

INFORMAL REQUEST FOR PROPOSAL
STATE DESIGN AND CONSTRUCTION RESOURCE BUREAU

INFORMAL RFP COVER SHEET

Administrative Information

Title of RFP	Hoover East Side Ice Mitigation	RFP Number	IRFP925800-01
Project Description:	Complete design for modifications at the east side of the Hoover building to mitigate ice buildup on the patio paver system resulting from melting snow and ice from the curtain wall system.		
Agency	Iowa Department of Administrative Services (DAS) State Design and Construction Resource Bureau		
State Issuing Officer: Bobbi Pulley Phone: 515-322-2893 E-mail: bobbi.pulley@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action		Date/Time (Central Time)	
State Posts Notice of RFP on TSB website		4/21/2022	
State Issues RFP		4/23/2022	
Pre-Proposal Conference Location and Address or Link: Is Pre-Proposal Conference mandatory? No		5/03/2022 at 1:00 pm Meet at Hoover East Entrance	
RFP written questions, requests for clarification, and suggested changes from Respondents due		05/05/2022 at 2:00pm	
Proposals Due		05/10/2022 at 2:00pm	
Relevant Websites			
Internet website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/ConsensusDoc803.pdf			
Firm Proposal Terms The minimum number of days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm is 120 Days.			

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1.1 Introduction

The Iowa Department of Administrative Services (DAS) is seeking proposals from qualified and available firms for services, per RFP cover page, and as outlined in Exhibit A.

1.2 Proposal Contents

The Proposal shall consist of the following elements in the order given below, and shall be limited to ten (10) single pages or less, not including dividers, cover page, or resumes:

- 1.2.1 Letter of Transmittal/Statement of Interest including understanding and compliance with all requirements in this RFP, email address and phone number for contact person, and acknowledgment of any addenda.
- 1.2.2 "Yes" or "No" responses to Sections 1.3 – 1.6.
- 1.2.3 Qualifications – See Exhibit B
- 1.2.4 Approach – See Exhibit C
- 1.2.5 Fees – See Exhibit D

1.3 Minimum Qualifications

- 1.3.1 Respondents, other than Sole Proprietorships and General Partnerships, shall be registered with the Office of the Iowa Secretary of State.
- 1.3.2 The selected Respondent 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.
- 1.3.3 The selected Respondent 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.

Design Firm has read and agrees to this section:

Yes ☐ No ☐

1.4 Administrative Information

- 1.4.1 All inquiries concerning the RFP shall reference the RFP number and shall be provided (via email) to Issuing Officer identified on the cover page of the RFP. Addenda type questions must be submitted by the date on the cover page of the RFP.
- 1.4.2 Proposals must be emailed to the Issuing Officer on or before the date and time listed on the cover page of the RFP. The email subject line shall include the following information: **IRFP925800-01 – Hoover East Side Ice Mitigation**

Additional Administrative Information can be found at the following link:
https://das.iowa.gov/sites/default/files/procurement/pdf/Informal_RFP_Construction_AdminInfo.pdf

Design Firm has read and agrees to this section:

Yes ☐ No ☐

1.5 Contract Terms and Conditions

- 1.5.1 This procurement will result in a modified ConsensusDocs 803 Agreement. By submitting a proposal, design firm agrees to the contract terms and conditions available at:
- 1.5.2 Additional information regarding the resulting contract terms and conditions can be found at the following link:

https://das.iowa.gov/sites/default/files/procurement/pdf/Informal_RFP_Construction_AdminInfo.pdf

Design Firm has read and agrees to this section:

Yes ☐ No ☐

1.6 Evaluation, Selection, and Award

- 1.6.1 A Selection Committee will be formed to evaluate all compliant proposals. Criteria for evaluating the proposals will include qualifications and approach/proposed methods.
- 1.6.2 After selection, DAS will meet with the Firm for the purpose of negotiating an Agreement that is acceptable to both parties.
- 1.6.3 Additional information regarding evaluation, selection, and award can be found at the following link:

https://das.iowa.gov/sites/default/files/procurement/pdf/Informal_RFP_Construction_AdminInfo.pdf

Design Firm has read and agrees to this section:

Yes ☐ No ☐

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EXHIBIT A - SCOPE OF WORK

Construction Manager (DCI Group, Inc.) 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 design and construction administration for new construction to mitigate ice buildup on the patio beneath the curtain wall system on the east side of the Hoover building.

Design services shall include:

1. The contract for this work will be a modified ConsensusDoc 803. See link on cover page for a sample contract.
2. All design disciplines necessary to complete the scope of work.
3. Attend design kick-off meeting onsite to discuss desired outcome of the project with the Owner, Construction Manager, and Owner's maintenance staff.
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.
5. At a minimum, design for construction for the following areas:
 - a. Review of existing documentation from the 2021-2022 observation and evaluation of the ice build developed by DAS and DCI Group. Documentation consists of photos, vides, and narrative.
 - b. Complete design for new construction to mitigate melting ice/snow and divert to existing storm structures.
6. Existing PDF drawings will be provided to the successful design firm. Accuracy of drawings shall be verified by the design firm.
7. Field examination of the existing buildings.
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.
9. Designer shall include any and all survey work required for completion of project.
10. Provide minor drawing work to assist the Construction Manager in the development of hazardous materials bid package, if any are identified. This shall include providing PDF backgrounds for identification, by others, of hazardous materials removal.
11. Coordinate with State agencies to confirm utilities that may be abandoned as well as shut down requirements where required.
12. Provide detailed input of design schedule to Construction Manager for overall incorporation into master schedule.
13. Designer shall assist Construction Manager in the evaluation of long lead times.
14. Quality control during Design, Preconstruction and Construction.
15. Compliance with all Federal, State, and applicable Local codes.
16. Completion of State building and energy code documents, as required.
17. Design review will be conducted at 100% design development documents, and 95% construction documents. Review will be conducted with DAS Owner Representative, Construction Manager, and Facility Representative, at a minimum.
18. Review with 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.
19. Develop and distribute agendas and meeting minutes for all meetings during the design phase.
20. Construction cost opinions during Design (at 100% design development documents) with a Final Estimate for construction included with bid documents, per Iowa Code.
21. Construction drawings, specifications (the Construction Manager will produce Divisions 00 and 01), and addenda.
22. Provide bid alternates as determined during course of design and bid package development.
23. Assist Owner and Construction Manager in obtaining bids from qualified contractors.

24. Construction administration, including creation of the submittal log, review of and responses to submittals, RFIs, proposal requests, change orders, pay applications, periodic site visits, attendance at project meetings as required, participation / development of contractor punch list, closeout documentation, 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.
25. Participation with project team during construction progress meetings as required. Designer shall participate in bi-weekly conference calls during the construction period.
26. Field Observation reports, with photos, submitted for each site inspection within five (5) days of the site visit.
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.
28. The Department requests lump sum pricing from the respondents to this IRFP, 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 IRFP be broken down as follows. These breakdown prices will be used as the schedule of values for billing purposes.
 - a. Design Development Documents
 - b. Construction Documents
 - c. Bidding or Negotiation Assistance
 - d. Construction Phase

Include at a minimum, six (6) site visits. Design kick off/Building evaluation, Pre-bid meeting, Construction Field Observation (1), Substantial completion/punch list development, Punch list/Final Completion approval, and one year warranty correction period visit. 100% design development document review meeting and 95% document review meeting will be conducted by web conference. 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.

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EXHIBIT B – QUALIFICATIONS

Respondent shall provide the following:

1. 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.

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EXHIBIT C – APPROACH

Respondent shall provide the following:

1. Firm should provide an overview of its solution to meet the scope presented in Exhibit A.
2. DAS is seeking a firm that can commence work upon execution of a contract. Respondent shall provide a statement indicating it can meet the following schedule:

Execution of Designer's Contract	Week of May 16, 2022
Tentative Design Kick-Off Meeting	Week of May 23, 2022
100% Design Development Documents By	June 8, 2022
100% Construction Documents By	June 22, 2022
Contractor Bidding	June 30, 2022 – July 21, 2022
Execution of Contractor's Contract(s)	August 5, 2022
Submittals, Procurement and Construction	August – September 2022
Close out	September 2022

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EXHIBIT D – FEES

NOTE: FEES WILL BE DETERMINED DURING CONTRACT NEGOTIATIONS

Respondent shall provide the following:

1. Provide the hourly rates, and anticipated hours by position, for all persons (including subcontractors) that will be assigned to the project. Also provide an estimated fee total.
2. Identify desired reimbursable charges and all other charges.

NOTE: The State has established rules for limitations on reimbursement expenses. Please reference Department of Administrative Services - State Accounting Enterprise Procedures [210.130](#) and [210.245](#) (accessible at <https://das.iowa.gov/>) for limits on travel expenses.