

Scott County Administration-Purchasing Division

REQUEST FOR QUOTATION

Scott County Requisition No. 19529

Bidders need to complete and submit this form.

Submission Date: 1/8/2021	No Later Than: 10:00 a.m.
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Qty	Description
	Scott County Board of Supervisors is seeking professional consulting services for bond referendum communication development plan for a future Juvenile Detention facility.
	Background Information, Scope of Services and Submission Information is attached.
	<u>Submit responses to www.publicpurchase.com</u>
	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.gov

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: 12/21/2020

Title

Time: 2:30 p.m.

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
ARCHITECTURAL, ENGINEERING, DESIGN SERVICES
Scott County, Iowa
RFP# 20-1201

Scott County Board of Supervisors is seeking professional consulting services for the bond referendum communication development plan for a future Juvenile Detention facility.

Communication, Architectural, engineering or design firms will work with Scott County to provide full services to design and implement the development of a new Juvenile Detention facility for the youth residents of Scott County, facility will be located in Davenport, IA.

This will include a Bond Referendum for this Juvenile Detention facility.

Firms may express their interest and request consideration by making their submittal to Scott County.

BACKGROUND INFORMATION

In summer of 2018, Scott County commissioned a study to look at assessing the needs of the Juvenile Detention Center (JDC) and Jail. The resulting report, Scott County JDC and Jail Assessment (Wold Architects and Engineers, Palatine, IL) put forth a plan to provide space to meet the needs of the Juvenile Detention Center to expand into space adjacent, but not within the secure perimeter of the current building, or an alternative location. The proposed cost of the project exceeds the county's essential purpose bonding capacity and will require a bond referendum to gain public support for the project and approval of the size and scope of the construction of a facility.

The 2018 study may be found here:

[https://www.scottcountyiowa.net/board/pub/enclosures/2019/20190625 Committee of the Whole/02 JDC Jail Needs Assessment ADDED.pdf](https://www.scottcountyiowa.net/board/pub/enclosures/2019/20190625%20Committee%20of%20the%20Whole/02%20JDC%20Jail%20Needs%20Assessment%20ADDED.pdf)

[https://www.scottcountyiowa.net/board/pub/enclosures/2019/20190625 Committee of the Whole/02 Wold Final Report ADDED.pdf](https://www.scottcountyiowa.net/board/pub/enclosures/2019/20190625%20Committee%20of%20the%20Whole/02%20Wold%20Final%20Report%20ADDED.pdf)

SCOPE OF SERVICES

Selected firm will provide pre-referendum planning, community outreach, and referendum campaign to support the funding development of the building construction project.

Tasks include but not limited to:

1. Pre-referendum planning process, including but not limited facilitation, identification of responsibilities, and recommendations during the planning, preliminary design, community outreach and referendum campaign.
2. Assist in community outreach.
3. Assist in referendum campaign.

EVALUATION AND SELECTION PROCESS

The members of the Juvenile Detention selection committee will review the proposals and submit recommendations to Scott County. The committee will select the firms that best meet the selection criteria and may schedule those firms for interviews, approximately around this date range January 11 – 22, 2021.

Firms selected for interviews, would be asked to discuss their credentials, special skills, and particular approaches to this construction project.

INAPPROPRIATE CONTACT PROHIBITED

Please do not attempt to contact any staff or officials of Scott County outside of this RFP 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.

ADDITIONAL REQUIREMENTS

This will be a “professional services” contract for the duration of the project; a fixed fee contract is preferred, but other reasonable proposals would be considered (hourly rate with not to exceed); open ended contracts or hourly only contracts will not be considered. Contract terms will include early termination provision and provisions for adjustment of total contract hours-language to be negotiated at execution of contract. Please provide hourly rate(s) in proposal.

Billing will occur monthly based either on hours (hourly rate with not to exceed contract) or project progress (fixed fee contract). Billing requests shall be submitted for approval and payment to the Project Manager. Scott County will make timely payment (net 30 days) from approval of the billing submission.

Anticipated start of services is February 1, 2021. The duration of services shall be through completion for all phases.

Provide own transportation, clerical support (as required), meals and lodging (if required).

Provide for the ability to communicate and collaborate electronically (via email and web)

Work as an “owner’s agent” throughout the entire project, assisting with the project management team and its responsibilities; organizationally, this position will report directly to the primary Project Manager (FSS Department Director).

SUBMISSION OF INFORMATION

The scope of work is not intended as a comprehensive list of all tasks provided by the successful firm. Each proposal must address the following:

- a) Firm background-provide background of proposing firm including experience in similar sized successful projects for other entities.

- b) Individual Background-provide information about the persons assigned to the project including experience on similar projects. Provide assurance the individuals assigned will remain assigned.
- c) Project team approach-how/what does your firm do to encourage team work and collaboration of all the project players
- d) Cost proposal based on the scope of work. Outline the effort required and the cost of services.
- e) References-provide pertinent local references and similar projects/services.

RFP DEADLINE

Deadline for this request is January 8, 2021 at time 10:00 am.

Submittals must be received at www.publicpurchase.com before the aforementioned time and date. Submissions received after this time will not receive consideration.

SUBMITTAL INSTRUCTIONS

RFP submissions must be returned by the deadline to www.publicpurchase.com

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.

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.

INSURANCE REQUIREMENTS

Before any work can be done for Scott County, you are required to comply with Scott County Policy as follows.

SCOTT COUNTY INSURANCE REQUIREMENTS:

The Contractor shall have in force during the period of this contract, insurance as listed below:

- A. Bodily Injury and Property Damage Insurance: The CONTRACTOR shall take out and maintain during this contract, bodily injury and property damage liability insurance under a comprehensive general form and automobile injury and property damage insurance under a comprehensive general form.

The required limits of this insurance shall not be less than:

General Liability:

Personal Injury - each person	\$1,000,000
Personal Injury - each occurrence	\$1,000,000
Personal Injury - Aggregate	\$1,000,000
Personal Damage - each occurrence including Broadform Liability Extension	\$1,000,000

Automobile Liability - Owner, Non-Owned and Hired
Vehicles:

Personal Injury - each person	\$1,000,000
Personal Injury - each occurrence	\$1,000,000
Personal Damage - each occurrence	\$1,000,000

The above insurance shall cover the contractor's employees, the public and Scott County employees while in the buildings and on the grounds of Scott County.

- B. Certificates of Insurance: The CONTRACTOR shall deliver to **DEPARTMENT , 600 West 4th St., Davenport, IA 52801**, certificates of insurance covering all above insurance in duplicate **before starting project**. Such certificates shall provide ten days prior notice by registered mail of any material change in or cancellation of this insurance.
- C. Contractual Liability Insurance: The CONTRACTOR shall take out and maintain during this contract, liability insurance.
- D. Products and completed Operations Liability Insurance: The CONTRACTOR shall also take out Products and Completed Operations Liability Insurance of limits not less than any of the above limits specified in these qualifications.
- E. Workmen's Compensation and Employer's Liability:
- (1) The CONTRACTOR shall maintain during this contract, the statutory workmen's compensation and employer's liability insurance for all his employees to be engaged in the maintenance work under the contract.
 - (2) The amount of Employer's Liability Insurance shall not be less than One Million (\$1,000,000).

INDEMNIFICATION

- A. To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the WORK, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the CONTRACTOR and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.

- B. In any and all claims against the Owner or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

- C. Scott County reserves the right to reject any or all bids or proposals submitted without cause. Further, Scott County reserves the right to re-bid or re-solicit for proposals for this project at any time in the future. By submitting a proposal or bid each CONTRACTOR acknowledges these rights and authorizes Scott County to exercise them should the situation warrant.