

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

RFP COVER SHEET

Administrative Information

| | | | |
|---|---|---------------------|--|
| RFP Number | RFP948900-02 | Title of RFP | DOC Anamosa Taut Wire Intrusion Detection System Repairs |
| Agency | Iowa Department of Administrative Services (DAS) | | |
| Project Description | The State of Iowa Department of Administrative Services (DAS) is seeking professional design services to make repairs or replacement of the existing Taut Wire Intrusion Detection System at Anamosa State Penitentiary as identified in site survey. | | |
| 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@das.iowa.gov | | | |
| PROCUREMENT TIMETABLE Event or Action | | | Date/Time (Central Time) |
| State Posts Notice of RFP on TSB website | | | 5/29/2026 |
| State Issues RFP | | | 6/1/2026 |
| Pre-Proposal Conference Location and Address: Is Pre-Proposal Conference mandatory? No, but recommended. If a map is needed, contact the Issuing Officer. | | | 6/9/2026 @ 1:00pm at Anamosa State Penitentiary <u>or</u> Microsoft Teams https://teams.microsoft.com/join/256270534278217?p=B2cNM4tVNV0wOTXdsz |
| Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement | | | 6/15/2026 @ 2:00pm |
| Proposals Due | | | 6/22/2026 @ 2:00pm |
| 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, 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 22 th , 2026 |
| Tentative Design Kick-Off Meeting | Week of July 6 th , 2026 |
| 100% Design Development Documents and Cost Opinion By | Design professional to propose in RFP Schedule |
| 50% Construction Documents and Cost Opinion By | Design professional to propose in RFP Schedule |
| 95% Construction Documents and Cost Opinion By | Design professional to propose in RFP Schedule |
| 100% Construction Documents and Cost Opinion By | August 24 th , 2026 |
| Contractor Bidding | September, 2026 |
| Execution of Contractor's Contract(s) | October, 2026 |
| Submittals, Procurement and Construction | October, 2026 to December, 2026 |
| Close out | December, 2026 to January, 2027 |

1.3 PROJECT DESCRIPTION

Construction Manager McGough Construction has been engaged for this Project to serve as advisor to DAS and to provide assistance in administrating the Contract for Design between DAS and the Designer according to separate contract between DAS and Construction Manager. DAS is currently seeking design services from qualified firms for a project consisting of replacement or repairs to the existing Taut Wire Intrusion Detections System as identified in the March 12th, 2026 site survey report, Safeguard Technologies performed. Which recommended repairs and replacement to wire located in Zone 9-2, replacement of two sets of IR/MW detection towers, and workstation and server control room upgrades.

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** The following design services will be needed:
 - 1.3.5.1** Creation of construction drawings and specifications for the upgrades to the current TWID System.
 - 1.3.5.2** Coordination with the State Historic Preservation Office (SHPO) and submit design to SHPO as needed to confirm the design meets SHPO's requirements if any building modifications are needed.
- 1.3.6** Existing CAD/PDF drawings will be provided to the successful design firm as available. Accuracy of drawings shall be verified by the design firm. Not all existing drawings are available, but ASP has some physical records in house.
- 1.3.7** Field examination of the existing buildings.
- 1.3.8** 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.
- 1.3.9** 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.
- 1.3.10** Designer shall include any and all survey work required for completion of project.
- 1.3.11** Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
- 1.3.12** Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- 1.3.13** Designer shall assist Construction Manager in the evaluation of long lead times.

- 1.3.14** Quality control during Design, Preconstruction and Construction.
- 1.3.15** Compliance with all Federal, State, and applicable AHJ codes.
- 1.3.16** Completion of State building and energy code documents, as required.
- 1.3.17** 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 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.
- 1.3.18** 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.
- 1.3.19** Develop and distribute agendas and meeting minutes for all meetings during the design phase.
- 1.3.20** Designer shall provide any information necessary to obtain utility rebates where applicable.
- 1.3.21** Construction cost opinions provided by the Design Professional team during Design (at 100% design development documents, 50% construction documents, and 95% construction documents) with a Final Estimate for construction included with bid documents, per Iowa Code.
- 1.3.22** Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.
- 1.3.23** Provide bid alternates as determined during the course of design and bid package development.
- 1.3.24** Assist Owner and Construction Manager in obtaining bids from qualified contractors.
- 1.3.25** 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.
- 1.3.26** Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period.
- 1.3.27** Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.
- 1.3.28** 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.

1.3.29 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.

- 1.3.29.1** Design Development Documents
- 1.3.29.2** Construction Documents
- 1.3.29.3** Bidding or Negotiation Assistance
- 1.3.29.4** Construction Phase

Include at minimum the following site/virtual visits:

| | In-Person | Virtual |
|---|-----------|---------|
| Design Kickoff/Building Evaluation | 1 | - |
| 100% Schematic Design | - | - |
| 100% Design Development | - | 1 |
| 50% Construction Documents | - | 1 |
| 95% Construction Documents | - | 1 |
| 100% Construction Documents | - | - |
| Pre-Bid Meeting | 1 | - |
| Construction Field Observation | 3 | - |
| Substantial Completion/Punch List Development | 1 | - |
| Final Completion/Punch List Verification | 1 | - |
| One Year Warranty Correction Period Visit | 1 | - |
| | 8 | 3 |

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 SafeGuard Technologies Site Survey Report March 12th, 2026.



3 Reuten drive, Suite E, Closter, NJ 07624
Telephone: 201-488-1022 Facsimile: 201-488-1244
www.safeguards.com

March 12, 2026

Jill Kennebeck
Procurement Specialist II
IDOC-Anamosa State Penitentiary
406 N High St.
Anamosa IA 52205
319-462-3504 ext. 7797
319-251-7797
jill.kennebeck@iowa.gov
<https://doc.iowa.gov/>

Dear Ms. Kennebeck,

RE: Post site survey recommendations – Anamosa Correctional Facility

Site Visit Report: Evaluation of Perimeter Security System

Report Prepared By: Igor Krivolapov Security Systems Consultant.

Site survey conducted by: Igor Krivolapov and Sergey Yelizarov.

Date of Visit: Week of March 2-6, 2026.

Location: Anamosa State Penitentiary located at 406 N High St, Anamosa, IA 52205.

Purpose of Visit:

The visit aimed to:

- Inspect the physical and operational condition of the Taut Wire security fence and associated integrated components.
- Identify any issues affecting system performance.
- Offer professional advice on potential improvements to the existing setup or the feasibility of constructing a new system.

Visit Summary:

During our site visit, we conducted a thorough assessment of the Taut Wire security fence, originally installed by Safeguards Technology LLC in 2001-2002.

- The system is a comprehensive, multi-layered security solution that incorporated Taut wire intrusion detection system, Microwave perimeter detection zones, laser guards, thermal cameras and Computerized Control Center (CCC) featuring our Securenet platform.
This integrated architecture has provided the facility with a robust and reliable perimeter protection environment for 25 years.
Furthermore, since the installation of the system, Safeguards provided to Anamosa State Penitentiary continuous technical support, which included remote diagnostics and rapid-response troubleshooting, on-site maintenance and emergency visits, software updates and CCC/Securenet support and ongoing service for the perimeter intrusion detection system.
- Anamosa State Penitentiary's DTR 3000 taut wire system's long-lasting performance is a testament to our superior design and commitment to quality, as the system has remained operational for nearly three decades. While its longevity is remarkable, the system is now due for an upgrade.
- Overall, the fence remains in good, well-maintained condition, However, we identified several areas requiring attention, including outdated detection equipment, software, servers, and supporting infrastructure. While targeted upgrades can enhance reliability and performance, we also suggest considering the installation of a new or refreshed perimeter security sytem to align with modern standards and to significantly extend the systems' lifespan.

Key Findings

Following is a summary of the observations:

- **Fence Condition:** The Taut Wire fence is in good overall condition and has been well-maintained since its installation in 2001-2002. No major structural deficiencies were noted across most sections, indicating reliable performance over the years.
- **Zone-Specific Issues:** A minor problem was identified in section Zone 9-2. This issue is expected to be resolved as part of any upcoming system updates, ensuring minimal disruption.
- **Detection Towers:** Two sets of Infrared (IR) and Microwave (MW) detection towers are currently non-functional. These should be replaced with a more robust alternative, such as a Photons-based system, to improve detection accuracy.
- **Laser guard** – the system is not operational. New cameras were installed on the roof to take over and provide coverage to the applicable perimeter. Being partners with major CCTV companies, we can offer, supply, install and integrate new cameras, if required. These cameras can provide advanced features such as facial recognition, AI analysis and other innovative detection capabilities.
- **Communication Infrastructure:** The copper RS-422 communication lines remain functional and in acceptable condition. However, the pull/junction boxes located in the basement tunnels are severely rusted and deteriorated. We

- recommend replacing these with durable fiberglass enclosures to prevent environmental damage and maintain signal integrity.
- **Software and Servers:** The existing software and servers are operational but outdated. They are running on Windows 7, an operating system, which is no longer supported by Microsoft, thereby posing a security risks and compatibility issues. Additionally, the servers' age suggests potential failures in the near future. Replacement with modern, supported hardware and Safeguards' securenet software is strongly advised to ensure system stability and cybersecurity.
 - **Control Room Equipment:** The workstation in the control room requires replacement for reasons similar to the ones outlined for the software and servers. This upgrade will enhance operational efficiency and user experience.
 - **Monitoring Display:** The current old-style wall map is functional but antiquated. We suggest transitioning to a large-size flat monitor connected directly to the workstation, which can display real-time perimeter status, alerts, and interactive maps for better situational awareness.

Recommendations

Based on our evaluation, we propose the following steps to optimize your security system. These focus on targeted improvements while keeping costs and disruptions in mind:

1. Immediate Repairs and Replacements:

- Address the Zone 9-2 issue.
- Replace the non-functional IR/MW detection towers with a modern alternative like Photons to restore full detection capabilities.
- Upgrade the servers and Safeguards' Securenet software to current standards, migrating to a supported OS (e.g., Windows 11 or a secure Linux distribution) to mitigate risks.
- Update the control room workstation to match the new server specifications.
- Replace the rusted pull/junction boxes with fiberglass enclosures to protect communication lines.

2. System Enhancements:

- Install a large flat monitor in the control room for dynamic perimeter monitoring, improving response times and usability.

3. Long-Term Considerations – upgrading the entire system:

- Installation of a new perimeter security system, using modern materials including new sensor posts, anchor posts, intermediate spirals and coils, barbed wire, tensioners, razor tape and slider posts. Integrating these systems with all the upgrades suggestions outlined above, would deliver superior and dependable performance, and, as a contemporary system, is expected to provide at least another 25 years of reliable operability.

We estimate that implementing these recommendations would significantly extend the system's lifespan and enhance overall security.

As the original security integrator with unparalleled insight into its design and functionality, Safeguards is uniquely qualified to deliver this essential modernization and would welcome the opportunity to assist Anamosa Correctional Facility with this project.

A detailed quote, project timeline, and material specifications, as well as consultation to discuss options tailored to your needs, are available upon request. Safeguards can deliver these services promptly, cost-effectively, and with the utmost professionalism and accuracy. Perimeter security integration is our specialty, and we take pride in the quality of our work.

If additional information is needed, please do not hesitate to contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "M Feinstein", is centered below the word "Sincerely,". The signature is fluid and cursive.

Michael Feinstein
VP Sales & Marketing
Safeguards Technology LLC

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 Economic Development Authority 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- 6193.

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 the Schedule, Section 1.2.
- 2.2.2 Any information provided by a prospective company 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](#).
- 2.3.2 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, unless stated otherwise on the cover page.

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 RFP, 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

2.11.1 Proposals will be placed in the public domain and be available for examination by interested parties. No Proposals shall be disclosed until after a *Notice of Intent to Award* has been issued. DAS reserves the right to destroy all Proposals if the RFP is withdrawn or otherwise in the normal course of business. Trade secrets or proprietary information legally recognized as such and protected by law may be withheld if they are clearly and conspicuously labeled "Proprietary" in the margin of each individual page where they appear in the Proposal. Pricing information is not normally considered proprietary.

2.11.2 Public Records and Requests for Confidential Treatment.

2.11.2.1 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.**

2.11.2.2 **Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. 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.**

2.11.2.3 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** 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:
- 3.1.2.1** Incorporation, by reference, of this Request for Proposal and subsequent addenda and the Proposal submitted by the successful Firm in response to this RFP.
- 3.1.2.2** Professional liability insurance in the amount of \$2 million will be required. See Exhibit A – Sample Insurance Certificate.
- 3.1.2.3** The proposed project fee, start dates, and scheduling of the selected Firm's services shall be established during negotiations.
- 3.1.2.4** *Iowa Code* Section 8.47, The Accountable Government Act, requires that the terms and conditions of service contracts shall include the following:
- The amount or basis for paying consideration to the party based on the party's performance under the service contract.
 - Methods to effectively oversee the party's compliance with the service contract.
 - Methods to effectively review performance of a service contract.
- 3.1.2.5** Other terms, mutually agreeable to the State and the Firm, may be developed during negotiations with the selected Firm.
- 3.1.2.6** 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 –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).
 - Identify which portion(s) of the design will be Delegated Design. Delegated Design is when a design professional transfers responsibility for designing specific building components or systems to a contractor, subcontractor, or

specialty designer.

- Quality Control methods.

4.2.6 Estimated anticipated hours by position per Section 1.1.

4.2.7 Stipulated fee and hourly rates are to be provided in a **separate file**.

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.

5.2 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:

| Criterion | Points |
|--|---------------|
| Qualifications (experience and expertise of staff assigned for similar projects), firm’s capabilities and financial stability. | 45 |
| Approach and Proposed Methods, including Delegated Design. | 35 |
| The Firm’s proposed schedule with respect to the State’s needs. | 10 |
| Hours by position or role per Section 1.1. | 10 |
| Interviews (optional) | TBA |

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.

