

Scott County Facility and Support Services Department  
Purchasing Division  
600 West Fourth Street, Davenport, Iowa 52801-1030  
Phone: (563) 326-8793  
Fax: (563) 328-3245  
E-Mail: [purchasing@scottcountyiowa.com](mailto:purchasing@scottcountyiowa.com)

**REQUEST FOR QUOTATION**

**Scott County Requisition No. 18872**

**Bidders need to complete and submit this form.**

<b>Submission Date: 2/17/2012</b>	<b>No Later Than: 2:00pm</b>
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Qty	Description
	Scott County Jail Roof Replacement Project #FSS1202-01
	Scope of work is attached, roof layout attached
	Delivery Included
	price quotation good for 60 days
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, <a href="http://www.scottcountyiowa.com/fss/purchasing.php">www.scottcountyiowa.com/fss/purchasing.php</a>

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:  
(Scott County Use Only)

\_\_\_\_\_  
Name

Date: 2/3/2012  
Time: 4:15pm

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**PLEASE NOTE:**

**Bidders must provide an estimated delivery date in their bid response!**

\_\_\_\_\_  
Date

Company Contact Information:	Phone:
	E-Mail:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”

# REQUEST FOR PROPOSALS – Consulting Services

Scott County Facility and Support Services Department

## *Jail Roof Replacement Project*

SCOTT COUNTY, IOWA

Project #FSS1202-01

At the direction of the Scott County Board of Supervisors, the Scott County Facility and Support Services Department is requesting proposals from architectural and engineering firms. Scott County intends to contract with a qualified firm to provide architectural/engineering services for the replacement of areas of roofing, soffit and gutters on the 1898 and 1983 Scott County Jail buildings. Firms may express interest and request consideration for said project by making submittal to the Scott County Purchasing Division as outlined herein.

### **BACKGROUND INFORMATION**

In 1983, the Scott County Jail was renovated, including a new building addition. At that time, the roofing was newly installed on the 1983 building addition and replaced on the original 1898 jail building. Since that time, additional jail building additions have been constructed and interior spaces of the 1983 and 1898 building have been renovated. However, the exteriors of those buildings remain largely unchanged, except where new building additions have been attached. The roofing of those two buildings is at end-of-life, nearing 30 years in age and requiring replacement. No leaking has occurred and the roofs seem sound considering their age. Areas of soffit and architectural metals near the roofline, especially on the 1898 jail, are aging and may need repair or replacement.

The roofing areas included in this project include:

- 1) All pitched roof areas of the 1898 building (5453 square foot building footprint, north most building) including tower portion (at far north).
- 2) All pitched roof areas of the 1983 building (5875 square foot building footprint, middle building) and membrane roofing area in the mechanical equipment areaway (745 square feet) in center of roof footprint.
- 3) Soffit and architectural metals associated with any roofing areas above.
- 4) Any connections, terminations or flashings to other building components or other sections of building.

A schematic diagram showing the layout of the various roof areas and relation to other building sections is attached.

### **ARCHITECTURAL SERVICES**

The Scott County Board of Supervisors has appointed the Scott County Facility and Support Services Department as project manager for this project. As such, FSS intends to retain a qualified architectural firm to provide full service architectural and engineering services from initial

assessment, design through construction completion. Services required include, but may not be limited to:

- 1) Pre-design - roof and related systems inspection and assessment – consultant shall inspect and assess all included areas to refine and validate the project scope of work and project projected budget.
- 2) Design Development / Construction Documents – develop detailed, constructable building construction documents. Provide all necessary design resources including architectural, systems engineering, site/utility engineering, code compliance, etc.
- 3) Site Access and Security – develop guidelines and construction strategies to allow for contractor access to the work areas while maintaining building integrity and facility security.
- 4) Cost estimation – working with the project management team, develop cost estimates appropriate at the following project milestones:
  - a. Pre-design
  - b. 100% of Construction Documents (pre-bid)
- 5) Bidding Services – assist the Facility and Support Services Department with listing of the project with plan rooms and listing services, conduct pre-bid meetings as necessary, answer prospective contractor questions and issue addenda as required, assist with evaluating bids and making approval recommendation.
- 6) Project Contract Administration – Prepare contract documents (AIA standard contracts), provide design intent interpretation, review and approve pay requests, answer contractor questions, attend contractor progress meetings, manage change requests, requests for information and supplemental instructions, provide close-out services including punchlist preparation, coordination and ensurance of project documentation and final project acceptance.

## **PROJECT TIMELINE**

Facility and Support Services intends to deliver a finished project with the following timeline for project milestones:

Architect RFP Deadline	February 17, 2012
Architect Finalist Telephone Interviews	February 20-24, 2012
Design Contract Award	March 2, 2012 – April 20, 2012
Project Bidding	April 23 – May 10, 2012
Project Award	May 24, 2012
Construction	May 25 – August 31, 2012

## **PROJECT BUDGET**

This project has a fixed budget not-to-exceed \$400,000 to include all design services and construction services.

## **PROPOSAL REQUIREMENTS**

Interested design firms must submit a proposal as outlined herein addressing all services, timeline and fixed fees to accomplish the intended project. Proposals should include (at minimum) the following information:

- a) Firm Information – Name of design firm, description of capabilities, business aliases (if any), principles/owners, location(s), current licensing and contact information including telephone and e-mail.
- b) Qualifications pertaining to this project – examples of similar project work performed in the past 5 years and expertise of proposed staff. Designate design staff with professional resume(s) specific to the project.
- c) Firm capacity – indicate the capacity of the firm to deliver described project according to the proposed project timeline and budget. Express any concerns regarding same. Include revised timeline if necessary.
- d) Fixed Fee proposal – provide **fixed fee** proposal for all A/E services outlined herein with respect to the proposed budget, project description and timeline. Outline any and all costs that would be considered “reimbursable” for this project.
- e) Project Timeline – information pertaining to expected duration of design and construction work.
- f) References – provide at least four professional references with at least two pertaining to similar projects and/or similar type of constructed buildings. Include current contact information for references to include contact name, address, telephone and e-mail.

## **SUBMISSION REQUIREMENTS**

Proposals may be submitted in hard copy format or electronically, via e-mail. Hard copy submissions must be delivered (via hand, mail, parcel service or courier) to:

Scott County Purchasing Division  
600 W. 4<sup>th</sup> Street  
Sixth Floor  
Davenport, IA 52801

E-mail submissions must be delivered to:

[Purchasing@scottcountyiowa.com](mailto:Purchasing@scottcountyiowa.com)

All submissions must be received prior to the submission deadline. Verification of receipt may be made with:

Dave Donovan  
FSS Project Manager  
563-326-8228  
[ddonovan@scottcountyiowa.com](mailto:ddonovan@scottcountyiowa.com)

Scott County is not responsible for any delivery delays or logistical issues including but not limited to: internet delays or interrupts, postal delays or loss, strikes, weather delays, etc. Proposals received after the deadline will not be considered. Incomplete proposals that do not fully address

this RFP will be considered non-responsive and will not be considered.

### **PROJECT SUBMISSION DEADLINE**

Submissions must be received at the above location(s) no later than Friday February 17, 2012 at 2:00p.m.

Proposals received after that time will not be considered.

### **SELECTION CRITERIA**

The following attributes and requirements will be the primary criteria for selection for this RFP process:

- ◆ Ability to meet or exceed the proposed timeline;
- ◆ Fee proposal;
- ◆ Similar work history;
- ◆ References
- ◆ Past project performance

### **FORM OF CONTRACT**

The form of contract for this professional services engagement shall be standard AIA contract, provided by the Design Professional with the specific terms, provisions and scope of work mutually agreed by Scott County and the Design Professional.

By submitting proposal for this project, the Design Professional explicitly agrees to the inclusion of the terms in the sections following, INSURANCE REQUIREMENTS and DISPUTE RESOLUTION / LEGAL HOME

### **INSURANCE REQUIREMENTS**

The Design Professional and all Professional Consultants shall maintain insurance for the duration of the Project or statute of limitations in effect at the time of the execution of this Agreement, whichever is longer in such amounts and types as required below. The insurance required shall be obtained from a company(ies) licensed to do business in the state of Iowa and hold a current financial rating from A. M. Best of no less than A-, financial size VII. The required minimum liability limits may be met through either the primary policy(ies), or a combination of primary and excess or umbrella policies.

A. Insurance coverage required:

- a. Workers Compensation and Employer's Liability: Coverage A – State of Iowa Statutory Benefits. Coverage B - \$500,000 each accident; \$500,000 disease each employee, and \$500,000 disease policy limit.
- b. Commercial General Liability (ISO 1998 or later/equivalent form) covering all work and operations under the Agreement with limits of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- c. Automobile Liability of no less than \$1,000,000 each accident and annual

- aggregate, covering owned, leased, hired, non-owned, and employee non-owned vehicles.
- d. Professional Liability of no less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. Coverage should be on a claims made basis.
  - e. Umbrella Liability of no less than \$1,000,000 per occurrence providing excess of the General Liability, Automobile Liability and Employers Liability.
- B. The above liability insurance policies, with the exception of Professional and Workers Compensation coverage, shall name two entities: Scott County and the Scott County Board of Supervisors as additional insureds.
  - C. The Design Professional shall waive subrogation rights against Scott County and the Scott County Board of Supervisor for any claim paid or payable by any of the above-required insurance policies.
  - D. Neither the Owner, nor any additional insured required to be so named under this Agreement shall participate in any policy deductible or retention for claims. Any such deductible or retention shall be the sole responsibility of the Design Professional.
  - E. Certificate Holder address shall be as follows:

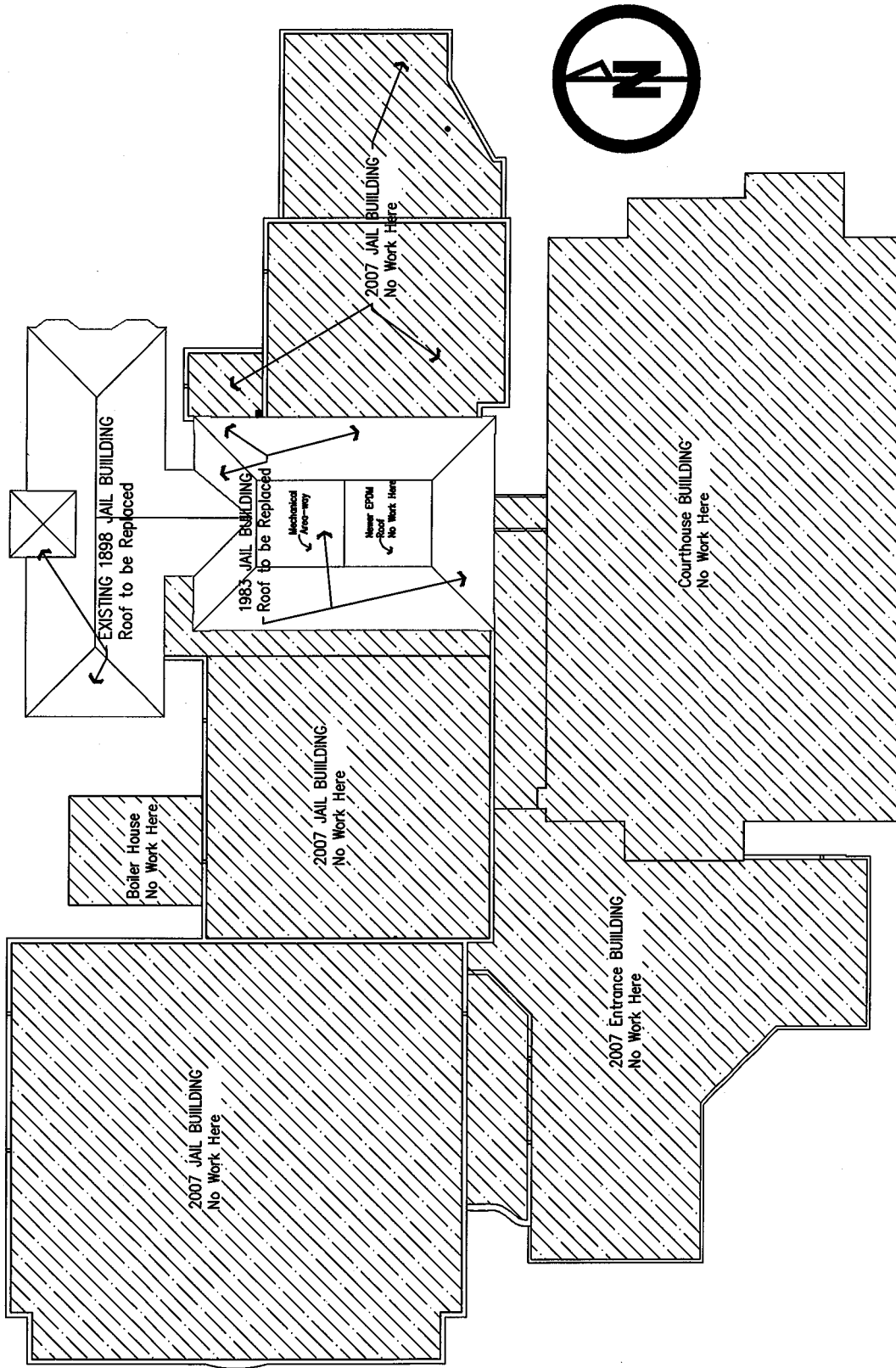
Scott County Board of Supervisors  
Facility and Support Services  
Attn: Dave Donovan  
600 W. 4<sup>th</sup> St.  
Davenport, IA 52801

#### **DISPUTE RESOLUTION / LEGAL HOME**

Although it is the policy and practice of Scott County to maintain positive relationships with all vendors doing business with the County, sometimes disputes do arise. Scott County intends to do everything possible to satisfactorily resolve disputes before they escalate or harm the contractual relationship.

The Design Professional agrees to submit to the use of alternative dispute resolution (ADR) to resolve any disputes with the owner prior to the filing of litigation or threatened litigious actions. Mediators or other ADR professionals shall be selected via mutual agreement.

Further, the design professional agrees that, should ADR fail to reach a final resolution that any litigation regarding this project between owner and design professional shall be contested in the State of Iowa and initiated in the County of Scott.



**Scott County Jail**  
**Roof Replacement Project**  
**Project #FSS1202-001**