



Request for Proposals RFP0217335038

Professional Design Services,
for IVH Sheeler and Loftus Remodel, Marshalltown, IA

The Iowa Department of Administrative Services (DAS), Central Procurement Bureau, will receive **sealed** proposals (at the address below) until 2:00 p.m., local Iowa time, May 4, 2017 from professional design companies for services related to the above projects.

A non-mandatory pre-proposal meeting will be held on Thursday April 20, 2017 at 1:00 PM CST commencing at the Whitehill Auditorium, Iowa Veterans Home, Marshalltown, IA (map attached)..

Late proposals will not be considered.

For additional information please contact:

Randall Stapp
Purchasing Agent III, CPPO, CPPB
Iowa Department of Administrative Services
Central Procurement Bureau
Hoover State Office Building, 3rd Floor
1305 East Walnut, Des Moines, IA 50319-0105
Phone: (515) 242-5005
Email: randall.stapp@iowa.gov

Section 1 - Project

1.1. INTRODUCTION

The Iowa Department of Administrative Services (“DAS”) is seeking proposals from qualified and available professional design firms/companies for services, per RFP cover page, and as outlined in the scope below (section 1.3).

The successful proposal must:

1. For the staff that will be assigned, identify and describe qualifications, experience, and expertise in providing services for similar type projects.
2. For the staff that will be assigned, provide a list of past similar 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.
3. Describe the composition of your team. Identify staff to be assigned. Provide resumes of key individual(s) including education, relevant experience, and certifications/licensing.
4. Describe the cost estimating, status reporting, and cost reporting procedures you utilize.
5. Describe computer program/software capabilities and expertise you utilize. Please describe your experience.
6. Provide a copy of your organizational chart.
7. Describe your experience, if any, on designing similar type projects for the State of Iowa.
8. **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.**
9. 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. Services will start immediately following the bidding and NOI process.

Post TSB:	April 12 th , 2017
Pre-Proposal Meeting on Site:	April 20 th , 2017 at 1:00 PM CST
Questions Due:	April 26 th , 2017 at 2:00 PM CST
Last Addendum Issued By:	May 2 nd , 2017 by 2:00 PM CST
Proposals Due:	May 4 th , 2017 at 2:00 PM CST
Selection of Designer, issue NOI:	May 11 th , 2017
Execution of Contract (5-day appeal period):	May 12 th , 2017
Assessment & Design (develop drawings):	May 29 th – August 28 th , 2017
Contractor Bidding:	August 29 th – September 18 th , 2017
Construction:	October 2017 – April 2018

1.3 PROJECT DESCRIPTION AND SCOPE OF WORK

SCOPE OF WORK

The State of Iowa Department of Administrative Services is currently seeking design services from qualified design firms for the Sheeler & Loftus Remodel at the Iowa Veterans Home Campus in Marshalltown, IA. Please see below for additional details. The following scope of work shall also be included as part of the design firm's scope:

1. Administrative

- A. A pre-proposal meeting will be held onsite Thursday, April 20th 2017 at 1:00 PM CST. Interested firms shall park in the North most parking lot and meet at the Whitehill Auditorium. A map showing parking and meeting location can be found within this request for proposals.
- B. Construction Manager (DCI Group) has been engaged for this Project to serve as an advisor to the Owner and to provide assistance in administering the Contract for Design between Owner and the Designer according to separate contract between Owner and Construction Manager.
- C. Use of the State of Iowa's construction management software EADOC.
- D. The successful designer will be responsible for construction administration, including, but not necessarily limited to, development of submittal master list, submittal reviews, review and response to RFI's, development of Architectural Supplemental Instructions for design revisions, change order review, review of Trade Contractor pay applications, periodic site visits, and participation / development / verification of contractor punch list.
- E. Designer shall provide probable cost options at 100%DDs, 95% CDs, and 100% CDs.

2. Design & Construction

- A. This request for proposal is for complete design of all modifications for the Sheeler & Loftus Remodel. This shall include, but not necessarily be limited to Architectural, Mechanical, Electrical, Controls, and Structural design services as required.
- B. Design to include, but not necessarily be limited to;
 - o Remodel of Sheeler main entry and reception area (see attached plans for scope of work)
 - o Loftus 1st floor patient room conversion to administrative space which will include ceilings, lighting, low voltage, flooring, painting, and window treatments (see attached plans for scope of work)
 - o Finish upgrades at Loftus 1st floor corridors (see attached plans for scope of work)
 - o Limited tuck-pointing of Sheeler exterior brick walls (see attached pictures for scope of work)
 - o Limited replacement of deteriorated sanitary sewer piping
- C. The building will remain partially occupied during construction. The Designer shall assist in the development of a phasing and temporary construction plan for incorporation into the construction documents.
- D. Designer to develop a complete set of specifications except for Division 00 which will be provided by DCI Group for incorporation into the designer specification book. The designers' specifications shall include Division 01 General Requirements and all technical specifications.
- E. Design shall satisfy all Federal, State, and Local codes, including State Energy Conservation requirements.
- F. Designer shall provide coordination and if necessary, design submittal to the State Historical Preservation Office for comment.
- G. CAD drawings of Sheeler and Loftus floor plans only will be made available for the designers use. The available CAD drawings are of walls and doors only and all measurements shall be verified by the designer.
- H. Perform one design kick-off meeting on-site to discuss overall project scope and needs.

- I. The designer shall provide minor drawing work to assist the construction manager in the development of a hazardous material bid package.
- J. Designer to help identify and pursue all potential rebates and credits.
- K. Design reviews will be conducted at 35%, 50%, and 90% and reviewed with Owners Representative, Construction Manager, and Facility Representative. Attend a minimum of three (3) on-site meetings with DAS, Construction Manager, and Facility staff for discussions related to design development comments.
- L. Plan submission for State Fire Marshal review and energy code compliance as needed.
- M. Final submission of contract documents including drawings, and trade specific specification sections for bidding.
- N. Designer shall develop and implement a submittal log for incorporation into the State of Iowa's construction management software EADOC. The submittal log will identify all of the required project submittals as identified in the design specification.
- O. Designer shall participate in bi-weekly, or as-needed, Owner, Architect, and Contractor meetings either onsite or by conference call at the Owner's discretion.
- P. As part of construction, the designer shall attend, at a minimum, one (1) pre-bid meeting, one (1) construction kick-off meeting, onsite investigations as needed for design, design progression meetings, construction reviews on an as-needed basis, substantial completion/punch list development, punch list approval, and one-year warranty correction period visit.
- Q. Field observation reports shall be submitted to DCI Group for each site inspection within five (5) days of the site visit.
- R. Maintain an as-built set of drawings and specification for all design modifications. Up-to-date full sheets to be issued electronically to address all Architectural Supplemental Instructions and RFIs as feasible.

3. Close Out

- A. Provide construction as-built drawings and specifications of all design modifications, including RFIs, Architect Supplemental Instructions, Proposal Requests, and Change Orders in both CAD and PDF formats.
- B. Development and verification of punch list document.
- C. Provide date for substantial and final completion.
- D. Conduct 1-year warranty review.

4. Alternates

- A. ALTERNATE #01 – N/A

Construction Estimate - \$1,300,000 - \$1,600,000

Section 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 Inspections and Appeals (IDIA) administer 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 companies 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.

2.2 INQUIRIES

- 2.2.1 All inquiries concerning this RFP shall reference the RFP number and shall be provided (via email) to Randall Stapp identified on the cover page of this RFP. Addenda type questions must be submitted per schedule (1.2).
- 2.2.2 Any information provided by prospective companies orally shall not be considered part of the companies Proposal.
- 2.2.3 DAS assumes no responsibility for representations concerning conditions made by its officers or employees prior to the execution of a contract. Oral discussions pertaining to modifications or clarifications of this RFP shall not be considered part of this RFP and are not binding.

2.3 PREPARATION OF THE PROPOSAL

- 2.3.1 Proposals must be sealed and delivered by mail or courier to the issuing Agent.
- 2.3.2 Prospective companies are solely responsible for timely delivery.
- 2.3.3 Proposal Packages comprising the complete submittal should be contained in one envelope or package (2 hard copies printed double-sided, plus 1 electronic copy on standard cd).

2.4 DATE, TIME AND PLACE TO SUBMIT PROPOSALS

- 2.4.1 As stated above the proposal must be sealed.
- 2.4.2 The exterior of the package shall be clearly labeled with the following information:
 - a. Randall Stapp
Iowa Department of Administrative Services
Hoover State Office Building – 3rd Floor
1305 E. Walnut Street
Des Moines, Iowa 50319
 - b. Firm's Name and Address
 - c. Firm's Contact Person and Telephone Number
 - d. RFP Number: RFP0217335038
 - e. RFP: Design IVH Sheeler & Loftus
 - f. Proposal due date and time: May 4, 2017 @ 2:00 p.m.
- 2.4.3 The Proposal shall be received by DAS – Procurement Services on or before 2:00 p.m., local Iowa 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:

- 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 Firm, 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 Company to induce any other person or Company 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 Firm's organization responsible within that organization for the decision as to any prices being offered herein, or
 - 2. He/she is not the person in the Firm's organization responsible within that organization for the decision as to any prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decision, and
 - 3. 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.

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 - Contractual 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 The proposed form of contract between the Company and the State will be a revised Consensus Doc 803 (sample attached), which will be modified to include the following:
 - a. Incorporation, by reference, of this Request for Proposal and subsequent addenda and the Proposal submitted by the successful Firm in response to this RFP.
 - b. Professional liability insurance in the amount of \$2 million will be required.
 - c. The proposed project fee, start dates, and scheduling of the selected Firm's services shall be established during negotiations.
 - d. *Iowa Code* Section 8.47, The Accountable Government Act, requires that the terms and conditions of service contracts shall include the following:
 - (1) The amount or basis for paying consideration to the party based on the party's performance under the service contract.
 - (2) Methods to effectively oversee the party's compliance with the service contract.
 - (3) Methods to effectively review performance of a service contract.
 - e. 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.

- 3.1.3 This RFP does NOT establish a statewide contract.

Section 4 - Proposal 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

The Proposal shall consist of the following elements in the order given below, and shall be limited to **fifteen (15) sheets or less with text on both sides, not including dividers, cover page, or resumes:**

- A. 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.**
- B. Executive Summary of the Proposal.
- C. Response to all things in Sections 1 (1.1-1.3) and Section 4.
- D. Company information regarding Organizational Stability, and Financial Strength (or provide Bank or Accountant reference)
- E. Overview and Discussion of Offered Services including Approach and Methods (reference Section 1)
- F. **Estimated cost** per section 1.1 (8) and (9)

Section 5 - Proposal Evaluation, Selection, and Award

5.1 EVALUATION PROCEDURES

- 5.1.1 Proposal packages will be opened by Randall Stapp and the names of all Companies who submitted Proposals will be released upon request.
- 5.1.2 Randall Stapp will review the proposals for compliance with the RFP instructions/requirements.
- 5.1.3 Randall Stapp will retain non-compliant Proposals.
- 5.1.4 Copies of proposals determined by Randall Stapp 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. Mis-leading 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.

5.2 SELECTION PROCEDURES

- 5.2.1 A Selection Committee will be formed to evaluate all compliant proposals. The committee's size and membership will be determined at the sole discretion of DAS.
- 5.2.2 Criteria for evaluating the proposals:
 - Qualifications (experience and expertise of staff assigned for similar projects), firm's capabilities and financial stability
 - Approach and Proposed Methods
 - The Firm's proposed schedule with respect to the State's needs

- Estimated cost; the hourly rates **and anticipated hours** for all persons assigned to the project, proposed reimbursables

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.

Five Attachments are being issued with this RFP.