

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

RFP COVER SHEET

Administrative Information

RFP Number	RFP937400-01	Title of RFP	CHMHI Gym Conditioning & Ceiling Repair
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 design and construction of air conditioning to the Cherokee Mental Health Institute's gym and repairs to the plaster ceilings.		
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		4/29/2024	
State Issues RFP		5/01/2024	
Pre-Proposal Conference Location and Address: Is Pre-Proposal Conference mandatory? No If a map is needed, contact the Issuing Officer.		05/08/2024 at 11:00 AM CST 1251 W Cedar Loop, Cherokee, IA 51012 See Exhibit A for Site Map An online option is available using Teams: https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWRIYmJiNjYtY2MwNy000TgwLTkwZTktODRIOTBhOWI3NTVj%40thread.v2/0?context=%7b%22id%22%3a%2253f2f9ee-ba23-4c21-ac85-5776fb004a49%22%2c%22oid%22%3a%2233633937-6386-4570-a498-305d5540a589%22%7d Meeting ID: 234 050 816 891 Passcode: wiwVax Phone: +1 515-612-9860, 627619288#	
Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement		05/09/2024 at 2:00 PM CST	

Proposals Due	05/21/2024 at 2:00 PM CST
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 June 3, 2024
Tentative Design Kick-Off Meeting	Week of June 3, 2024
100% Design Development Documents	To Be Coordinated
50% Construction Documents and Cost Opinion By	To Be Coordinated
95% Construction Documents and Cost Opinion By	July 9, 2024
100% Construction Documents and Cost Opinion By	July 23, 2024
Contractor Bidding	July – August 2024
Execution of Contractor’s Contract(s)	August 2024
Submittals, Procurement and Construction	August, 2024 to December, 2024
Close out	January, 2024

1.3 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 Designer

according to separate contract between DAS and Construction Manager. DAS is currently seeking design services from qualified firms for a project consisting of the addition of air conditioning to the Cherokee Mental Health Institution and plaster ceiling repairs.

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** Anticipated scope of services:
 - 1.3.5.1** See Exhibit B for an existing report conducted by Genisis Architecture, evaluating the plaster ceiling deterioration.
 - 1.3.5.2** Evaluation of existing Owner provided air-conditioning unit and condensing unit for use on this project. Units were manufactured in 2011 and 2012 but have never been installed. Model numbers are as follows and pictures can be found in Exhibit C.
 - 1.3.5.2.1 Air Conditioner:
 - 1.3.5.2.1.1 Thermal Zone
 - 1.3.5.2.1.2 Model Number TZHGL240ZL
 - 1.3.5.2.1.3 208/230/460 Volts, 3-Phase, 60 Hertz
 - 1.3.5.2.2 Condensing Unit:
 - 1.3.5.2.2.1 Thermal Zone
 - 1.3.5.2.2.2 Model Number TZAL-240CA
 - 1.3.5.2.2.3 208/230 Volts, 3-Phase, 60 Hertz
 - 1.3.5.3** Design shall include all electrical, mechanical, plumbing, and controls installations.
 - 1.3.5.4** Design shall include architectural and structural construction as needed to accommodate placement of air conditioning and condensing units.
 - 1.3.5.5** Includes architectural modifications to interior and exterior walls as necessary for ducting and piping of units.
 - 1.3.5.6** The existing ceiling plaster has begun to deteriorate. It is assumed this deterioration is due to lack of cooling and humidity control within the space. Design shall include repairs to ceiling plaster. See Exhibit B for existing report with recommendations. Designer shall review the existing conditions and provide a recommendation based on best value.
- 1.3.6** Field examination of the existing buildings.
- 1.3.7** 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.

- 1.3.8** 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.
- 1.3.9** Designer shall include any and all survey work required for completion of project.
- 1.3.10** Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
- 1.3.11** Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- 1.3.12** Designer shall assist Construction Manager in the evaluation of long lead times.
- 1.3.13** Quality control during Design, Preconstruction and Construction.
- 1.3.14** Compliance with all Federal, State, and applicable AHJ codes.
- 1.3.15** Completion of State building and energy code documents, as required.
- 1.3.16** Design review will be conducted at 100% design development documents, 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.
- 1.3.17** 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.
- 1.3.18** Develop and distribute agendas and meeting minutes for all meetings during the design phase.
- 1.3.19** Designer shall provide any information necessary to obtain utility rebates where applicable.
- 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, seven (7) site visits. Design kick off/Building evaluation, Pre-bid meeting, Construction Field Observation (2), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Reviews at 100% design development, 50% documents, 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

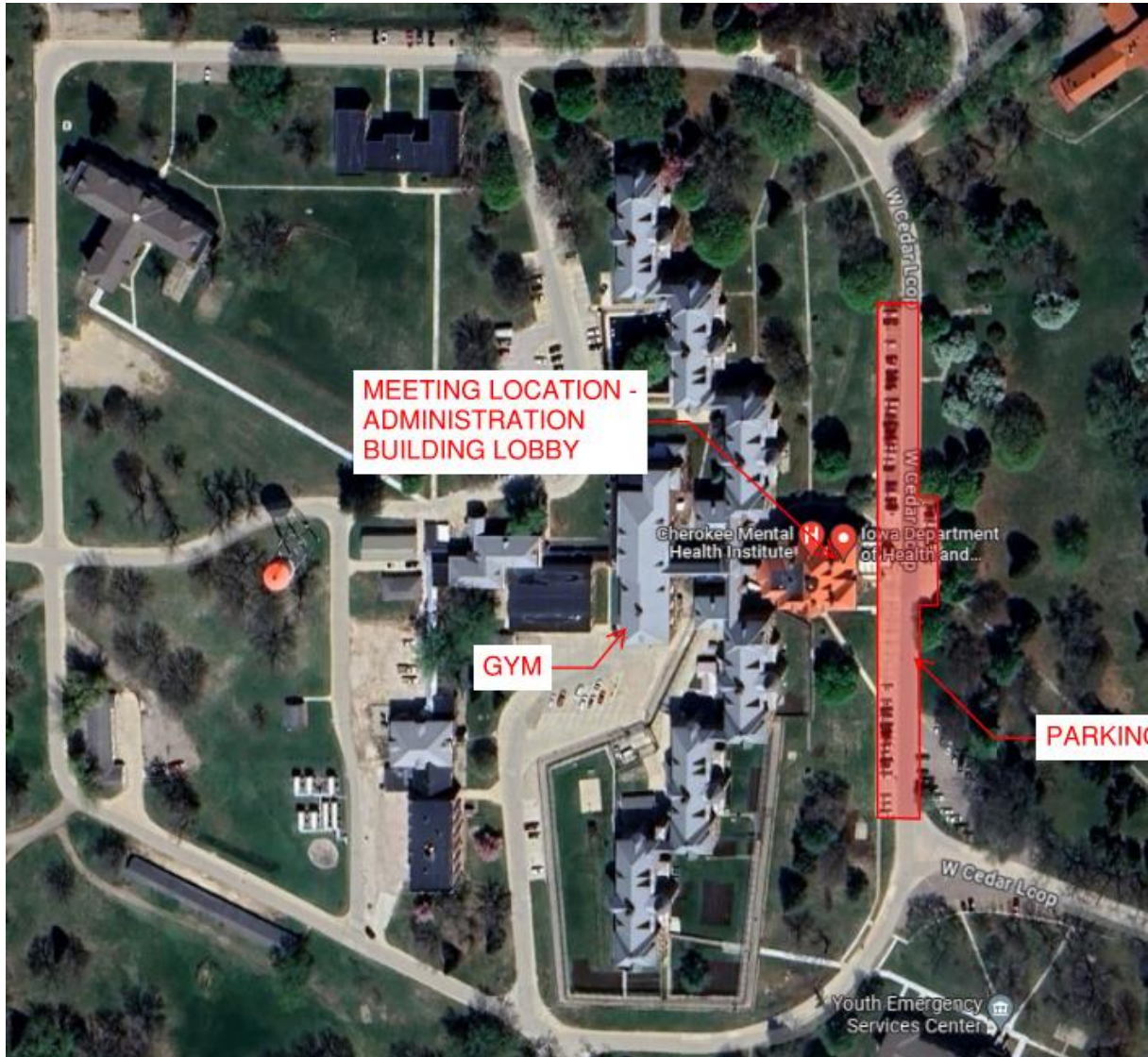
- 1.4.1** Exhibit A – Pre-Proposal Site Map
- 1.4.2** Exhibit B – Genesis Existing Report
- 1.4.3** Exhibit C – Existing Photos

EXHIBIT A – PRE-PROPOSAL SITE MAP

Date: 05/07/2024

Time: 11:00 AM CST

Location: 1251 W Cedar Loop, Cherokee, IA 51012



An online option is available using Teams:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWRIYmJiNjYtY2MwNy00OTgwLTkwZTkODRIOTBhOWI3NTVj%40thread.v2/0?context=%7b%22Tid%22%3a%2253f2f9ee-ba23-4c21-ac85-5776fb004a49%22%2c%22Oid%22%3a%2233633937-6386-4570-a498-305d5540a589%22%7d

Meeting ID: 234 050 816 891

Passcode: wiwVax

Phone: +1 515-612-9860, 627619288#



CHMI GYM CEILING EVALUATION

EXISTING GYM CEILING CONDITIONS:

On January 4, 2024 Edward Matt with Genesis Architectural Design conducted an on-site inspection of the gymnasium ceiling. Purpose of the visit is to inspect the existing ceiling conditions and make recommendations for repairs.

The existing ceiling system is 3/4 inch thick cement plaster over 12"x16" in concrete reinforced clay tile spanning between steel trusses. The steel trusses have a sloped vaulted bottom cord. The ceiling has a number of cracks in the plaster and places where paint is blistering and separating from the plaster. The cracks displayed somewhat of a pattern where the cracks are typically running up the ceiling in fairly straight lines at 10-ft centers intervals that closely matches the spacing of the roof steel trusses in the attic. At the south center of the ceiling there is an area that is approximately a 4 foot square where the plaster has separated from the concrete roof deck. A lift was provided by the facility and the exposed plaster and concrete tile were observed.

The plaster around the small exposed area was loose and was not tapped on much for concerns that a lot more of it might drop and fall. Visually you could see that some of the areas around the damaged area were loose so more plaster is likely to fall in the future. The loose plaster is a safety concern since more plaster could separate and fall. It is recommended that gym not be occupied until the ceiling is repaired.

I also went into the attic space from the third floor corridor ceiling hatch. The peak inside the attic has a large octagon shaped venting cupola. There are three dormers in the attic, one on the east, one on the west, and one on the hip at the south end of the gym. Each of these dormers has a 12 inch by 16 inch static louver vent to allow convection air to move into the attic space and vent out at the peak through the louvered ridge cupola. There is one layer of 8 inch fiberglass batt insulation in the attic over the gym ceiling structure.

There is a manually powered exhaust ventilator mounted on the wall in the southwest corner the gym. The exhaust vent was switched on and the fan powered up but the outside louvers did not open. This fan could remove some of the humid air out of the gym space, but it was not working. It was also observed that there were a couple of box fans on the floor by the hallway doors to help move air in the gym during summer months. There is no ventilation air cooling the large gym space, only steam heating.

The gymnasium was originally designed with windows along the sides. These windows likely had operable sections to allow for cross ventilation. The window openings have been infilled and are covered inside with gypsum board so there is no longer any ventilation in the space now.

RECOMMENDATIONS:

Patching and repairing the existing ceiling plaster will not hold up long term and will continue to be a maintenance and safety concern. Covering the existing plaster with drywall will also not hold up long term as the drywall will still take on moisture and the joints and paint will separate.

After assessing the conditions of the existing gym ceiling I would offer the following recommendations:

- 1) We recommend that the State considers covering the entire vaulted portion of the gym ceiling with Tectum wood fiber panels. These can be purchased prefinished in white and can simply be screw applied over the existing plaster with wood furring strips and attached to clay tile clay tile ceiling structure. Applying tectum panels would provide three benefits:

- a) A new finish to cover and hold up the existing plaster.
- b) It would improve the acoustics by sound deadening the gym space.
- c) The panels are easy to install and wouldn't require patching the existing plaster. The missing plaster area could be furred out flush. Verify the screw length fasteners for attaching the Tectum panels with the manufacturer.

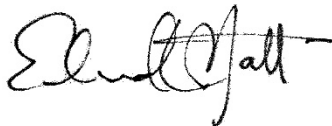
2) Another recommendation is to install a temperature-controlled thermostat regulated power roof ventilator in the attic space at the base of the cupola to help pull hot air up and out the top in the cupola. A temperature controlled exhaust fan help pull hot air out of the attic space. The combination of hot humid attic air with the dead air space in the gym is allowing humidity to migrate in through the attic ceiling system. The three dormer louvers would provide intake air through the 12"x16" louvers. The cupola power roof ventilator should be size by an engineer for proper exhaust venting.

3) The third recommendation is to re-establish air movement in the gymnasium to remove the humidity. A short-term solution would be to reinstall some small operable windows in the original window openings and then to get the existing exhaust fan in the southwest corner running, adding one or two more additional exhaust fans to pull the humid air out of the gym. Exhaust fans in the gym can be installed with humidistat controls so that they would turn on when the humidity in the gym reaches a set height. This could be also be set up to turn on and power a couple of high mounted ceiling fans. This solution will move air in the space, but it will also bring in warm air in the summer.

4) The ideal long-term solution for this problem is to install permanent an HVAC cooling system to move air and remove humidity in the gym. If this route is being budgeted towards, the windows and exhaust fans would not need to be installed.

Please contact me at 515-440-1681 with any questions.

Sincerely,



Edward L. Matt, AIA, NCARB, Principal
GENESIS Architectural Design

Planning | Architecture | Preservation
Building Envelope Consulting | Architectural Forensics

Encl. Tectum Panels and Timberwool brochures

TECTUM® Direct-Attach
TECTUM Direct-Attach
High NRC
Acoustical Ceiling Panels
coarse texture

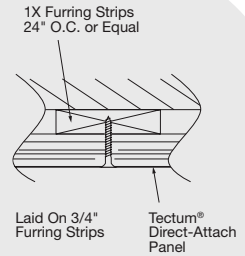


FAST134
Select Items Ship Fast
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Tectum Direct-Attach High NRC ceiling panels in White

CAD/Revit® drawings at:
armstrongceilings.com/cadrevit



TECTUM® CREATE!™
CUSTOM CEILINGS AND WALLS



armstrongceilings.com/tectumcreate

Tectum® Direct-Attach and Direct-Attach High NRC ceiling panels provide durable, sustainable, acoustical options for a wide variety of applications.

KEY SELECTION ATTRIBUTES

- new** • Tectum Direct-Attach panels now have UL® Certified acoustics with acoustical testing and reporting that align with industry-wide best practices
- new** • Tectum Direct-Attach High NRC panels have a proprietary factory-applied acoustical backer, adding sound absorption that is certified by UL
- CleanAssure™ family of products – includes disinfectable panels, suspension systems, and trim (standard colors only)
- new** • Select products included in the FAST134 program – ready to ship in 4 weeks or less
- new** • Sustainable Beyond Standard: Custom sizes in 1" thickness and all standard panels are part of the Sustain® portfolio and meet the most stringent industry sustainability compliance standards today
- Install 1"-thick Tectum® Direct-Attach on Trusses and I-Beams for added acoustics while maintaining an exposed structure visual on the deck
- Long edges beveled, short edges beveled available as a standard option
- Great retrofit solution for noise reduction
- Excellent sound absorption – NRC up to 0.85 (1" panel, C-40 Mounting)
- Can be field painted up to 6 times without impacting acoustic or fire performance
- Variety of made-to-order color options available
- Can be mechanically fastened to a wide variety of surfaces including masonry, drywall, drywall grid system, wood, trusses, I-Beams, and more
- USDA Biobased content: 98%

COLORS Due to printing limitations, shade may vary from actual product.



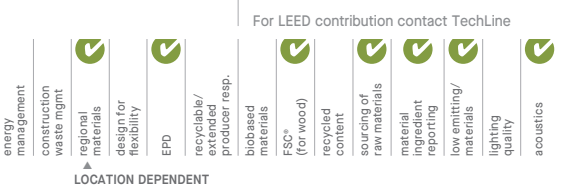
* For Tectum Direct-Attach only. Colors that are pre-qualified to meet Sustain portfolio requirements are available upon request. Other made-to-order colors must be evaluated if sustainability criteria is required. Lead time will increase.

DETAILS



1. Tectum Direct-Attach panel in White (TWH)
2. Tectum Direct-Attach panel in White (TWH)
3. Tectum Direct-Attach High NRC panel with proprietary acoustical backer

TECTUM® Direct-Attach TECTUM Direct-Attach High NRC Acoustical Ceiling Panels coarse texture



For LEED contribution contact TechLine

VISUAL SELECTION

Item No. ♦	Dimensions W x L x H (Inches)
TECTUM® Direct-Attach Ceiling Panels (FSC® Certified)	23-3/4 × 48 × 1"
Long Edges Beveled/Short Edges Square	8182T10_ _ _ 23-3/4 × 96 × 1"
	8180T10_ _ _ 47-3/4 × 96 × 1"
Long Edges Beveled/Short Edges Beveled*	8175T10_ _ _ 23-3/4 × 48 × 1"
	8174T10_ _ _ 23-3/4 × 96 × 1"
	8173T10_ _ _ 47-3/4 × 96 × 1"
Other Size Panels	W 23-3/4" - 48" L: 12" - 144" 1", 1-1/2", or 2" thickness



FAST134 program items ready to ship from manufacturer in 4 weeks or less. Up-to-date lead times and product options (sizes and colors) at armstrongceilings.com/fast134

♦ When specifying or ordering, include the appropriate 3-digit color suffix TNA = Natural TWH = White (e.g. 8182T10 I W H)
* Four-sided beveled edge panels are recommended in adjoining panel installations.

PERFORMANCE

Dots represent high level of performance.

Fire Rating	Light Reflect	Anti-Mold/Mildew	Sag Resist	Certified Low VOC Emissions	CleanAssure™ Disinfectable Panels	DURABILITY	30-Yr Warranty
Class	Up to	*	*	*	Fog	Impact	Scratch
Up to A	0.75	*	*	*	*	*	*
Up to A	0.75	*	*	*	*	*	*
Up to A	0.75	*	*	*	*	*	*
Up to A	0.75	*	*	*	*	*	*
Up to A	0.75	*	*	*	*	*	*
Up to A	0.75	N/A	N/A	N/A	*	*	*

ACOUSTICAL INFORMATION

Panel Thickness	UL Classified Acoustics NRC	Mounting Method
1"	0.40	A
	0.45	D-20
	0.80	C-20
1-1/2"	0.85	C-40
	0.50	A
	0.55	D-20
2"	0.90	C-20
	0.90	C-40
	0.65	A
	0.70	D-20
	0.95	C-20
	1.00	C-40

ACCESSORIES See next page for full list of accessories.

PHYSICAL DATA

Material
Cementitious Wood Fiber; FSC-certified. For more information about FSC-certified fire-retardant products, or to view our FSC-certification letter, contact TechLine at 1 877 276-7876.

Tectum® High NRC panels have an acoustical fleece.

Surface Finish
Factory-applied latex paint on abuse-resistant silicate surface coating. Natural finish is unpainted but, after coating is applied, panels may appear light in color.

Panels are painted on the edge, however due to fibrous texture of panels, certain angles and lighting conditions will make edge appear less or more painted.

Can be field painted up to 6 times without impacting acoustic or fire performance. See installation instructions for details on paint and application method.

Fire Performance
Class A per IBC. Flame Spread Index 25 or less and Smoke Developed Index 50 or less when tested in accordance with ASTM E84.

CAN/ULC S102 surface burning characteristics. Flame Spread Index of 25 or less and Smoke Developed Index of 50 or less.

VOC Emissions
Third-party certified compliant with California Department of Public Health CDPH/EHLB/Standard Method Version 1.2, 2017. This standard is the guideline for low emissions in LEED®, WELL Building Standard™, CalGreen Title 24, ANSI/ASHRAE/USGBC/IES Standard 189; ANSI/GBI Green Building Assessment Protocol.

Humidity/Sag Resistance
HumiGuard® Plus performance panels are recommended for areas subject to high humidity, up to, but not including, standing water and outdoor applications.

Anti-Mold/Mildew
Ceiling panels with BioBlock® performance resist the growth of mold and mildew on the panel surface.

Installation Considerations
Panels must be mechanically attached to approved substrate per installation instructions. To achieve proper finished visual, panels should be installed in an ashlar pattern. Four-sided beveled edge panels are recommended in adjoining panel installations.

Use caution and wear appropriate hand, eye, and dust mask protection when cutting and installing Tectum panels. Refer to installation instructions for complete details and cutting recommendations.

Primary (Embodied) Energy
See all LCA information on our EPDs.

Application Considerations
Color variation among panels is common due to the natural characteristics of the wood on White and Natural panels.

Wood fibers may appear orange on natural-colored panels due to the characteristics of the wood.

Design Considerations
Maximum panel size for Truss and I-Beam application is 24 × 48 × 1".

Seismic Restraint
Tectum Direct-Attach panels are approved for application in all seismic areas when installed per the seismic guidelines in the Armstrong Ceilings Installation Instructions.

Cleaning and Disinfecting
Cleaning and CDC approved disinfecting options available on armstrongceilings.com/cleaning

Warranty
30-Year Warranty. Details at armstrongceilings.com/warranty

FAST134 Program Considerations
Size of Job Matters: Big jobs over 2500 SF, or 50 pieces for shapes/vertical elements, will have longer lead times.

Location Matters: Transit time not included. We are ready to ship in 1 week on FAST1 items. However, transit to the states west of Wyoming may add time.

Distributor Truck Schedule Matters: We rely on distribution to help move products around the country. When speed matters, work with your local distributor to ensure FAST134 service.

Stock vs Made-to-Order Matters: FAST3 & FAST4 items are made-to-order and will ship direct to distributor. FAST1 (stocked items) will go through distribution and depend on distributor truck schedules.

Weight, Pcs and SF/Pallet
1" - 1.65 lbs/SF 1-1/2" - 2.53 lbs/SF
2" - 3.3 lbs/SF
8180T10, 8173T10 - 36 pcs/pallet; 1,152 SF/pallet
8181T10, 8174T10 - 72 pcs/pallet; 1,152 SF/pallet
8182T10, 8175T10 - 72 pcs/pallet; 572 SF/pallet
5338W4L08T10, 5338W4L04T10, 5338W2L08T10, 5338W2L04T10 - sold by the piece

TIMBERWOOL

SPEC SHEET

- ✓ Wood fiber acoustical panels
- ✓ Absorb echo and reduce reverb
- ✓ Eco-friendly, simple base materials
- ✓ Cut shapes to fit your design
- ✓ Primed and ready to paint



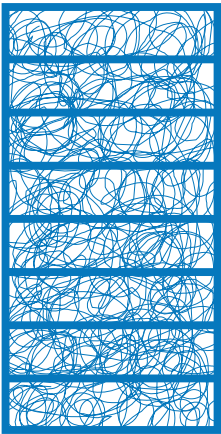
CUT AND PAINT LIKE WOOD!

Material:	Wood Fibers, Portland Cement, Water
Patterns:	Cementitious Wood Wool Fibers
Features:	Absorb Airborne Sound, Manufactured from Natural Products, Cut and Paint like Wood, Cost-Effective, Fire Resistant
Application:	Offices, schools, music practice rooms, gymnasiums, convention centers, entertainment venues, airports, bars, restaurants, pools, houses of worship, and manufacturing facilities
Thickness:	1" & 2"
Sizes:	24" x 96", 24" x 48", Cuttable to Any Size
Shapes:	Rectangles, Squares, Hexagons, Cut to Any Shape
Edges:	Square, Bevel, Tegal (ceiling grids)
Weight:	24" x 96" x 1" - 32 lbs, 24" x 96" x 2" - 64 lbs
Color:	Primed Clear, Primed White, Paintable
Flammability:	ASTM e84, Class A Passes NFPA 286
Installation:	Mechanical Fasteners

Noise Reduction Coefficient

Size	Mount	125 Hz	250 Hz	500 Hz	1000 Hz	2000 Hz	4000 Hz	NRC
1" Timberwool™ Wood Fiber Panel	Wall Mounted	0.08	0.12	0.26	0.52	0.89	0.60	0.45
2" Timberwool™ Wood Fiber Panel	Wall Mounted	0.11	0.29	0.74	7.08	0.85	1.02	0.75
1" Timberwool™ Wood Fiber Panel	3/4" Airspace	0.10	0.14	0.38	0.78	0.68	0.63	0.50
2" Timberwool™ Wood Fiber Panel	3/4" Airspace	0.10	0.34	0.93	0.91	0.81	0.96	0.75

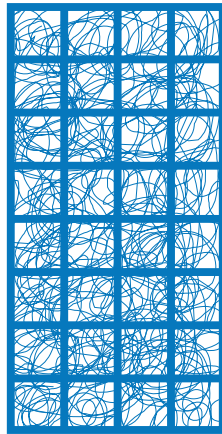
Available Patterns



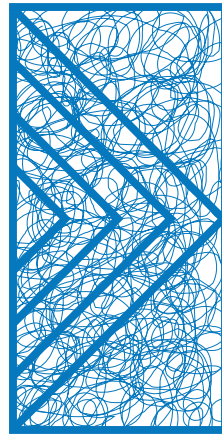
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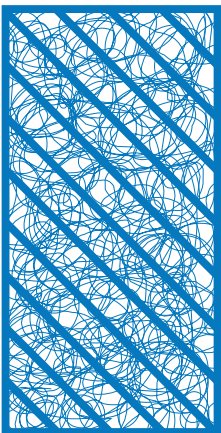
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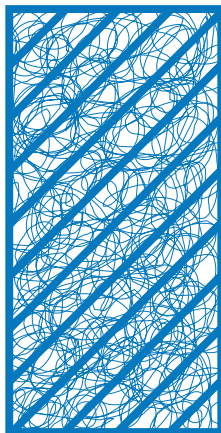
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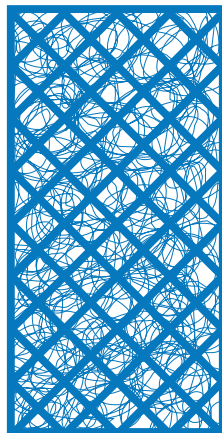
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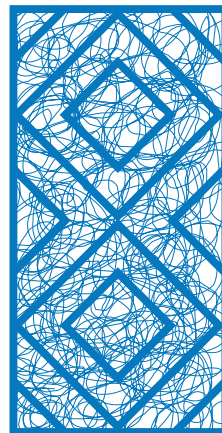
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DIAGONAL RIGHT



CRISSCROSS



DOUBLE DIAMOND



EXHIBIT C – EXISTING PHOTOS



Department of Administrative Services

State of Iowa - Department of Administrative Services

Printed on Mon Apr 22, 2024 at 10:52 am CDT

Job #: 9374.00 HHS CHMHI Gym Ceiling Repair
1251 W Cedar Loop
Cherokee, Iowa 51012
7122252594



Description

Taken Date

04/10/2024 at 12:27 pm

Uploaded By

Michael Steen

Upload Date

04/22/2024 at 08:35 am

File Name

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Taken Date

04/10/2024 at 12:27 pm

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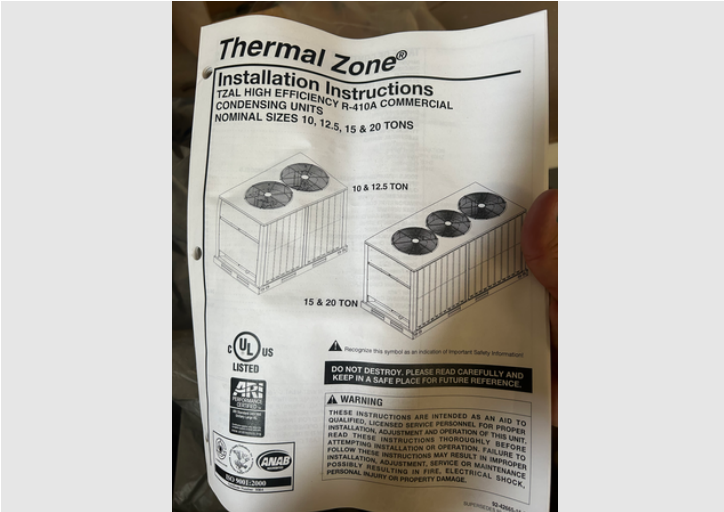
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Department of
Administrative Services

State of Iowa - Department of Administrative Services

Printed on Mon Apr 22, 2024 at 10:52 am CDT

Job #: 9374.00 HHS CHMHI Gym Ceiling Repair
1251 W Cedar Loop
Cherokee, Iowa 51012
7122252594



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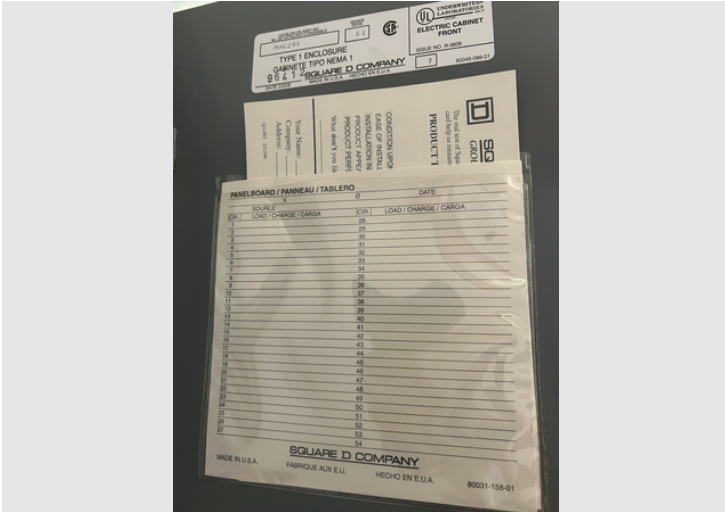
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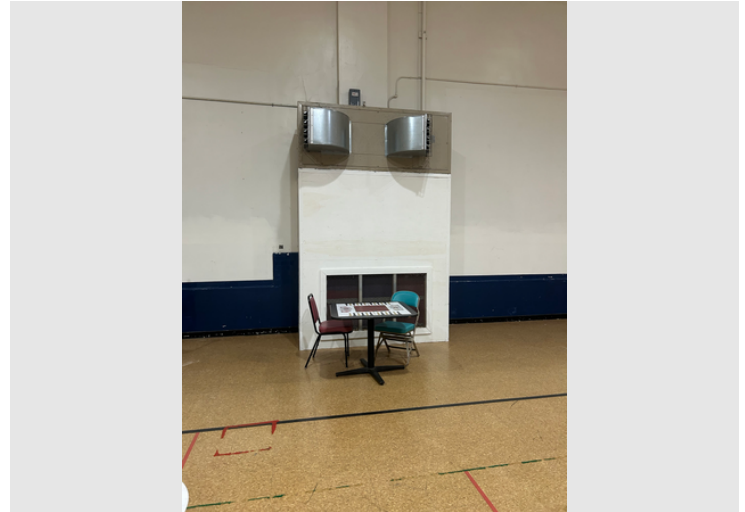
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2 – ADMINISTRATIVE ISSUES

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 company's 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.

