

**REQUEST FOR PROPOSALS**  
**Secondary Roads Department**  
**Scott County, Iowa**  
**Eldridge Maintenance Facility**  
**Office Space Remodel and Addition**  
**May 2014**

**SECTION 1 – BACKGROUND**

**Introduction**

The Secondary Roads Department in Scott County Iowa intends to contract with a qualified Firm for Architectural Service to develop Plans and Specifications for the purpose of remodeling the current office space at its Facility in Eldridge Iowa, and add additional space in order to relocate the Office space currently used by the County Engineer and staff.

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

**Form of Contract**

The Scott County Secondary Roads Department intends to issue a Purchase Order that references this RFP document and addenda issued (if any) along with a brief letter of agreement that similarly references this RFP. Those documents shall constitute an agreement in principle until the scope of the project is finalized. Once finalized, the owner intends to negotiate a FIXED FEE CONTRACT based on the proposed fee percentage and the estimated cost. The successful firm shall prepare a standard AIA contract referencing this RFP (and the provisions specified herein) and the issued purchase order. The Scott County Secondary Roads Department 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 the Scott County Secondary Roads Department 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 architectural design, work flow and engineering for public works, commercial office space, maintenance and vehicle service facilities;
- Proposed project team expertise (20%): the amount of experience, education and expertise that the specific project team will bring to bear on this effort;
- Proposal cost (25%): fee percentage of construction only costs and estimate of reimbursables (see Section 3 - Proposal Requirements – Required Proposal Information below)
- Interview (20%): the ability of the design firm/team 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 Secondary Roads Department and Scott County Administration 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 cost of preparing and attending said interview shall be borne by the prospective, proposing firm as a normal cost of doing business. Said costs are not billable, nor recoverable.

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)**

May 15, 2014	RFP Released
June 9, 2014 @ 2:00pm CST	RFP Submissions Due
June 9 – July 3, 2014	Review and Interview
July 17, 2014	Approval and Award
July 18, 2014	Project Begins
October/November 2014	Construction Docs Complete / Ready to bid

The project timeline may be adjusted to meet the needs of the Secondary Roads Department or in response to changes to the project scope.

**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 Engineer’s Office at [Jon.Burgstrum@scottcountyiowa.com](mailto:Jon.Burgstrum@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 submitter’s responsibility to provide ample time for e-mail delivery. Receipt verification may be requested from the County Engineer via e-mail or telephone at 563-326-8640. 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 and proposal materials must be received no later than 2:00pm CST on June 9, 2014. Submission received after the deadline will be rejected.

**Submittal Format**

All submittals must be sent electronically, via e-mail to the Scott County Engineer’s Office at [Jon.Burgstrum@scottcountyiowa.com](mailto:Jon.Burgstrum@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 engineer email listed above before the deadline. The size limit for the submission is 5 MB as

measured at the 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:

Jon R Burgstrum  
Scott County Engineer  
500 W. 4<sup>th</sup> St.  
Davenport, IA 52801  
[jon.burgstrum@scottcountyiowa.com](mailto:jon.burgstrum@scottcountyiowa.com)

Questions, inquiries or clarifications should be submitted via email to [jon.burgstrum@scottcountyiowa.com](mailto:jon.burgstrum@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. Percentage Fee Amount – fee as expressed in a percentage of estimated construction-only costs. The intent is to execute a FIXED FEE contract once the final scope is determined and a preliminary cost estimate as agreed by the design firm and the owner.
  - b. Estimate any reimbursable costs with description

- 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 hierarchy 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:**

- Development of plans and specification to provide additional office space at Eldridge Facility
  - Environmentally friendly and energy efficient (Green)
  - LEED Certified
  - Demonstrates the County PRIDE philosophy – balances costs alongside aesthetics, functionality, durability and community.
- 1) Verification of the existing architectural program that outlines suggested improvements for the existing Secondary Roads Facility;
  - 2) Engineering review of existing MEP systems and feasibility for continued use or replacement;
  - 3) Facilitation of planning meetings with facility stakeholders to finalize the project scope and the cost implications thereof;

- 4) Programming and planning for the expansion of the existing Secondary Roads Facility to likely include improved training spaces, additional office space, better public access and restrooms, and enhanced storage areas;
- 5) Full architectural and engineering services from schematic design through bid documents;
- 6) Assistance with public bidding of the project;
- 7) Construction administration services including attendance at construction project meetings, processing of RFI, change orders and pay applications in a timely manner;
- 8) Focus on the attributes of cost effectiveness, durability, functionality, accessibility and longevity in meeting the county needs for the project;
- 9) Other services as determined during the final negotiation of the scope of work for architectural services.

**Project Scope of Work:**

To provide comprehensive architectural and engineering services to fully support the project from inception to completion including but not limited to: programming, schematic design, design development, construction documents, specification development, material selection, finish planning, submittal management, RFI/Change management, cost containment/value engineering, punch list, review and approval of contractor provided "as-built" and O & M manuals and project closeout.

**A. Building Project Description:**

1. Renovation of approximately 3,000 square feet of existing office and support spaces at the Scott County Secondary Roads Maintenance Facility, 950 Blackhawk Trail, Eldridge, IA 52742. Existing spaces are approximately 27 years old and include office, break room, rest rooms, storage, parts room(s) and mechanical areas contained within a commercial precast concrete structure. This structure supports vehicle service bays, storage areas, workshop areas and office spaces. Most of the proposed work in the base scope of work is in the office and support areas.
2. Build additional attached space to accommodate additional offices relocating from a downtown Davenport location. Currently estimated at 5,300 square feet, this additional space along with the renovated space should be designed as an addition to the existing structure.
3. All renovated and new spaces should provide for improved work flows, enhanced security, ADA compliance, energy efficiency, pleasant work environment, expandability, flexibility, durability and professionalism.
4. Alternate Additional Work: All proposals should be based on the project description above in #1, 2 and 3. However, additional services may be required to expand and/or repurpose some spaces in the shop and service bay areas. Should this additional work be necessary, the successful design firm will prepare a preliminary cost estimate based on a detailed discussion with the owner to determine the scope of such additional work. The fee percentage submitted as part of this proposal request shall be applied to that cost estimate to value those additional design services. If additional work is not needed, this section shall be disregarded.
5. Verify and update assumptions and data used to prepare the existing space plan prepared in 2013.

6. Deliverables:

- a. Design meeting minutes, summarizing discussion and decisions;
- b. Verified space program including square footages and adjacencies;
- c. Schematic design document;
- d. Design development drawing(s);
- e. Construction/Bid Documents including full specifications;
- f. Records for RFI and Change Orders
- g. Punch list(s)