

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

REQUEST FOR QUOTATION

Scott County Requisition No. 18876

Bidders need to complete and submit this form.

Submission Date: 3/5/2012	No Later Than: 2:00pm
----------------------------------	------------------------------

Qty	Description
	Scott County Space Consulting and ADA Compliance Review Services
	Scope of Work- 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, www.scottcountyiowa.com/fss/purchasing.php

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: 2/20/2012

Title

Time: 9:30am

Company

PLEASE NOTE:

Date

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

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

Scott County, Iowa

Facilities Space Consulting and ADA Compliance Review Services

February 2012

SECTION 1 – BACKGROUND

Introduction

The eastern Iowa County of Scott intends to contract with a qualified consultant or consultants to provide facility space consulting and Americans with Disabilities Act compliance review services for several county owned or occupied facilities at multiple locations. Similar space planning efforts were completed in 1999 (one for the County Courthouse and one for the County Administrative Center) and many of the strategies identified in those planning documents have been implemented in the past 12 years. Those documents along with this RFP can be found electronically at:

www.scottcountyiowa.com/purchasing

All projects identified for the County Administrative Center have since been implemented. Projects for the Courthouse including Lower Level spaces for the Sheriff's Office, Information Technology, common spaces and records storage along with the move and renovation of Second Floor space for the County Attorney and Court Administrator have been completed. Projects for the Courts, Court support areas/offices and the Clerk of Court have not been completed as of this RFP issuance.

Using those prior planning efforts as a starting point, the Scott County Board of Supervisors plans to review all County facility space identified herein, including spaces renovated as a result of the 1999 study documents. The Board wishes to identify future needs and projects to allow for proactive mid and long range capital project planning.

Interested consultants and design professionals may express interest in this project by responding to this RFP, as described and outlined herein.

Form of Contract

Scott County intends to issue a Purchase Order that references this RFP document and addenda issued (if any) along with a brief letter agreement that similarly references this RFP. Those three

documents shall comprise the contract documents for this effort. Should the consultant possess and/require their own standard form of contract, the submission should reflect that request. Scott County reserves the right to review and suggest modifications to any consultant provided or suggested contract document.

Dispute Resolution / Legal Home

Any disagreements, claims or legal actions resulting from a finalized agreement for services between the Consultant and Scott County must be filed and litigated in the County of the client (Scott County, IA). All parties agree to first use alternative dispute resolution in the form of licensed mediation services in said County to resolve the dispute prior to the filing or initiation of any formal legal action.

Selection Criteria

The selection team will consider the following criteria with weighted importance as the successful consultant is selected:

- Firm experience and similar work (35%): the amount of experience in space planning and utilization consulting, with emphasis on similar types of study with similar issues/scope in similar sized organizations;
- Proposed project team expertise (20%): the amount of experience, education and expertise that the specific project will bring to bear on this effort;
- Proposal cost (25%): the total project cost for each of the following: Space study, ADA compliance review- Conservation locations and ADA compliance review- all other buildings
- Interview (20%): the ability of the consultant to effectively communicate their proposal, produce proposed members of their project team and to instill confidence in their abilities with the selection team.

Selection Process

A selection team comprised of 5-7 persons representing the Scott County Board of Supervisors, County Administration and various other Departments/Offices will meet to review the proposals and select the successful consultant. This selection committee will utilize the selection criteria as an initial evaluation and assessment tool to help quantify the selection process. However, the committee will also use an interview process to assist in finalizing the selection(s).

Each submitter may be asked to attend an interview with the selection team and should be prepared to present members of their project team, elaborate on their project approach,

discuss the project timeline and confirm their cost proposal during that interview. Consultants with scheduled interviews must make arrangements in advance for any specific needs during the interview (access for power, PowerPoint presentation, etc.) and should discuss same with the project contact person.

The decisions of the selection team are final and not subject to appeal. By making submission to this RFP, each submitter acknowledges that the selection process is inherently subjective and that intangible factors can and do influence the selection process. Further, by making submission to this RFP, each submitter waives all rights to appeal or litigate the decisions and processes of the selection team as well as those of the Scott County Board of Supervisors regarding this selection and solicitation.

Project Tentative Timeline (subject to change)

February 10, 2012	RFP Released
March 5, 2012 @ 2:00pm CST	Submissions Due
March-April 2012	Review and Interview
May 11, 2012	Approval and Award
May 21, 2012	Project Begins
August 31, 2012 @ 2:00pm CST	Final Reports Due / Project Complete

The project timeline may be adjusted to meet the needs of the selection team and the respective County government organizations.

SECTION 2 – SUBMISSION INSTRUCTIONS

Proposal Submittal Requirements

Proposer must submit according to the instructions contained herein. All submissions must be submitted to the Scott County Purchasing office at purchasing@scottcountyiowa.com before the deadline date and time. Scott County is not responsible for delays caused by internet interruptions, server problems or other technical issues. It is the submitters responsibility to provide ample time for e-mail delivery. Receipt verification may be requested from Purchasing via e-mail or telephone at 563-326-8793. Receipt verification indicates receipt of a submitted file only and does not indicate completeness of content nor compliance with the submission requirements.

Proposal Submission Deadline

All proposals must be received no later than 2:00pm CST on March 5, 2012. Submission received after the deadline will be rejected.

Submittal Format

All submittals must be sent electronically, via e-mail to the Scott County Purchasing Office at purchasing@scottcountyiowa.com **The submission of hard copies is not required and is discouraged.** All submission materials should be sent in one file, in Adobe PDF™ format to the purchasing email before the deadline. The size limit for the submission is 5 MB as measured at the purchasing e-mail in-box. Submissions larger than the size limit may be rejected. All pages of the PDF submission file should be formatted to print in standard 8.5 and 11 inch format.

Project Contact

The project contact for this solicitation is:

Tammy Speidel
Facility and Support Services Operations Manager
600 W. 4th St.
Davenport, IA 52801
tspeidel@scottcountyiowa.com

Questions, inquiries or clarifications should be submitted via email to tspeidel@scottcountyiowa.com. This is required to document the correspondence and/or for inclusion in a proposal addendum.

SECTION 3 – PROPOSAL REQUIREMENTS

General

Proposal must address the project scope of work (see below) and the requirements outlined in this document. Further, all proposals must outline the submitters capability, capacity and expertise to deliver the services described therein. Proposals must give specific examples of similar work completed for similar clients. Any proposals failing to fully meet these requirements may be dismissed and not receive further consideration.

Required Proposal Information

- a) Project Approach – describe how the consultant would approach the work requirements outlined in this document. This information may include the organization of the work, specific work processes, analyses techniques, etc.
- b) Proposed project timeline – provide the consultants timeline for the major stages of the project and indicate if compliance with the desired timeframe is possible, feasible and realistic.
- c) Proposal Cost Information – include detailed cost information broken down as follows:
 - a. Cost to perform space study for all facilities listed in Appendix A
 - b. Cost to perform ADA review for all facilities listed in Appendix A
 - c. Cost to perform space study for all facilities listed in Appendix B
 - d. Cost to perform ADA review for all facilities listed in Appendix B
 - e. Cost to perform ADA review for facilities/locations listed in Appendix C
 - f. Cost to perform ADA review for facility listed in Appendix D
- d) Proposed Consultant Project Team – specifically delineate staff that you anticipate providing field services and analytical expertise for this project. Provide professional resumes including educational information and a brief listing of similar work for similar clients. Explain the heirarchy of the proposed project team and how they will work together and with the County's project team.
- e) References / Similar Project Work - provide a condensed scope of work, project highlights/outcomes and client contact information for at least four similar consulting efforts with comparable clients (space size and issues similarity) completed within the past 36 months.

Optional Proposal Information

Proposer may submit additional information beyond that required above. Said information must be clearly marked as supplemental or optional information and may include:

- a) Optional additional services – proposer may offer additional services beyond the scope of work outlined herein. The proposal for additional services must be clearly indicated as such and the cost for such services must be clearly segregated.
- b) Examples of work – proposer may include complete or partial examples of completed work as an indication of their expertise or their ability to perform. If examples are included, ensure that contacts for the jurisdiction or company referenced in the work are included. Examples of work may be partially redacted to protect sensitive information. However, examples of work that cannot be verified or confirmed will not be considered.

SECTION 4 – PROJECT GOALS AND SCOPE OF WORK

Project Goals:

- To provide future strategic direction for the use and provision of facility space at Scott County government buildings;
- To reflect the values of the Scott County Board of Supervisors, Scott County Elected Offices and Departments along with tenant agencies and State of Iowa partners;
- To seek cost effective, long range vision for the operational effectiveness of county government facility space in Scott County.
- To identify facility deficiencies regarding the Americans with Disabilities Act and to develop a plan to proactively address same.

Project Scope of Work:

To provide comprehensive facility planning services in the areas of space utilization planning and ADA compliance. Although inter-related, tasks for these two scope areas are defined independently below. Any other services required or recommended during the RFP process to ensure comprehensive and complete studies and final reports, should be included as optional services in the proposal submission.

A. Space Planning Tasks:

1. Provide professional, experienced space planning and feasibility services to include all Scott County, Iowa government facilities listed in Appendix A and Appendix B;
2. Examine and consider existing documents and resources for relevant space utilization strategies. Task will include: analysis of two existing space studies (HLM and Larrison & Associates) that include spaces in two buildings (Courthouse and Administrative Center); interview with Facilities staff to fully interpret intent of prior work;
3. Verify and update assumptions and data used in previous studies to include: staffing levels, current and future space needs, department and function trends and legislative issues, public access, security, confidentiality, traffic flow, etc.
4. Gather and analyze data listed in item #3 as it pertains for all facilities listed in Appendix A and Appendix B and NOT addressed in previous study efforts.
5. Address site location issues pertaining to current government functions currently located at the Tremont Sub-station facility (minimum security Jail expansion space, Patrol Headquarters, secure storage)
6. Facilitate individual interviews and group discussion meetings with Department Heads, Elected Officials and senior managers as necessary to accomplish the study goals and scope of work.
7. Develop and analyze space strategies with group feedback and input.
8. Deliverables:
 - a. Space by Department and Function matrix – showing existing space, space to standards (if applicable) and future space requirements;

- b. Space Planning Document analyzing each Department and Function in narrative form including strategy recommendations and options (where possible) to address future needs;
- c. ADA Compliance Review document (by building) identifying specific building deficiencies and potential solutions. Potential solutions should integrate space planning information including future use, likelihood of future renovation, feasibility, etc.
- d. All documents provided to Scott County in electronic format (PDF) with ownership of the document and no limitations of use to Scott County included with all final reports; printing (if required) by Scott County.

B. ADA Compliance Review Tasks:

- 1. Review each facility listed in Appendix A, B, C and D and identify all deficiencies based on the latest version of the Americans with Disabilities Act Accessibility Guidelines as published and enforced by the United States Department of Justice.
- 2. Identify potential likely areas requiring reasonable accommodations for disabled employees based on ADAAG.
- 3. Work with the ADA Steering Group to devise options and recommendations in a schematic plan form to address and correct all deficiencies.
- 4. Deliverables:
 - a. Listing of all deficiencies by building, by floor or area.
 - b. Plan (options, strategies and recommendations) to address the deficiencies in schematic plan format with preliminary budget cost estimates based on implementation timeline(s).

SECTION 5 - APPENDICES

APPENDIX A

Included Facilities for Space Planning (separate pricing) AND ADA Review (separate pricing) - all locations are Davenport, IA unless otherwise noted:

a) Scott County Courthouse and Entrance Pavilion

Location: 400 West Fourth Street
 Statistical Information: 80,000 s.f. office space (Courthouse)- 4 floors
 11,590 s.f. office and common space (Entrance Pavilion)- 2 floors

Departments/Functions:

- 1) Sheriffs Office
- 2) Alternative Sentencing
- 3) County Attorney's Office
- 4) Courts
- 5) Information Technology

b) Scott County Annex Facility

Location: 500 West Fourth Street – 1 floor
Statistical Information: 4,025 s.f. Office Space
11,260 Detention Space

Departments/Functions:

- 1) Juvenile Detention Center
- 2) Planning and Development Department
- 3) Secondary Roads / County Engineer

c) Scott County Tremont Sub-station

Location: 4715 Tremont Avenue
Statistical Information: 52,000 +/- s.f. total
17,000 s.f. minimum security jail (not in use), built 1992
4,000 s.f. office space (Sheriff's Patrol)
Balance of SF is secured, fenced and gated open storage and docks

Departments/Functions:

- 1) Sheriff's Minimum Security Jail
- 2) Sheriff's Patrol Headquarters
- 3) Warehouse

d) Scott County Administrative Center

Location: 600 West Fourth Street- 6 floors
Statistical Information: 75,000 s.f. +/-
Office space, last renovated 2000 - 2003

Departments/Functions:

- 1) Treasurer's Office
- 2) GIS Office
- 3) Lobby Security Post
- 4) Board Room
- 5) Department of Human Services
- 6) Health Department
- 7) Community Services
- 8) Auditor's Office
- 9) City Assessor's Office
- 10) County Assessor's Office
- 11) Recorder's Office
- 12) Board of Supervisor's Office
- 13) County Administration Offices

- 14) Facility and Support Services Offices
- 15) Human Resources Offices
- 16) Scott County Kids Offices
- 17) Conference Center

e) Vacant Residence

Location: 503 Scott Street
 Statistical Information 1000 s.f. +/-
 Vacant residential space

f) Horst Building

Location: 320 Ripley St
 Statistical Information 6000 s.f. +/-
 Warehouse and storage space

APPENDIX B- Secondary Roads

Included facilities for Space Planning (separate pricing) and ADA Compliance Review (separate pricing):

a) Scott County Secondary Roads Facility

Location: 950 E Black Hawk Trail
 Eldridge, IA
 Statistical Information: 75,000 s.f. +/-
 Departments/Functions:

- 1) Secondary Roads Shop
- 2) Secondary Roads Offices

APPENDIX C- Scott County Conservation

Included facilities for ADA Compliance Review only (separate pricing):

a) Scott County Park

Location: 18850 270 St
 Eldridge, IA
 1) Pool Building 4860 s.f. +/-
 2) Entry Station 480 s.f. +/-

b) Westlake Park

Location: 14910 110 Ave
 Davenport, IA
 1) Campground Office Building 780 s.f. +/-

- 2) Headquarters Building 3108 s.f. +/-
- 3) Beach House Replacement & Dock 1984 s.f. +/-

c) Buffalo Shores Park

Location: 1433 Front St.
Buffalo, IA

- 1) Buffalo Shores Office Building 160 s.f. +/-

d) Wapsi Environmental Center

Location: 31555 52 Ave
Dixon, IA

- 1) Wapsi Office Building 1056 s.f. +/-

APPENDIX D- Vera French Pine Knoll

Included facilities for ADA Compliance Review only (separate pricing):

a) Vera French Pine Knoll Facility

Location: 2504 Telegraph Road

Statistical Information: 38,550 s.f. residential mental health facility and offices

Departments/Functions:

- 1) Administrative Offices
- 2) Program Space
- 3) Support Space
- 4) Resident Areas