

Scott County Facility and Support Services Department
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030

REQUEST FOR QUOTATION

Scott County Requisition No. 19148

Bidders need to complete and submit this form.

Submission Date: 4/9/2015	No Later Than: 2:00pm
----------------------------------	------------------------------

Qty	Description
	Project #FSS 15-0301
	This request is for Consulting Services of architectural and engineering firms
	Annex Building Roof and Rooftop HVAC Replacement
	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: 3/11/2015
Time: 10:30am

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 PROPOSALS – Consulting Services

Scott County Facility and Support Services Department

Annex Building Roof and Rooftop HVAC Replacement

SCOTT COUNTY, IOWA

Project # FSS 15-0301

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 the existing architectural roof (membrane) and a portion of the rooftop HVAC units on the Scott County Annex Building. Firms may express interest and request consideration for said project by making submittal to the Scott County Purchasing Division as outlined herein.

BACKGROUND INFORMATION

The current roof installation was completed in approximately 1990. The roofing of this building is at end-of-life, nearing 25 years in age and requiring replacement. Several rooftop heating and cooling units (RTU) are of the same vintage and are near end-of-life. These projects are combined together to facilitate coordination and phasing between installation processes and RTU roof curbs.

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 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, HVAC 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, constructible 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 –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 tentative timeline for project milestones:

Consulting Pre-RFP Conf/Mtg	March 25, 2015 1:00 p.m.
Consulting RFP Deadline	April 9, 2015 2:00 p.m.
Consultant Telephone Interviews	April 10 – April 28, 2015
Board Approval – design contract	May 5 – May 21, 2015
Design Contract Award	May 22-29, 2015
Design Work/	
Construction Documents	May 29, 2015 - TBD
Project Bidding	TBD
Board Approval of Bids	Two weeks after bid deadline
Demo and Construction	TBD depending on phasing
Project Closeout Activity	Prior to October 15, 2016

PROJECT BUDGET

This project has a fixed budget, not-to-exceed limit of \$500,000, to include all design and construction services. The budget is established as a “not-to-exceed” figure for the complete project and is intended for budget and funding purposes only. Every effort will be made to contain costs and deliver the project under budget once the final scope of work is determined.

PROJECT PRE-RFP CONSULTANT CONFERENCE AND SITE VISIT

Scott County FSS will host a pre-RFP Conference on March 25, 2015 at 1:00 p.m. in Room 605, sixth floor of the Scott County Administrative Center, 600 W. 4th St., Davenport, IA. This meeting will provide the opportunity to clarify the project scope, the RFP for design services requirements ask questions and to view the project site. All RFP respondents are encouraged to attend.

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. Include with fixed fee proposal a preliminary range of expected construction costs for project as a basis for your fee proposal.
- 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.

PROJECT SUBMISSION DEADLINE

Submissions must be received at the e-mail address listed below, **no later than Thursday, April 9, 2015 at 2:00 p.m. (local time)**

SUBMISSION REQUIREMENTS

RFP submissions must be delivered in PDF (native PDF format is highly preferred over scanned images) format via electronic mail prior to the submission deadline to the following email account:

purchasing@scottcountyiowa.com

Subject line: Project # FSS1503-01 Annex Roof and HVAC Design

Verification of receipt may be made to the purchasing office at 563-326-8793. Please note that office hours conclude at 4:30pm sharp! Delivery and verification should be made well in advance of the deadline to avoid late delivery.

Scott County is not responsible for any delivery delays or logistical issues including but not limited to: internet delays or interruptions, computer failure, 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.

INAPPROPRIATE CONTACT PROHIBITED

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

PROJECT MANAGER / PROJECT CONTACT

The project manager for this project solicitation is:

Dave Donovan
David.donovan@scottcountyiowa.com
563-326-8228

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. Contract shall stipulate a firm, fixed fee cost for design based upon the proposal outlined herein, any site visits and preliminary discussion with the owner.

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: Tammy Speidel
600 W. 4th 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.