

REQUEST FOR QUOTATION

Scott County Requisition No. **19562**

Bidders need to complete and submit this form.

Submission Date: Thursday, April 21, 2022

No Later Than: 12:00 NOON

Qty	Description
	Scott County Conservation Board (SCCB) is seeking proposals from qualified engineering firms to provide professional design services for trail planning and design. The selected consultant will work with SCCB to develop conceptual hard-surfaced trail Master Plan for Scott County Park and West Lake Park. See Public Purchase for full details.
	SUBMIT RESPONSES TO WWW.PUBLICPURCHASE.COM
	All vendors must register at www.publicpurchase.com .
	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.gov .

*Scott County reserves the right to accept the bid from the lowest responsible bidder.

Scott County may in its sole discretion make an equitable adjustment in the pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace that is by circumstances that satisfy all of the following: 1) The volatility is due to causes wholly beyond the successful bidder's control. 2) The volatility affects the marketplace or industry, not just the particular successful bidder source of supply. 3) The effect on pricing or availability of supply is substantial. 4) The volatility so affects the successful bidder that continued performance of the contract would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Director of Budget & Administrative Services.

Quote Submitted by:

Name

Title

Company

Date

Company Contact Information:	Phone:
Email:	

RELEASED:
(SCOTT COUNTY USE ONLY)
DATE: 3/15/2022
TIME: 3:00 PM

"By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

CONSERVATION BOARD

14910 110th Avenue
Davenport, Iowa 52804

Vc: (563) 328-3280 Fax: (563) 381-2805

E-Mail: conservation@scottcountyiowa.gov

Web: www.scottcountyiowa.gov



March 16, 2022

Prospective Consultants:

The Scott County Conservation Board (SCCB) is seeking proposals from qualified engineering firms to provide professional design services for trail planning and design. The Scott County Board of Supervisors has earmarked 2 million dollars from the American Rescue Plan Act (ARPA) funds to the SCCB for trail improvement projects. The selected consultant will work with the SCCB staff to develop conceptual hard-surfaced trail Master Plan for Scott County Park and West Lake Park. The consultant will then negotiate the fees for the services needed to produce a preliminary design and cost estimate documents for the segments of trails that are deemed high-priority and can be constructed utilizing the available ARPA funds.

The consultant selected will enter into a contractual agreement for services with the SCCB. If for any reason the SCCB cannot reach an agreement with the top ranked firm, then the Board reserves the right to reject all proposals or enter negotiations with the second highest ranking firm, and so on down the ranking list.

This request invites qualified engineering firms to submit a proposal for the items identified under the Scope of Work and Proposal Requirements and Selection Criteria. The SCCB is requesting that the proposals include a lump sum cost for the project and a detailed proposed timeline. All RFPs are due via publicpurchase.com by April 21, 2022 at 12:00 p.m.

Sincerely,

Roger A. Kean

Scott County Conservation Executive Director

CONSERVATION BOARD

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Davenport, Iowa 52804

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Scott County Conservation Board Request For Proposals For Design And Engineering Services For Trail Planning

SCOPE OF WORK

The Consultant will be working with SCCB staff in assessing, planning and decision-making related to the size and scope of potential multiuse trail projects at West Lake Park and Scott County Park. The Consultant selected for this project will enter into a contractual agreement with the SCCB and provide the following services:

1. Develop a master plan for an off-road concrete or asphalt multiuse trail system throughout each park that meet Iowa Department of Transportation design specifications and are American with Disabilities Act (ADA) compliant. The proposed multiuse trail system shall be planned such that the system can be built economically and with practical construction methods. The final plan and report should include aerial photos with line work of the trail system, examples of cross-sections, schematics, GPS location of the proposed trail system to incorporate into existing county maps, proposed scope of work, existing condition assessments, conceptual solutions, study methodology, figures, estimated costs, necessary appendixes, etc. Potential starting goals for each park are listed below:

West Lake (See Map 1)

- Improve accessibility along Rail Road Lake and Lake of The Hills near the beach, boat ramp, and fishing pier.
- Develop an off-road continuous loop trail at Gate 1 that improves connectivity between major amenities (i.e. Summit Campground, cabins, shelters, beach/boat house, and proposed lodge).
- Identify opportunities for additional trails to expand recreational usage, accessibility, and connectivity throughout the park.

Scott County Park (See Map 2)

- Develop an off-road continuous loop trail that improves connectivity between major amenities (i.e. Bald Eagle Campground, Woodside Campground, Pine Grove Campground, Swimming Pool, Indian Hills Shelter, and Whispering Pines Shelter).
- Identify potential location(s) of a trailhead/parking lot.
- Identify opportunities for additional trails to expand recreational usage, accessibility, and connectivity throughout the park.

2. Once the master plan is approved, the Consultant will work with SCCB staff to identify and prioritize trail segments that can be completed with the available ARPA funds. The Consultant will negotiate with the SCCB the fees to then produce preliminary design and cost estimate documents for the prioritized ARPA projects to ensure feasibility.

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 address.
- 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. Express any concerns regarding same.
- d) Fixed Fee proposal – provide fixed fee proposal for all services outlined herein with respect to the proposed budget, project description and timeline, and final deliverables. Outline any and all costs that would be considered “reimbursable” for this project.
- e) Project Timeline – information pertaining to expected duration of the project.
- 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 by www.publicpurchase.com on **April 21, 2022 by 12:00 p.m.**

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 Purchasing 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 Conservation Board, 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.

SELECTION CRITERIA

The following attributes and requirements will be the primary criteria for selection for this RFP process. Each attribute will be scored and weighted by the percentages listed:

1. Firm and Individual Qualifications (10%)
 - a. Services to be provided
 - b. Qualifications and experience of principals and key personnel that are working on this project
 - c. Technical experience and firm's overall experience with similar projects
 - d. The firm's ability to meet schedules.
2. Experience Considerations (10%)
 - a. Specific project type experience
 - b. Similar Project types (complexity, size, etc.) Provide examples of what the deliverable will look like. Examples may include a screen shot of the GIS interface, reports, tables, and/or other pertinent documents.
 - c. References from similar project
3. Ability to Perform Work (30%)
 - a. Availability of Staff
 - b. Proposed Timeline for Completion
 - i. Provide examples of the Project Team's ability to meet targeted project delivery date. Include delivery date of intermediate steps and how SCCB will be involved throughout the decision making process.
 - ii. Provide examples of the Project Team's ability to meet targeted project delivery date. Include delivery date of intermediate steps and how the SCCB will be involved throughout the decision making process.
 - c. Services to be provided by other consultants
4. Quality and Thoroughness of Proposal (40%)
 - a. Demonstrate a thorough understanding of the work required based upon the information provided and fully address all requirements of the RFP
5. Cost Estimate (10% of score)
 - a. The payment method of the contract for this project is expected to be "Lump Sum". The Consultant will perform the services stated in the contract for an agreed amount as full compensation.

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 Conservation Board 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 Conservation Board as additional insureds.
- C. The Design Professional shall waive subrogation rights against Scott County and the Scott County Conservation Board 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 Conservation Board
Attn: Roger Kean
14910 110th Avenue
Davenport, IA 52804

RESERVED RIGHTS

Scott County Conservation Board 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 Conservation Board may seek clarification with regards to a submittal at any time; failure of a prompt response may also be cause for rejection. Scott County Conservation Board may require submission of best and final offers.

The decisions and interpretations of Scott County Conservation Board staff and the Scott County Conservation Board 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.

Map 1—West Lake Park



Map 2—Scott County Park

