

STATE OF IOWA
REQUEST FOR PROPOSALS
PROFESSIONAL DESIGN SERVICES

RFP COVER SHEET

Administrative Information

RFP Number	RFP945400-01	Title of RFP	DOC ICIW Building 9 Roof Replacement
Agency	Iowa Department of Administrative Services (DAS)		
Project Description	The State of Iowa Department of Administrative Services (DAS) is seeking professional design services for a roof replacement on the Unit 9 roof located at DOC ICIW 420 Mill St SW, Mitchellville, IA 50169		
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: 515-330-8702 Email: construction.procurement@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)
State Posts Notice of RFP on TSB website			9-13-2024
State Issues RFP			9-16-2024
Pre-Proposal Conference Location and Address: Is Pre-Proposal Conference mandatory? No If a map is needed, contact the Issuing Officer. https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzE2NWU5ZDUtYThmNS00NWNhLWI5MWQtYzFjMjRjZWl5MjNk%40thread.v2/0?context=%7b%22Tid%22%3a%22ddc61c04-6034-495a-ac7a-87d92a8a12bc%22%2c%22Oid%22%3a%22247ec146-7d97-4813-b705-26a3fe7496c8%22%7d Conference phone number: +1 (715) 318-2945 Phone conference ID: 615 093 634#			9-25-24 at 11:00 am At DOC ICIW 420 Mill St SW, Mitchellville, IA 50169
Questions, requests for clarification, and suggested changes from Respondents due to Construction Procurement			9-27-2024 at 2:00 pm
Proposals Due			10-04-2024 at 2:00 pm
Relevant Websites			
Website where Addenda to this RFP will be posted http://bidopportunities.iowa.gov			

Website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf
Number of Copies of Proposals Required to be Submitted: 1 Digital
Firm Proposal Terms The minimum number of days following the deadline for submitting Proposals that the firm guarantees all proposal terms, including price, will remain firm is 120 Days.

1.1 INTRODUCTION

The Iowa Department of Administrative Services (DAS) is seeking proposals from qualified and available Design companies for services, per RFP cover page, and as outlined in the following (Sections 1.2 - 1.3). The successful proposal must:

- For the staff that will be assigned, identify and describe qualifications, experience, and expertise in providing services for similar, or relevant, projects.
- For the staff that will be assigned, provide a list of past similar or relevant projects completed in the last 5 years, and include brief descriptions of what the projects entailed and a contact name and phone number (reference). In addition provide estimated project cost, final project cost at acceptance, and whether it was completed on time.
- Describe the composition of your team. Identify staff to be assigned. Provide resumes of key individual(s) including education, relevant experience, and certifications/licensing. NOTE: Any responding company and/or consultant that is part of the project design services cannot receive an award from the resulting request for bid of construction services.
- Describe the cost estimating, status reporting, and cost reporting procedures you utilize.
- Describe computer program/software capabilities and expertise you utilize. Please describe your experience.
- Provide a copy of your organizational chart.
- Describe your experience, if any, on designing similar or relevant projects for the State of Iowa.
- Provide the hourly rates, and anticipated hours by position, for all persons (including sub-consultants) that will be assigned to the project. Also provide an estimated fee total.
- Identify desired reimbursable charges (the State has limitations, per State of Iowa Accounting Policies and Procedures 210.245), and all other charges.

1.2 SCHEDULE

DAS is seeking a firm that can commence work upon execution of a contract. Time is of the essence.

Execution of Designer's Contract	Week of October 7, 2024
Tentative Design Kick-Off Meeting	Week of November 4, 2024
100% Design Development Documents and Cost Opinion By	Design Professional to propose in RFP Schedule

50% Construction Documents	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	Design Professional to propose in RFP Schedule
Contractor Bidding	February 2025
Execution of Contractor's Contract(s)	February 28th, 2025
Submittals, Procurement and Construction	March 3rd, 2025 to July 31, 2025
Close out	August 2025

1.3 PROJECT DESCRIPTION

Construction Manager (The Samuels Group) has been engaged for this Project to serve as advisor to DAS and to provide assistance in administrating the Contract for Design between DAS and the Designer according to separate contract between DAS and Construction Manager. DAS is currently seeking design services from qualified firms for a project consisting of two, approximately 6,000 square feet roofs on Building 9 at ICIW in Mitchellville, Iowa. It will consist of the removal and replacement of an existing EPDM roof. 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** Review existing site for evaluation of current roof conditions and needs.
- 1.3.6** Existing PDF drawings will be provided to the successful design firm. Accuracy of drawings shall be verified by the design firm. {Include only if OR confirms that there are drawings available}
- 1.3.7** Design for scope of work. Provide material recommendations based on experience, quality, and price. Recommendations for replacements and upgrades shall include non-proprietary equipment and systems.
 - 1.3.7.1** The roof has 2 sides; North and South.
 - 1.3.7.2** Each side of the roof is approximately 6,000 square feet.
- 1.3.8** Provide minor drawing work to assist the Construction Manager in the development of hazardous materials bid package. This shall include providing PDF backgrounds for identification, by others, of hazardous materials removal. {Include only if hazmats are expected to be present}
- 1.3.9** Designer shall include any and all survey work required for completion of project.
- 1.3.10** Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.

- 1.3.11** Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
- 1.3.12** Designer shall assist Construction Manager in the evaluation of long lead times.
- 1.3.13** Quality control during Design, Preconstruction and Construction.
- 1.3.14** Compliance with all Federal, State, and applicable Local codes.
- 1.3.15** Completion of State building and energy code documents, as required.
- 1.3.16** Design review will be conducted at 100% design development documents, 50% construction documents, and 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum. Drawings, specifications and cost opinions (if applicable) shall be provided at least five days prior to each review meeting. An additional review meeting may be required at the end if there are discrepancies in cost opinions or constructability review questions.
- 1.3.17** Review with the State Fire Marshal's office for approval of plans or exemption from review. All fees associated with the State Fire Marshal's office are the responsibility of the designer.
- 1.3.18** Develop and distribute agendas and meeting minutes for all meetings during the design phase.
- 1.3.19** Designer shall provide any information necessary to obtain utility rebates where applicable.
- 1.3.20** Construction cost opinions provided by the Design Professional team during Design (at 100% design development documents, 95% construction documents, and with a Final Estimate for construction included with bid documents, per Iowa Code.
- 1.3.21** Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.
- 1.3.22** Provide bid alternates as determined during the course of design and bid package development.
- 1.3.23** Assist Owner and Construction Manager in obtaining bids from qualified contractors.
- 1.3.24** Construction administration, including creation of the submittal and closeout items log, review of and responses to submittals and closeout documentation, RFIs, proposal requests, change orders, pay applications, periodic site visits, attendance at project meetings as required, participation / development of contractor punch list, closeout documentation review and approval, certificates of substantial completion, and certificates of final completion, as well as development of Architectural Supplemental Instructions for design revisions, and punch lists within the construction management software program.
- 1.3.25** Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period.
- 1.3.26** Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.
- 1.3.27** Acknowledgement that all documents are copyright to the State of Iowa and shall be turned over to the State of Iowa in their native computer format. Any ASIs/RFIs/PRs and

addendums will be expected to be incorporated before final posting. Both the native computer format and PDF versions shall be uploaded to the construction management software program at the end of the project.

1.3.28 The Department requests lump sum pricing from the respondents to this RFP, with the lump sum base scope price being inclusive of all reimbursables, such as printing, mileage and travel expenses. The Department requests the fee proposal from the respondents to this RFP be broken down as follows. These breakdown prices will be used as the schedule of values for billing purposes.

1.3.28.1 Design Development Documents

1.3.28.2 Construction Documents

1.3.28.3 Bidding or Negotiation Assistance

1.3.28.4 Construction Phase

Include at a minimum, nine (9) site visits. Design kick off/Building evaluation, 100% design development document review meeting, 50% document review, Pre-bid meeting, Construction Field Observation (2), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. Design Review at 95% construction document development will be conducted via conference call. Beyond these site visits, each proposing firm shall provide additional visits as they see fit to complete the work of design. In addition to the lump sum pricing, the Department requests a unit price per construction inspection visit. This unit price will be additive or deductive based on the number of actual visits made.

1.4 Attachments

1.4.1 Attachment A – Site Photos

