

February 9, 2018

REQUEST FOR PROPOSAL RFP0218335034

Term Contract for Environmental Consulting Services

for Glenwood Resource Center, 711 S Vine Glenwood, IA

NOTICE TO CONSULTANT

The Department of Administrative Services (DAS), Central Procurement Bureau, will receive sealed Proposals in response to this Request for Proposal (RFP) from qualified environmental consultants for a Term Contract for Environmental Consulting Services. Proposals will be accepted on or before 2:00 P.M., March 6, 2018, at the Department of Administrative Services, Central Procurement Bureau, Hoover State Office Building – 3rd Floor, 1305 East Walnut Street, Des Moines, Iowa, 50319-0105. Faxed Proposals, E-Mailed Proposals or Proposals provided on forms printed from the Internet shall not be considered.

See the attached pages for a more complete description of the work, the required services for which a Consultant is to be retained, and all associated requirements of the Proposal.

For further information, reference Request for Proposal 0218335034 and contact:

ISSUING OFFICER/PURCHASING AGENT:

Randall Stapp
Purchasing Agent III, CPPO, CPPB
Central Procurement Bureau
Iowa Department of Administrative Services
Hoover State Office Building
Des Moines, Iowa 50319-0105

Phone: 515-242-5005 e-mail: randall.stapp@iowa.gov

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CHAPTER 1—PROJECT DESCRIPTION

1.1 PURPOSE

The State of Iowa, Department of Administrative Services, Central Procurement Bureau (the State), seeks an environmental engineering firm (Consultant), to provide environmental consulting services as stated in section 1.4 below, to the Glenwood Resource Center.

1.2 TERM OF CONTRACT

The selected Consultant shall provide consulting services for a period of one (1) year on the basis of individual work orders issued for specific work, with no guarantee as to the number or dollar value of work orders. The Contract with Consultant may be renewed for five (5) additional periods of twelve (12) months each, at the discretion of the State of Iowa, Department of Administrative Services, Central Procurement Bureau.

1.3 NEGOTIATION OF WORK ORDERS

Individual projects will be identified on an as-needed basis. Selected projects will then be developed to include a project description and proposed schedule. Each work order will be negotiated as an individual project and based on the hourly rates, testing fees and other rates included in the firm's response to this RFP. The State reserves the right to negotiate the individual work orders with the Consultant.

1.4 REQUIRED SERVICES

It is anticipated that required services will **generally** consist of the following:

- A. Inspection and Assessment:
 - Survey and inspect buildings/properties to locate, identify, and quantify specific types of materials containing asbestos, lead, PCB, mold, mercury, other hazardous materials, and soils contaminated with hydrocarbons, metals, and other contaminants
 - Collect and analyze samples of all presumed hazardous materials.
 - Provide reports documenting the findings including estimated quantities of hazardous materials, recommendations for abatement and estimated costs for abatement.
- B. Abatement Design Services:
 - Develop contract documents including project specifications and project design drawings for abatement projects, and associated estimated costs.
 - As necessary and appropriate, provide an interdisciplinary review of drawings and specifications for clarity, accuracy, completeness, coordination and applicable code compliance.
 - Develop abatement contractor interest in the project and assist the State in the issuance of bidding documents and addenda, conducting of pre-bid conferences and the receipt of the bids for the project.
- C. Abatement Monitoring Services:
 - Provide qualified abatement monitoring services, including air sampling, during the removal and closeout phases of abatement projects as necessary and appropriate to the project.
 - Determine that the work of the abatement contractor that is being performed in accordance with the requirements of the Contract Documents and applicable Federal, State and local regulations.
 - Schedule and conduct progress meetings.
 - Provide input and recommendations with regard to the feasibility of proposed abatement methods.
 - Prepare and distribute periodic written reports addressing all aspects of the work.
 - Develop a cost control system for the work that includes regular monitoring of actual costs for work in progress and estimates for uncompleted work.
 - Review and recommend approval of the payment applications of the abatement contractor.
 - Review all product data, samples and other submittals.
- D. Underground Storage Tanks
 - Survey, locate and inspect known or suspected underground tanks.
 - Evaluate the possibility of hazardous materials that may be associated with the tank.

- Provide qualified services, including sampling, during the abatement, removal and closeout phases of decommissioning of tanks as necessary and appropriate to the project.
 - Determine that the work of the abatement contractor that is being performed in accordance with the requirements of the Contract Documents and applicable Federal, State and local regulations.
 - Provide the services of an Iowa certified ground water specialist, per current IA Code, when needed.
- E. Other Consulting Services
- Work with the architect, engineer, construction manager or other professional consultant on specific State projects in the review and analysis of all demolition construction designs that may involve hazardous materials abatement.
 - Provide input to the architect, engineer, construction manager or other professional consultant on specific State projects, as to the sequence and scheduling of the overall project.

It is anticipated that required services will **more specifically** consist of the following:

Hazardous Waste Services

1. Identify potential hazardous waste compliance issues which include the following tasks:
 - Conduct a walkthrough of agency selected areas (e.g. power plant, transportation facilities, paint shop, and the environmental bay) on the GRC campus to identify potential hazardous waste issues.
 - Upon completion, provide GRC with a letter report detailing findings and applicable guidance documents where available.
2. Coordinate the preparation of the Land Disposal Restrictions (LDR) to meet GRC's waste shipping and disposal deadlines.
3. The Environmental Protection Agency's (EPA) Resource Recovery and Conservation Act, 40 CFR 262.41, requires facilities categorized as large quantity generators (LQGs) to submit a biennial report regarding information on the type, source, form, quantities, and management of hazardous wastes generated on-site or received from off-site locations. Vendor will prepare the calendar year Biennial Reporting System (BRS) report according to the EPA's BRS guidance. The BRS report preparation includes the following tasks:
 - Review calendar year hazardous waste manifests to gather information needed to prepare the BRS report. Where hazardous waste manifests do not have sufficient information to prepare the BRS report, Vendor will contact the transporter and/or disposal facility to gather the additional information.
 - Prepare the calendar year BRS reports.
 - Provide GRC with the calendar year BRS reports for submittal to the EPA by the regulatory deadline.

Asbestos Services

1. As requested by Agency, conduct bulk sampling of accessible interior and exterior building materials for asbestos.
2. Provide laboratory analysis of the collected bulk samples for asbestos.
3. Provide a technical report of the findings including sample results, approximate quantities and locations of asbestos-containing materials (ACM), cost estimate for identified ACM, as applicable.
4. Provide contract services related to the removal of the specified asbestos-containing materials and clean-up of asbestos contaminated debris/surfaces, contractor oversight services during asbestos abatement activities and post-abatement support services to establish that the areas meet clearance criteria prior to conducting renovation-related activities.
5. Provide contract labor, equipment and materials as necessary to remove and dispose of specified asbestos-containing materials and clean-up asbestos contaminated debris/surfaces.

6. Following the completion of abatement and clean-up activities, the contractor will complete a visual clearance assessment and post-abatement air monitoring. Contractor will provide on-site analysis of collected post-abatement asbestos air samples by phase contrast microscopy (PCM).
7. Submit a closeout report following completion of on-site activities. The report contains copies of pertinent project documentation.

Air Quality Construction Permit Services

1. Prepare air quality construction permit applications as needed, including the IDNR air quality construction permit application forms in IDNR's State Permitting and Air Reporting System (SPARS) database.
- Provide GRC with supporting documentation regarding the air quality construction permit applications.

Mold-Remediation Related Services

1. As requested, provide contract labor, equipment and materials as necessary to remediate identified mold.
2. Conduct a visual clearance assessment and collect post-remediation air samples to measure non-viable mold spore concentrations following remediation activities.
3. Conduct air sampling to characterize the effectiveness of the remediation effort. Provide analysis of the collected spore trap air samples the agency?
4. Upon completion, submit a closeout report following completion of on-site activities. The report contains copies of pertinent project documentation (i.e. visual clearance assessment and post-remediation spore trap sampling results).

Tier 1 Site Investigation

1. Conduct a survey of active, abandoned, and plugged groundwater wells within 1,000 feet of the site; both drinking water and other use wells will be identified.
2. Conduct a risk-based receptor survey to identify surface water bodies, plastic water lines (per current IA DNR Risk Based Corrective Action Rules), sanitary sewers, and basements.
3. Provide municipal utility locations through Iowa One-Call. On site utilities will be provided by GRC staff.
4. Install borings as indicated to investigate possible source areas.
5. On a monthly basis submit one soil sample from each soil boring/monitoring well (4 total), per current IA DNR Rules, for laboratory analyses of benzene, toluene, ethylbenzene and xylene (BTEX) by Iowa Method OA-1 and TEH by Iowa Method OA-2. Soil samples will be collected at the depth of the highest OVM reading.
6. On a monthly basis collect groundwater samples from the newly constructed monitoring wells for analysis of BTEX and TEH. As part of the QA/QC protocols, duplicate samples will be obtained equivalent to 10% of the total samples and one field or trip blank sample per sampling event.
7. As needed, perform slug tests on newly installed groundwater monitoring wells.
8. As needed, survey the top of casing and ground surface elevations of the newly installed monitoring wells to a USGS or City benchmark and obtain groundwater level measurements.
9. Upon completion of the above tasks, prepare a Tier 1 Report using IDNR evaluation protocols, forms, and software.

Monthly Free Product Monitoring

1. Conduct monthly free product recovery in monitoring wells.

2. Reports will be prepared for submittal to the IDNR on a quarterly basis.

Lead-Based Paint Survey Services

1. As requested, conduct x-ray fluorescence (XRF) sampling to analyze for the presence of lead-based paint (LBP) in interior and exterior surface coatings.
2. Upon completion, provide a letter report of the findings including sample results, approximate quantities and locations of LBP, if applicable.

Water Quality Issues

1. As requested, assist in communications with the IDNR and the City of Glenwood to resolve the water quality issues (i.e. residual chlorine and THM MCL exceedances).
2. Upon completion, assess the GRC water system and make recommendations for improvement, particularly whether the cisterns should be abandoned.

Visual Assessment of Heating, Ventilating and Air-Conditioning (HVAC) System

1. As requested, conduct a visual assessment of the HVAC system (i.e. return grilles, supply diffusers, filters, etc.) to ascertain the potential for an indoor air quality (IAQ) issue since the building houses a fragile patient population.
2. Upon completion, conduct a visual assessment of accessible areas of the HVAC system (i.e. return grilles, supply louvers, filters, etc.) that serves the building.

Spill Prevention Control and Countermeasures Plan (SPCC) Assistance Services

1. If needed, Vendor will provide assistance if a hazardous condition as defined by Iowa Administrative Code for Spill and Hazardous Conditions is observed. If a hazardous condition is observed, Vendor will assist GRC with verbal and written reporting requirements to Iowa Department of Natural Resources and EPA, if needed.
2. If needed, Vendor will provide a completed Spill Description form to be included with the SPCC Plan.

Asbestos Awareness Training Services

1. Conduct one (1) two hour asbestos awareness training session at the Glenwood Resource Center (GRC). Contractor and GRC will agree on a mutual time and date.

Preparation of Minor Source Emission Inventory

1. Compilation of fuel and/or material usage information for the calendar year,
2. Calculation of air emissions, and
3. Preparation of the necessary IDNR MSEIQ forms. The MSEIQ summarizes the actual air emissions regulated by IDNR.
4. Upon completion, provide GRC with supporting documentation regarding air emission estimates.
5. Upon completion, provide a report of the assessment findings with corrective actions and recommendations, if applicable.

Mold/Water Damage Assessment Services

1. As requested, assess interior areas for mold and water damage subsequent to remedial efforts coordinated by GRC.

- Conduct a visual assessment of the building interior to assess for visible mold and water damage.
- Conduct moisture level measurements of selected building materials that indicate water damage (i.e. visible staining or dampness). One measurement will be conducted in a “dry” area to compare with measurements of suspect “water-damaged” materials.
- Upon completion, provide a report of findings.

Spill Prevention Control and Countermeasures (SPCC) Plan Update Services

1. As requested, update the GRC SPCC plan to reflect changes to the GRC facility (i.e., installation of four aboveground storage tanks and the removal of four underground storage tanks).
- Conduct a site visit to observe changes that have occurred at the GRC facility (i.e., occurred since the last SPCC Plan revision) which may have an impact on the facility’s SPCC plan.
- Upon completion, following the site visit, revise the facility’s SPCC plan and provide a copy, with Professional Engineer’s (P.E.) certification, to GRC.

CHAPTER 2—ADMINISTRATIVE ISSUES

2.1 PURPOSE

- A. This is an RFP in which respondents' Proposals shall be used to determine qualifications and to obtain other relevant information from Consultants interested in contracting with DAS to provide the necessary services described in this RFP.
- B. This RFP provides instructions for developing and submitting a proposal to provide the required services, in **CHAPTER 4, PROPOSAL REQUIREMENTS** and **CHAPTER 5, PROPOSAL EVALUATION & SELECTION**. This RFP, related addenda, and the Proposal of the successful Consultant shall serve as the basis for the contract between DAS and the successful Consultant.

2.2 SCHEDULE OF EVENTS (ALL TIMES LISTED ARE LOCAL IOWA TIMES) AND PRIMARY REQUIREMENTS OF THE SUCCESSFUL CONSULTANT

February 02, 2018	RFP posted on TSB website.
February 09, 2018	RFP e-mailed to suppliers and posted on the Department of Administrative Services, Central Procurement Bureau, web site: https://bidopportunities.iowa.gov/
February 19, 2018	Questions and requests for clarifications to the RFP shall be emailed to the issuing officer by 4:00 PM
February 23, 2018	The State's responses to written requests for clarifications and pertinent questions (addenda) will be emailed to all firms that have requested copies of the RFP, and also posted at: https://bidopportunities.iowa.gov/
March 6, 2018	Sealed Proposals shall be received at the Iowa Department of Administrative Services, DAS, Central Procurement Bureau, 3rd Floor, Hoover State Office Building, 1305 E. Walnut Street, Des Moines, IA 50319-0105. An original hard copy, 2 copies, and 1 CD are to be submitted. Proposals must be received on or before 2:00 p.m.
March 7- 21, 2018	Committee evaluates Proposals
March 22, 2018	Target date for Issuing Notice of Intent to Award
April 06, 2018	Target date for execution of Contract

2.3 INQUIRIES

- A. All inquiries concerning this RFP shall reference RFP0218335034 and shall be directed to the Issuing Officer/Purchasing Agent identified on the cover page of this RFP. All questions and requests for clarification or interpretation of the RFP shall be submitted in writing (email) to the issuing officer not later than the date specified in Section 2.2—Schedule of Events. Any information provided by a Consultant orally shall not be considered part of the Consultant's Proposal.
- B. In NO CASE shall oral communications take precedence over written communications. Only written communications shall be binding on the Department of Administrative Services or the State of Iowa.

- C. The Department of Administrative Services assumes no responsibility for representations concerning conditions made by its officers or employees prior to the execution of a contract, unless such representations are specifically incorporated into this RFP. Oral discussions pertaining to modifications or clarifications of this RFP shall not be considered part of this RFP unless confirmed in writing.

2.4 DATE, TIME, AND PLACE TO SUBMIT PROPOSALS

The Proposal shall be completed in the format outlined in **CHAPTER 4**. One (1) original “Official Proposal” and one (1) copy of the “Official Proposal”, and 1 CD or USB Flash shall be submitted to the Issuing Officer. Faxed submittals will not be accepted.

The “Official Proposal” package shall be received on or before 2:00 P.M. Central Time on the Proposal due date. Normal business hours for the Department of Administrative Services are 7:30 A.M. to 4:30 P.M., Monday through Friday, State holidays excepted. **Prospective Consultant shall take notice of the due date and time listed in Section 2.2—Schedule of Events, to insure their Proposal is received on or before 2:00 P.M. on the due date.**

2.5 PREPARATION OF THE PROPOSAL

The “Official Proposal” shall be submitted in ink, typewritten or computer generated. Changes shall be lined out and initialed. The format for the Proposal specified in **CHAPTER 4**, of this RFP shall be followed.

All answers provided to the questions asked in this RFP are subject to verification. Misleading and/or inaccurate answers shall be grounds for disqualification at any stage in the procurement process.

The “Official Proposal” original containing the original signature(s), one (1) copy, and 1 CD or Flash, shall be delivered in a sealed Proposal package.

The entire package, containing all required information, shall be submitted together. The Exterior of the package is to be clearly labeled with the following information:

- A. Randall Stapp
Purchasing Agent III, CPPO, CPPB
DAS- Central Procurement Bureau
Iowa Department of Administrative Services
Hoover State Office Building, 3rd Floor
1305 East Walnut Street
Des Moines, Iowa 50319-0105
- B. Consultant’s Name and Address
- C. Consultant’s Contact Person and Telephone Number
- D. Project Title and DAS RFP No. 0218335034
- E. Proposal Due Date and Due Time

Sealed Proposal Packages comprising the complete submittal should have the original Proposal clearly labeled “***Official Proposal***” with the copy bearing a “***Copy***” label.

2.6 ECONOMY OF PRESENTATION

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

2.7 RFP CHANGES AND ADDENDA

DAS shall prepare a written Addendum(s) to Consultant in response to all pertinent questions submitted in writing not later than the date specified as the latest date and time for DAS to receive written questions and requests for clarification or interpretation of intended requirements from Consultant in Section 2.2, SCHEDULE OF EVENTS, of this RFP, and in which the response constitutes a change to the RFP content, or in which clarification or interpretation of its intended requirements is necessary. Written questions and requests for clarification or interpretation concerning this RFP shall be submitted to the Central Procurement Bureau of DAS, at the location specified above for receipt of Proposals. Any addenda to this RFP shall be issued and posted (on the DAS web site) per Section 2.2. Written Addenda shall serve to amend the RFP documents accordingly.

2.8 REJECTION OF PROPOSAL

DAS reserves the right to accept or reject any part of any Proposal, and to accept or reject any or all Proposals without penalty.

2.9 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

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

- A. 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.
- B. Unless otherwise required by law, any prices or hourly rates which have been provided in this Proposal shall not knowingly be disclosed by the Consultant, directly or indirectly, to any competitor, prior to the notice of intent to award a contract for services.
- C. No attempt has been made or shall be made by the Consultant to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.
- D. Each person signing this Proposal certifies that:
 - 1. He/she is the person in the Consultant's organization responsible within that organization for the decision as to any prices being offered herein, that he/she has not participated, and shall not participate in any action contrary to 2.9(A) through 2.9(C) herein.
 - 2. He/she is not the person in the Consultant'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 in certifying that such persons have not participated, and shall not participate in any action contrary to 2.9(A) through 2.9(C) herein.
 - 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.

2.10 NOTICE OF INTENT TO AWARD

The Notice of Intent to Award shall be distributed to all Consultants who submit Proposals in response to this RFP.

2.11 WITHDRAWAL OF PROPOSALS

Prospective Consultant 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 Consultant shall not withdraw a Proposal for a period of sixty 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.

2.12 DISPOSITION OF PROPOSALS

All Proposals become the property of DAS and disposition of the Proposals shall be in the sole discretion of DAS.

2.13 DISCLOSURE OF PROPOSAL CONTENT

The laws of Iowa require that at the conclusion of the selection process, the contents of all Proposals 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.

2.14 ORAL PRESENTATION (N/A)

Oral presentations are not planned for this RFP.

2.15 PROPOSAL EVALUATION AND AWARD

All Proposals submitted shall be evaluated in accordance with the requirements set forth in **CHAPTER 5, PROPOSAL EVALUATION & SELECTION**, of this RFP. The contract shall be awarded to the compliant Consultant determined by the Selection Committee to be the best qualified to provide the services required under this RFP, as a result of the evaluation and selection process described in **CHAPTER 4, PROPOSAL REQUIREMENTS**, and **CHAPTER 5, PROPOSAL EVALUATION & SELECTION**.

2.16 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, opinion, or judgment.

2.17 CONFLICTS BETWEEN TERMS

DAS reserves the right to accept or reject any exception taken by a prospective Consultant to the terms and conditions of this RFP. Should a prospective Consultant take exception to the terms and conditions required by DAS, the Consultant’s exceptions may be rejected and the entire Proposal declared non-responsive. DAS may elect to negotiate with the Consultant regarding contract terms that do not materially alter the substantive requirements of the RFP.

2.18 IOWA STATUTES AND RULES

Iowa Code, Chapter 8.A, and *Iowa Administrative Code* (IAC) 11-105 and 106, contain policies and procedures for State of Iowa procurement under which this RFP is issued. 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. The code requires the department to select engineering firms on the basis of qualifications and reasonable cost.

2.19 COSTS FOR PREPARATION OF PROPOSAL

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

2.20 NEWS RELEASE

News releases or other materials made available to the public, the Consultant's clients, or potential clients pertaining to this procurement or any part of the Proposal shall not be made without prior written approval of DAS.

2.21 MISCELLANEOUS

- A. DAS reserves the right to accept or reject any part of any Proposal, and to accept or reject any or all Proposals without penalty.
- B. 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.
- C. DAS reserves the right to make a written request for additional information from a Consultant to assist in understanding or clarifying a Proposal. Any information received shall not be considered in the evaluation of the Consultant's Proposal if it materially alters the content of said Proposal.
- D. The Agency may reject outright and not evaluate a Proposal if:
 - the Respondent fails to timely respond to the Agency's request for information,
 - the Respondent presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the specifications of this RFP,
 - the Respondent initiates unauthorized contact regarding the RFP with state employees,
 - the Respondent provides misleading or inaccurate responses,
 - there is insufficient evidence (including evidence submitted by the Respondent and evidence obtained by the Agency from other sources) to satisfy the Agency that the Respondent is a Responsive Respondent.

CHAPTER 3-CONTRACTUAL TERMS AND CONDITIONS

3.1 ELEMENTS OF CONTRACT

- A. No contract relationship is implied by DAS from the acceptance of a proposal from a firm in response to *Request for Proposal Number 0218335034*.
- B. The agreement between the professional consultant and the State will include the following:
 - a) Incorporation, by reference, of this Request for Proposal, subsequent addenda, the Proposal submitted by the successful consultant in response to this RFP, and the general terms and conditions for services contracts at:

<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf> .
 - b) Professional liability insurance in the amount of \$2 million will be required.
 - c) Fees, scheduling, services, shall be determined between the Department of Administrative Services and the Consultant at the time of negotiation of the Agreement. In no case shall the term of this agreement exceed six (6) years.
 - d) Iowa Code Section 8.47, The Accountable Government Act, requires that the terms and conditions of service contracts shall include the following:
 - i. The amount or basis for paying consideration to the party based on the party's performance under the service contract.
 - ii. Methods to effectively oversee the party's compliance with the service contract.
 - iii. Methods to effectively review performance of a service contract.
 - e) Other terms, mutually agreeable to the State and the consultant, may be developed during negotiations with the selected consultant.
 - f) This RFP is for the scope of services as described in this RFP and does not establish a state-wide contract for use by other State Agencies.

3.2 PROPOSED CONTRACT

The proposed form of contract between the successful contractor(s) and the State will be a Master Agreement. A unique purchase order will be issued from the Master Agreement for each separate project.

CHAPTER 4-PROPOSAL REQUIREMENTS

4.1 PROJECT ASSUMPTIONS

All services to be provided by the Consultant shall take into account the following assumptions:

- A. The management and development of State-owned buildings shall conform to all relevant building codes and with the Americans with Disabilities Act standards and Americans with Disabilities Act Architectural Guidelines.
- B. The work performed by the consultant shall comply with all applicable Federal, State and Local regulatory requirements.

4.2 MINIMUM CONSULTANT QUALIFICATIONS

- A. Consultant, other than Sole Proprietorships and General Partnerships, shall be registered with the Office of the Iowa Secretary of State, and a Registered Contractor with the Iowa Workforce Development.
- B. At least one principal of the selected Consultant firm shall have a minimum of five years experience providing similar services for projects of a similar nature, complexity, and size, as that covered by this RFP.
- C. The selected Consultant shall have sufficient, qualified staff and/or consultants to deliver the services required by this RFP.
- D. The selected Consultant 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.
- E. Failure to meet these requirements may result in rejection of the Proposal.

4.3 PROPOSAL CONTENT

The Proposal shall consist of the following elements in the order given below, and shall be limited to 25 single sided sheets or less, not including dividers, resumes, or cover page:

- A. Letter of Transmittal/Statement of Interest:
 - Provide a positive statement of understanding and compliance with respect to CHAPTER 1, PROJECT DESCRIPTION, CHAPTER 2, ADMINISTRATIVE ISSUES, and CHAPTER 3, CONTRACTUAL TERMS AND CONDITIONS.
 - Include a statement binding the Consultant to the proposed hourly rates and reimbursable rates and stating that the rates and other terms included in the Consultant's Proposal shall be binding and remain valid for consideration and acceptance by DAS for a period of not less than ninety (90) calendar days from the specified date this Proposal is due, for providing all services in conjunction with the proposed work as required by the RFP and proposed in the Proposal.
 - Include a statement certifying independent price determination as required by 1.10 of this RFP.
 - Include a statement certifying that your firm meets the minimum qualifications listed in 4.2 of this RFP.

- State a commitment to promptly starting the work when requested if selected as the Consultant.
- Identify a person, including mailing address, telephone number, fax number, and email address to whom all further correspondence and/or questions should be addressed.
- The letter shall be signed by an individual with the authority to bind the Consultant to providing the services as proposed.

B. A Brief Overview of the Offered Services

- A brief discussion on the approach and methods proposed to be used for the requested services – including design, scheduling, cost estimating, and project management.
- The names and relevant project specific experience of the project manager and other key personnel designated for this work.
- For the Consultant and any outside consultant, list office locations where the work will be performed, including size of staff.

C. Hourly rates and reimbursable rates by applicable personnel. Please note, Reimbursable Expenses will be specifically limited, based upon State of Iowa Accounting Policies and Procedures #210.245, as follows:

Meals: Maximum reimbursable rates:

(a) Breakfast	\$ 8.00
(b) Lunch	12.00
(c) Dinner	23.00
TOTAL	\$43.00

Lodging: Maximum reimbursable amount is \$98.00 plus tax, anywhere in the state.

Mileage: 39¢ per mile. Special note: For mileage reimbursement, the state will provide payment for actual rental car expense or calculated mileage at state rates, whichever is less.

- List hourly rates for each of the applicable personnel that will be assigned to this work.
- List hourly rates by category for other staff that will be working on this work.
- Provide proposed rates for reimbursable expenses, including cost of investigative services and analysis (lab fees), that will be charged to this project.
- Briefly describe the approach you will use to develop a fee for this work.
- Briefly describe the approach you will use to develop a project schedule for this work.

D. Overview of project team/and relevant experience.

- Firm overview
- Resumes of key personnel
- Brief summary of similar projects completed in the last five years including,:
Brief Project description,
A contact name and phone number (reference for the project),
Estimated project cost, initial project cost and final project cost,
Estimated completion date, contract completion date and final cost at acceptance.

4.4 GENERAL PROJECT INFORMATION AND OTHER REQUIREMENTS RELATING TO PROPOSALS

- A. The selected Consultant is required to maintain an active office in the State of Iowa during the life of the contract.
- B. Consultant certified as Targeted Small Businesses are encouraged to submit Proposals. The Iowa Department of Inspections and Appeals (IDIA) administers the Targeted Small Business (TSB) Program. Businesses meeting the requirements of the program are approved and registered with the Department of Inspections and Appeals 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 administering office in the Department of Inspections and Appeals at Phone: (515) 281-5686 or (515) 281-7250.
- C. DAS reserves the right to require proof of a submitting Consultant's financial security.

CHAPTER 5-PROPOSAL EVALUATION & SELECTION

5.1 SELECTION PROCEDURE

- A. A Selection Committee shall be formed to examine and evaluate all “responsive” Proposals. The Committee may be made up of representatives from DAS, other State agencies, and non-State entities. The Committee’s size and individual membership shall be determined at the sole discretion of DAS.
- B. Criteria for evaluating the proposals are listed below (weights will be available upon request right after the proposal due time) :

Criteria

Fulfillment of all requirements of the RFP

For key personnel – qualifications and experience based on similar projects

For project team - qualifications and experience based on similar projects

Approach and methods proposed

An evaluation of the proposed hourly rates (including costs for investigative services & analysis), reimbursable rates, and methods to be used in developing a fee

[Listed references may be used to verify information submitted by the prospective Consultant firm]

- C. As soon as possible after completion of the proposal evaluation process, the Selection Committee will select the Consultant deemed to be most qualified (per the selection criteria 5.1B) to provide the services. The Selection Committee may consider DAS’s previous experience with the prospective Consultant. Information obtained from references may also be considered in the evaluation process and selection of the successful Consultant, and shall be used to verify the information provided in the Proposal.
- D. After final selection, the Selection Committee shall meet with the Consultant for the purpose of negotiating a reasonable Agreement, which 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 in descending order of ranking (evaluation points).
- E. Should the above process not result in a contract, DAS shall re-evaluate relevant issues and take appropriate follow-up action.

5.2 EVALUATION PROCESS

- A. Proposal packages shall be opened by the DAS Purchasing Agent as specified in Chapter 1, and the names of all Consultants who submitted Proposals shall be made available upon request.
- B. The DAS Purchasing Agent shall examine the proposals for responsiveness to the RFP. This step shall include verification of each Proposal’s compliance with Section 4.3, PROPOSAL CONTENT.
- C. The Purchasing Agent shall retain non-responsive Proposals.

- D. Proposals determined by the Purchasing Agent to be responsive to the RFP, will be evaluated by the Selection Committee.
- E. The Selection Committee's evaluation of Proposals shall include an in depth examination of each prospective Consultant's qualifications/experience, capabilities, resources, available level of effort, as well as verification that all requirements have been met.
- F. DAS reserves the right to make a written request for additional information from a prospective Consultant to assist in understanding or clarifying a Proposal. Any information received shall not be considered in the evaluation of the prospective Consultant's Proposal if it materially alters the content of the Proposal.

5.3 AWARD OF CONTRACT

- A. All Firms that submitted a proposal will be notified of the final decision (selection), through the issuance of a Notice of Intent to Award (NOI).
- B. Representatives of the State will meet with the successful Consultant for the purpose of executing a term contract (typically 5-6 days after the NOI is issued, and the appeal period has expired). In the event the parties do not execute a contract, DAS reserves the right, at its sole discretion, to negotiate with the next highest ranked Offeror.
- C. The total term of this contract cannot exceed six (6) years (general State rule that applies to service contracts).

Attachment # 1
Certification Letter

Alterations to this document are prohibited, see section 2.14.14.

[Date]

Randall Stapp, Issuing Officer
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319

Re: RFP0218335034 - PROPOSAL CERTIFICATIONS

Dear **Randall Stapp**:

I certify that the contents of the Proposal submitted on behalf of **[Name of Respondent]** _____ (Respondent) in response to **Iowa Department of Administrative Service** for RFP **0218335034** for Liquor Bottle Collection are true and accurate. I also certify that Respondent has not knowingly made any false statements in its Proposal.

Certification of Independence

I certify that I am a representative of Respondent expressly authorized to make the following certifications in behalf of Respondent. By submitting a Proposal in response to the RFP, I certify in behalf of the Respondent the following:

1. The Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication or agreement with any other Respondent or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Respondent to induce any other Respondent to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Respondent and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

6. I certify that, to the best of my knowledge, neither Respondent nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a three year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false

statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Respondent knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

7. Pursuant to *Iowa Code sections 423.2(10) and 423.5(4) (2016)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Respondent s to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), the Respondent certifies the following: (check the applicable box)

- ☐ Respondent is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code Chapter 423*; or
- ☐ Respondent is not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in *Iowa Code subsections 423.1(47) and (48)(2016)*.

Respondent also acknowledges that the Agency may declare the Respondent’s Proposal or resulting contract void if the above certification is false. The Respondent also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

Sincerely,

Signature

Name and Title of Authorized Representative

Date

Attachment #2
Authorization to Release Information Letter
Alterations to this document are prohibited, see section 2.14.14.

[Date]

Randall Stapp, Issuing Officer
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319

Re: **RFP 0218335034**- AUTHORIZATION TO RELEASE INFORMATION

Dear **Name of Issuing Officer**:

[Name of Respondent]_____ (**Respondent**) hereby authorizes the **Iowa Department of Administrative Services** ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Respondent in response to **RFP 0218335034**.

The Respondent acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Respondent acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Respondent is willing to take that risk.

The Respondent hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to the RFP.

The Respondent authorizes representatives of the Agency or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Proposal submitted in response to RFP.

The Respondent further authorizes any and all persons and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Respondent's Proposal. The Respondent hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Respondent that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

Signature

Name and Title of Authorized Representative

Date

Attachment #3
Form 22 – Request for Confidentiality

RESPONDENT NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED

THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR RESPONSE (PROPOSAL) TO THE REQUEST FOR PROPOSAL (RFP). THE FORM IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED.

FAILURE TO SUBMIT A COMPLETED FORM WILL RESULT IN THE PROPOSAL CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION.

I. Confidential Treatment Is Not Requested

A request for confidential treatment of information contained in our Proposal is not submitted.

Company	RFP Number	RFP Title
Signature	Title	Date

II. Confidential Treatment Is Requested

The below information is to be completed and signed ONLY if Respondent is requesting confidential treatment of any information submitted in its Proposal.

Per the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the Request for Proposal (RFP), a Respondent requesting portions of its Proposal be maintained in confidence must complete this form and submit it with its Proposal. Respondents should read and familiarize themselves with chapter 22 of the Iowa Code regarding release of public records before completing this Form. Respondent shall refer to the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the RFP for instructions regarding how to request confidential treatment of portions of its Proposal.

NOTE:

- 1 Completion of this Form is the sole means of requesting confidential treatment.**
- 2 A RESPONDENT MAY NOT REQUEST PRICING PROPOSALS BE HELD IN CONFIDENCE.**

Completion of the Form and Agency's acceptance of Respondent's submission does not guarantee the agency will grant Respondent's request for confidentiality. The Agency may reject Respondent's Proposal entirely in the event Respondent requests confidentiality and does submit a fully completed Form or requests confidentiality for portions of its Proposal that are improper under the RFP.

To request confidentiality, Respondent must provide the following information:

- 1 ☐ Respondent must conspicuously mark confidential material in its Proposal in accordance with the section titled Public Records and Requests for Confidential Treatment. **Check box when completed.**
- 2 Respondent must specifically identify and list the Proposal section(s) for which it seeks confidentiality and answer the following questions for each section listed:
 - Explain the specific grounds in *Iowa Code Chapter 22* or other applicable law which support treatment of the material as confidential.
 - Justify why the material should be kept in confidence.
 - Explain why disclosure of the material would not be in the best interest of the public.
 - Provide the name, address, telephone, and email for the Respondent's person authorized to respond to inquiries by the Agency concerning the status of confidential materials.

Please provide the information in the table below. Respondent may add additional lines if necessary or add additional pages using the same format as the table below.

RFP Section:	Respondent must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the material as confidential.	Respondent must justify why the material should be kept in confidence.	Respondent must explain why disclosure of the material would not be in the best interest of the public.	Respondent must provide the name, address, telephone, and email for the person at Respondent's organization authorized to respond to inquiries by the Agency concerning the status of confidential materials.

- 3 ☐ Respondent must submit a Public Copy of its Proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible. **Check box when completed.**

This Form must be signed by the individual who signed the Respondent's Proposal. The Respondent shall place this Form completed and signed in its Proposal immediately following the transmittal letter. A copy of this document shall be placed in all Proposals submitted including the Public Copy.

****Failure to provide the information required on this Form may result in rejection of Respondent's submittal to request confidentiality or rejection of the Proposal as being non-responsive.***

****Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Proposal.***

Company

RFP Number

RFP Title

Signature

Title

Date

Department of Administrative Services – Central Procurement Bureau Review
(For Agency use only)

- ☐ Respondent's Proposal is rejected as non-compliant because of one or more of the following reasons:
- ☐ Respondent's Proposal is rejected due to not submitting a fully completed Form 22 to either request or not request confidential treatment of information.
 - ☐ Respondent's Proposal is rejected due to the request to treat the entire response as confidential.
 - ☐ Respondent's Proposal is rejected due to the request to treat Proposal pricing as confidential.
 - ☐ Respondent requested confidentiality without submitting a **fully completed** Form 22.
 - ☐ Respondent requested confidentiality and failed to conspicuously mark such material as confidential within its Proposal in accordance with the RFP.
 - ☐ Respondent requested confidentiality without submitting a public copy of its Proposal with the confidential information redacted.
 - ☐ Respondent requested confidentiality on material in contravention of the RFP.
 - ☐ Other: _____.
- ☐ Respondent's submission is accepted.¹

Purchasing Agent Signature

Date

RFP Number

RFP Title

NOTE: Agency's acceptance of Respondent's submission should not be construed as Agency's approval of Respondent's request for confidentiality. Instead, acceptance of Respondent's submission simply means that Agency believes Respondent's Form 22 appears fully completed in accordance with the RFP.