

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. 19058

Bidders need to complete and submit this form.

Submission Date: 9/6/2013	No Later Than:2:00pm
----------------------------------	-----------------------------

Qty	Description
	Project #FSS 13-0803
	Scott County 503 Scott Street Project
	This request is for architectural and engineering design services
	Scope of work is attached, which includes background information, project timeline and requirements
	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: 8/16/2013

Time: 10:00am

Title

Company

Date

PLEASE NOTE:

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 QUALIFICATIONS – Architectural Services

Scott County 503 Scott Street Project

SCOTT COUNTY, IOWA.

PROJECT #FSS13-0803

At the direction of the Scott County Board of Supervisors, the Scott County Facility and Support Services Department is requesting qualifications of architectural firms. Scott County intends to contract with a qualified firm to provide full-service architectural and engineering design services for the 503 Scott Street Project. Firms may express interest and request consideration for said project by making submittal to the Scott County Facility and Support Services Department as outlined herein.

1.0 BACKGROUND INFORMATION

In 2012, the Scott County Board of Supervisors commissioned a study to look at facility space issues. The resulting report, The Scott County Master Space Plan (Wold Architects and Engineers, Palatine, IL) put forth a plan to provide spaces to meet high priority space needs into the future. Said plan called for the county to discontinue use of an existing storage building and to create a new storage facility. The plan also indicates that the probable location for said storage facility is on a parcel of land at 503 Scott Street, Davenport, IA. On that site currently there is an underutilized residential home and a detached garage. The parcel of land in question is contained within the Hamburg Historical District. The intent of this redevelopment project is to replace an aging, vacant, non-period correct building(s) with a neighborhood friendly building that seeks to better match the character and architectural styles of the surrounding historic buildings and district. Meeting that design goal and providing for the critical indoor storage space for the downtown county campus are the primary objectives of this solicitation.

The proposed space in question will require a demolition permit issued by the City of Davenport for the buildings currently located on this parcel. Since this property lies within a historical district area, a preliminary architectural rendering of the proposed new building will be necessary to present to the Davenport Historical Preservation Commission and City of Davenport staff. Once those permits have been obtained, Architectural planning services will be required to address demolition plans as well as plans for the new storage building that we intend to build on this site. The location of the project work is 503 Scott Street, Davenport, IA 52801. Architectural planning services will be expected to address the logistics of completing the project within the site constraints and with minimal disruptions to the surrounding properties and county operations. Engineering planning will be required to provide civil, site, landscape,

mechanical and electrical services and any other specialty design services to complete the project. It is expected that the new facility would be stand-alone with no services or support from existing neighboring county facilities.

2.0 SCOPE OF SERVICES

Selected firm will provide full-service architectural and engineering work to deliver a completed building construction project. Tasks include but are not limited to:

- A. Detailed architectural space planning to determine needs and in support of the preparation of an architectural programming document;
 - a. Interview potential building occupants;
 - b. Identify and quantify space needs;
 - c. Resolve and prioritize space needs and wants to meet project and budget constraints;
 - d. Develop an itemized space program document that quantifies and describes all building space requirements and features;
- B. Architectural designs for the following phases:
 - a. Conceptual design with representative rendering – this design phase will provide support to an application to the Davenport Historic Preservation Commission regarding the project. Design firm should be available to present concept and support how the project would enhance the district versus the existing structures.
 - b. Schematic design
 - c. Design development
 - d. Construction document preparation
- C. Engineering services in support of design, including but not limited to:
 - a. Civil/site
 - b. Structural
 - c. Mechanical
 - d. Electrical
 - e. Specialty
- D. Construction Contract Administration including but not limited to:
 - a. Design intent interpretation
 - b. Change order administration
 - c. Submittal administration
 - d. Pay application and lien waiver administration;
 - e. Inspection of work, attendance at progress meetings;
 - f. Generation of punch lists, corrective work notices, etc.
 - g. Serve as owner's representative and protecting owner's interests;
 - h. Other tasks typically associated with the architectural administration of construction work;
- E. Sustainability
 - a. Determine sustainability goals for the project by consulting with owner and building occupants;
 - b. Ensure that design process supports the achievement of stated goals;
 - c. Provide guidance and information throughout all phases of the project in support of stated sustainability goals;
- F. Landscaping
 - a. Determine site finish and landscaping goals of the owner;
 - b. Provide design services to ensure a finished site including landscaping features;
 - c. Sustainable landscaping design in support of sustainability goals;

- d. Provide landscape architecture consulting services as warranted by the size and scope of landscape design;
- G. Support of FFE process
 - a. Provide support to owner during the process of acquiring equipment for the new spaces;
 - b. Provide basic equipment design as necessary to layout spaces;
 - c. Work with outside furniture designer (by owner) to ensure accuracy of spaces and efficiency of layout based on selected furniture systems and types;
 - d. Provide electronic, editable base floor plans (in .dwg or .dxf formats) for use by owner's FFE consultants (furniture designers, etc.)
- H. Value Management
 - a. Design firm shall demonstrate value management ideals throughout the design and construction process;
 - b. Offer design alternatives and work with owner to evaluate and chose amongst alternatives;
- I. Cost Estimation
 - a. Firm shall provide project cost estimates at several project milestones, including pre-architectural, conceptual and construction documents;
 - b. Firm shall evaluate proposals for additional work throughout to protect owner from undue expenses and change orders costs..
- J. Facilitation of meetings to accomplish above tasks;
- K. Preparation of meeting agendas, minutes and action items for meetings in support of above tasks;

3.0 PROJECT BUDGET

The current, established, funded project budget for this project is \$260,000.00. Funds are currently allocated in FY 14 and FY15. Please note: indicated budget is all inclusive project budget and must fund all aspects of a completed project, including but not limited to: design, construction, site prep, FFE, close-out, etc.

All proposals and design services shall endeavor to deliver the project within this established budget. Successful design firm is expected to work within the established budget. If the goals of the project are not achievable within the established budget, the design firm shall work with the owner to amend the budget appropriately or to adjust the scope of the project to meet the budget. Additional funding may require delays to project completion.

Design firm shall provide value management in all project phases to ensure that the goals of the project are met while minimizing capital expenditures.

4.0 PROJECT TIMELINE

The tentative project timeline is given below for reference. Please note that plans and funding may change and therefore this timeline is subject to change at the discretion of the Scott County Board of Supervisors. By making submission to this solicitation, submitters acknowledge the tentative timeline and agree to provide work effort and product to meet or exceed the timeline. If a submitter takes any exception to the tentative timeline or proposes changes to the timeline (for any reason), said proposed exception or change must be CLEARLY articulated in the submission document.

Phase / Task / Activity

Start

Finish

Pre-architectural (space programming, site selection, logistics, budgeting)	10/21/2013	11/29/13
City of Davenport Approval	12/02/13	1/10/14
Architectural design (schematic, design development, construction docs)	1/13/14	04/11/14
Demolition Bidding and Approval	01/27/14	03/14/14
Demolition Work	03/17/14	06/06/14
Construction Bidding & Approval	05/05/14	07/4/14
Construction	07/07/14	12/19/14
Project Closeout	12/22/14	02/06/15

5.0 SELECTION PROCESS

The Facility and Support Services Department intends to, through the review of qualifications, experience and expertise evaluate all submissions. The goal of the process is to select one firm to negotiate and enter into a contract for services. The selection process may include a request for either an “in-person” or “telephone” interview to aid in the selection process. If used, that interview process along with the responses to this solicitation would then become the basis for the final selection. All decisions and selections of the Scott County Board of Supervisors, FSS and the selection team are final and are not subject to appeal.

The Scott County Board of Supervisors reserves the right to disqualify any submission deemed to be unresponsive or that fails to meet the requirements of this solicitation.

6.0 INNAPPROPRIATE CONTACT PROHIBITED

Please do not attempt to contact any staff or officials of Scott County outside of this RFQ selection process. Any attempt to circumvent or influence the selection outside this solicitation process, whether intentional or incidental will be considered as grounds for disqualification of the submission.

Due to the large number of interested firms for this project we are unable to grant individual meetings or phone interviews for all interested parties.

7.0 SELECTION CRITERIA

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

- A. Local presence – selected firm must have an established, operational architectural services office within 75 miles of the project location for at least 24 months prior to the award of contract.
- B. Urban and Governmental Planning experience – this may be accomplished internal to the firm or through a partnering arrangement with another architectural firm. If a partnering/consulting arrangement is proposed, the responding firm shall be the “lead” professional, shall be the contract holder with Scott County and shall be responsible for the construction contract administration services. Firm should be able to demonstrate the ability to design and deliver projects appropriate to an historic district or that fit within the context of other period structures.
- C. Adequate staff resources – firm must have adequate staff/office resources to

complete design services in a timely manner to allow projects to start and finish on time. Additionally, the firm must provide adequate support during construction contract administration to facilitate the timely review of submittals, to provide review and management of requests for information, change requests and change order cost evaluations (see separate construction contract administration item below).

- D. Ability to manage cost and project value – firm must demonstrate the ability and willingness to deliver and support a project that meets the owner’s needs in a cost effective manner that maximizes value and the use of public tax dollars. The firm must be innovative, yet be willing to balance cost, durability, aesthetics, and function in a climate of a fixed budget.
- E. Construction contract administration expertise – firm must outline a proven methodology for construction contract administration and demonstrate their ability to provide a high level of organization and responsiveness during the construction phase of the project.
- F. Past performance on Scott County projects – firms with past performance history will be considered on the basis of that performance in addition to the above expertise factors.
- G. Fee range – while the goal of the selection is to hire the most qualified firm and not to base this selection on cost, Scott County reserves the right to consider the proposed fee range in making a selection between firms with relatively equal qualifications in other areas.

RFP Responses must address each of the selection criteria listed above and the minimum information requirements listed below in a clear and concise language. Vague or inconclusive responses that do not directly address the selection criteria and/or the required minimum information listed below will be considered non-responsive and disqualified.

8.0 SUBMISSION OF INFORMATION

Firms requesting consideration shall submit pertinent information based on this Request for Qualifications. Please provide the following minimum information:

- A. Firm name, address and contact information;
- B. Firm history;
- C. Principal officers/partners;
- D. Proposed project staff including lead professional;
- E. Partner/consulting firm information including the division of services;
- F. Information and content that clearly addresses the selection criteria outlined above;
- G. Stated understanding of the scope of the proposed project and the industry standard normal and customary work effort and steps necessary to meet the County goals regarding the project;
- H. Acknowledgement of the tentative project timeline and clearly stated exceptions or proposed timeline changes;
- I. Estimated fee percentage (based on total construction-only costs). This may be expressed in a range of no more than 1% (example: 6-7%, etc.). Scott County acknowledges that the final fee percentage is subject to some negotiation as the project scope is better defined;
- J. Acknowledgement that the final fee for professional services will be negotiated based on the submitted fee range and the final contract arrangement shall be a fixed fee contract;
- K. At least three similar project references from the past 5 years for the

- principal firm and the consulting/partner firm if a joint proposal;
- L. At least two references that demonstrate the ability to manage cost, function and aesthetics;
 - M. Additional information concerning your firm may be submitted. Said information may include additional references, brochures, educational information, organizational information, summaries of previous work, etc. This information will assist the research as selections are considered. It is requested that this information be kept brief and concise;

All submissions must be made in electronic PDF format. Native PDF documents are highly preferred over scanned images. All parts of the submission should be combined together (if possible) into one document with an accurate, logical and organized index.

8.0 RFQ DEADLINE

Deadline for this request is **September 6, 2013 at 2:00 p.m.** Submittals must be received at the office of the Scott County Purchasing Division at the aforementioned time and date. Submissions received after this time will not receive consideration. Scott County is not responsible for electronic delivery delays of any kind.

9.0 DELIVERY INSTRUCTIONS

RFQ submissions must be delivered in PDF format via electronic mail prior to the aforementioned deadline to the following e-mail account:

purchasing@scottcountyiowa.com
Subject Line: PROJECT# FSS1308-03
503 SCOTT ST. PROJECT

Verification of receipt may be made to the purchasing office at 563-326-8793 or purchasing@scottcountyiowa.com . Please allow adequate time for delivery.

10.0 RFQ QUESTIONS/POINT OF CONTACT

Questions regarding this solicitation or the project may be directed to Tammy Speidel at Tammy.Speidel@scottcountyiowa.com . Please allow at least 2 working days for response. Questions or comments received after Thursday, August 29, 2013 will not be addressed prior to the RFQ deadline.

11.0 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.