a project consisting of a Phase 1 intensive archeological survey.

Surveying 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** 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.
- 1.3.3** Archeology survey scope of work:
 - 1.3.3.1** Phase 1 intensive archeological survey at one location indicated on the attached document.
 - 1.3.3.2** Follow the current Association of Iowa Archeologists Guidelines for Investigations in Iowa.
 - 1.3.3.3** This RFP will allow the State of Iowa to negotiate with the archeological consultant for additional scope and archeological survey phases.
- 1.3.4** Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
- 1.3.5** Compliance with all Federal, State, and applicable Local codes.
- 1.3.6** Completion of State building and energy code documents, as required.
- 1.3.7** 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.
- 1.3.8** 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.

1.4 ATTACHMENTS

2023-06-30 CMHI Parking Expansion -50% Review