

Scott County Administration  
Purchasing Division  
600 West Fourth Street, Davenport, Iowa 52801-1030

**REQUEST FOR QUOTATION**  
**Scott County Requisition No. 19253**  
**Bidders need to complete and submit this form.**

<b>Submission Date: 8/3/2016</b>	<b>No Later Than: 2:00 p.m.</b>
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Qty	Description
	Scott County is requesting Architectural and Engineering Services for
	Courthouse Pedestrian Walk Way Project
	Project #FSS 1607-01
	Scope of work is attached.
	Lighting Specifications and Campus 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">www.scottcountyiowa.com</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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

Date: 7/13/2016  
Time: 2:00 p.m.

**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 – Architectural/ Engineering Services**

**Scott County Facility and Support Services Department  
Courthouse Pedestrian Walk Way Project  
SCOTT COUNTY, IOWA**

**Project # FSS 1607-01**

At the direction of the Scott County Board of Supervisors, Scott County Facility and Support Services is requesting proposals from architectural and engineering firms. Scott County intends to contract with a qualified firm to provide architectural/engineering services for the addition of a pedestrian walkway and redesign of existing parking area that serve the Scott County Courthouse and Jail. 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 late 2015, Scott County contracted with Edge Planning and Landscape Architecture and Urban Design to develop the conceptual design of a designated pedestrian walk way through the Scott County Courthouse parking Lot. Additional work on Western Street at the county parking lot drive ways was also identified to provide visual cues to traffic that pedestrians routinely cross Western Ave mid-block between campus building parking lots

This project will consist of:

Adding a pedestrian walk way and (at a minimum) retain the current number of parking spaces or, have a net increase (preferred) in parking.

Evaluating parking lot lumen requirements and placing the appropriate number of lighting fixtures, while utilizing current lighting wiring where practical/ possible. New lighting will match recently installed lighting at the Scott County Administrative Center.

Evaluating the existing asphalt and concrete work to determine scope of work for crack sealing / asphalt overlay or similar. If budget allows, perform same work at the parking lot at the Scott County Administrative Center.

Parking lot and way finding signage.

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

- 1) Pre-design – assess condition of current parking area to include layout, paving, curbs, landscaping, directional and information signage, lighting, foot traffic

- patterns, etc. – 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 construction documents. Provide all necessary design resources including architectural, site/utility engineering, code compliance, etc.
  - 3) Site Access, Security and Coordination – develop guidelines and construction strategies to allow for contractor access to the work areas while maintaining site integrity and minimizing operational disruption.
  - 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 RFP Deadline	Wednesday August 3, 2016- 2:00 p.m. local time
Consultant Telephone Interviews	August 15- August 19, 2016
Board Approval – design contract	September 6, 2016
Design Contract Award	September 9, 2016
Design Work/ Constr Docs	Mid September – End of November 2016
Project Bidding	TBD
Board Approval of Bids	Two – Three weeks after bid deadline
Demo and Construction	TBD depending on phasing
Project Closeout Activity	Prior to June 30, 2017

**PROJECT BUDGET**

This project has a fixed budget, not-to-exceed limit of \$ 400,000.00, which includes all design and construction. 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.

## **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. If partnering with another firm for any portion of the design, document development or project management, provide the same information for that project partner.
- 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. If partnering with another firm for any portion of the design, document development or project management, provide the same information for that project partner.
- 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 having similar scope and size of this project. 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 Wednesday, August 3, 2016 at 2:00 p.m. (local time).**

Additionally, you **MUST** register as a vendor with the online vendor service that Scott County utilizes, Public Purchase. You may register with Public Purchase by visiting [www.publicpurchase.com](http://www.publicpurchase.com). Select the “free” registration option and register all the way through, selecting Scott County as an agency. Any questions regarding this registration process should be directed to Public Purchase NOT Scott County.

**Due to the size of the proposal we are asking you to submit, you will not be required to submit through Public Purchase for this project, however registration is required.**

## **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@scottcountyowa.com](mailto:purchasing@scottcountyowa.com) **subject line: Courthouse Pedestrian Walk Way Project**

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 managers for this project solicitation are:

Primary  
Christopher Still, Maintenance Coordinator  
[Chris.Still@scottcountyiowa.com](mailto:Chris.Still@scottcountyiowa.com)  
563-328-3249

Secondary  
Tammy Speidel, Director  
[Tammy.Speidel@scottcountyiowa.com](mailto:Tammy.Speidel@scottcountyiowa.com)  
563-328-3241

### **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 AM 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. 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.