

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

REQUEST FOR QUOTATION
Scott County Requisition No. **19483**
Bidders need to complete and submit this form.

Submission Date: 12/12/2019	1:00 p.m.
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Qty	Description
	Project #FSS 19-1101
	Architectural and Engineering firms for Design Services
	Removal and replacement of (2) Air Supply Units at
	Scott County Courthouse
	Project details are attached
	Pre-bid meeting: Tuesday, November 12, 2019 at 10:00 a.m.,
	2nd floor of the Courthouse, 400 West 4th St, Davenport, IA 52801
	Submit responses to www.publicpurchase.com
	Submit questions regarding the request, in the question/answer section
	on the request, in Public Purchase.
	Please register at www.publicpurchase.com
	price quotation good for 60 days
	Delivery Included
	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

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: 10/28/2019
Time: 10:00 a.m.

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 – DESIGN SERVICES

Scott County Facility and Support Services Department

AHU Replacement Scott County Courthouse

SCOTT COUNTY, IOWA

Project # FSS 19-1101

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 removal and replacement of (2) Air Supply Units at the Scott County Courthouse, 400 W. 4th Street, Davenport, IA. Firms may express interest and request consideration for said project by making submittal as outlined herein.

BACKGROUND INFORMATION

The current air supply units are believed to be at or nearing 30 years and this is a planned replacement at the end of anticipated life expectancy.

ARCHITECTURAL SERVICES

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 – HVAC equipment removal and related associated work– 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 punch list preparation, coordination and ensuring of project documentation and final project acceptance.

PROJECT BUDGET

This project has a fixed budget, not-to-exceed limit of \$460,000.00 which includes all design fees, reimbursable fees- if any, 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 **November 12th, 2019, at 10:00 a.m. in Conference Room 288, second floor of the Scott County Courthouse, 400 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.

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 and provide an estimated cost of those fees for the project as a basis for your fee proposal.
- e) Project Timeline – information pertaining to expected duration of design and construction work- if different from outline above.
- 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 address listed below, **no later than Thursday, December 12th, 2019 at 1:00 p.m. (local time).**

SUBMISSION REQUIREMENTS

RFP submissions must be via Public Purchasing at www.publicpurchase.com. Registration is required, however Scott County does not require you to select a subscription service of any type,

nor will Scott County be responsible for any costs incurred if you opt for any type of subscription other than the "free" selection. Questions regarding Public Purchase should be directed to them through their chat feature.

Verification of receipt may be made to the purchasing office at 563-326-8793. Please note that office hours conclude at 4:30pm sharp! Submittal 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

Do not attempt to contact or respond to any staff or officials of Scott County, outside of this RFP 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.

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, and 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

RESERVED RIGHTS

Scott County reserves the right at any time and for any reason to cancel this RFP, to reject any and/or all submittals, to disqualify any submission deemed to be unresponsive or that fails to meet the requirements of this solicitation. Scott County may seek clarification with regards to a submittal at any time; failure of a prompt response may also be cause for rejection. Scott County may require submission of best and final offers.

The decisions and interpretations of Scott County staff and the Scott County Board of Supervisors are final and are not subject to appeal.

Questions about the submittal specifications should be directed to the Public Purchasing Website, which allows all submitting entities the ability to see all questions and answers.

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.