

SCOTT COUNTY ADMINISTRATION  
PURCHASING DIVISION  
600 West Fourth Street  
Davenport, Iowa 52801-1030

Office: (563) 326-8793  
Fax: (563) 328-3285  
E-Mail: [purchasing@scottcountyiowa.gov](mailto:purchasing@scottcountyiowa.gov)



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## ADDENDUM # 1

**Scott County Requisition No 19563**  
**Conservation Sewer and Water Project**

Typo/Correction:

### SCOPE OF WORK

Section 3 should read **water and sewer upgrades**. All else remains the same.

3. Once the plan is approved, the Consultant will work with SCCB staff to identify and prioritize trail segments **water and sewer upgrades** 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.

Renee Luze-Johnson  
Purchasing Specialist

**CONSERVATION BOARD**

14910 110th Avenue  
Davenport, Iowa 52804

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

E-Mail: [conservation@scottcountyiowa.gov](mailto:conservation@scottcountyiowa.gov)

Web: [www.scottcountyiowa.gov](http://www.scottcountyiowa.gov)



March 16, 2022

Prospective Consultants:

The Scott County Conservation Board (SCCB) is seeking proposals from qualified engineering firms to evaluate existing water and sewer infrastructure, recommend infrastructure improvement and enhancement projects, and provide preliminary design services for critical infrastructure needs. The Scott County Board of Supervisors has earmarked 2 million dollars from the American Rescue Plan Act (ARPA) funds to the SCCB for water and sewer improvements. The selected consultant will work with SCCB to create an infrastructure plan and help prioritize critical needs that can be addressed with ARPA funding.

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. 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](http://publicpurchase.com) by **April 22, 2022 at 12:00 p.m.**

Sincerely,

Roger Kean

Scott County Conservation Executive Director

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## **Scott County Conservation Board Request For Proposals For Water and Sewer Improvement Planning**

### **SCOPE OF WORK**

The SCCB is seeking a qualified engineering firm to evaluate existing water and sewer infrastructure, recommend infrastructure improvement and enhancement projects, and provide preliminary design services for critical infrastructure needs. The Scott County Board of Supervisors has earmarked 2 million dollars from the American Rescue Plan Act (ARPA) funds to the Scott County Conservation Board for water and sewer improvements. The selected consultant will work with SCCB to create an infrastructure plan and prioritize critical needs that can be addressed with ARPA funding. The consultant selected for this project will enter into a contractual agreement with the SCCB and provide the following services:

1. Evaluate existing water and sewer infrastructure at each park to determine replacement scheduled and enhancement needs, including:
  - a. Evaluating existing septic systems, wells, water lines, and sewer lines to determine replacement needs, current remaining life expectancy, and cost effectiveness of proposed upgrades
  - b. Evaluating if additional amenities (i.e., campgrounds, shelters, and proposed lodge) can be tied into the existing waste water treatment plant at West Lake Park (Map 1)
  - c. Evaluate if additional amenities (i.e., Incahias Campground and other facilities) can be tied into existing sewer infrastructure at Scott Park (Map 2) that transfers waste water south to the Park View Development for treatment
  - d. Evaluate facilities for potential water and sewer upgrades related to other proposed recommendation (ex. updating a restroom to a flush facility due to proximity of a proposed new water and/or sewer lines)
2. Propose a phased comprehensive water and sewer improvement plan with projects that address critical/immediate needs funded by ARPA Funds. Noncritical projects should be proposed in a phased plan based on highest need when future funding is available.
3. Once the plan is approved, the Consultant will work with SCCB staff to identify and prioritize ~~trail segments~~ **water and sewer upgrades** 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, 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](http://www.publicpurchase.com) on **April 22, 2022 by 12:00 p.m.**

## **SUBMISSION REQUIREMENTS**

RFP submissions must be via Public Purchasing at [www.publicpurchase.com](http://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 110<sup>th</sup> 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**

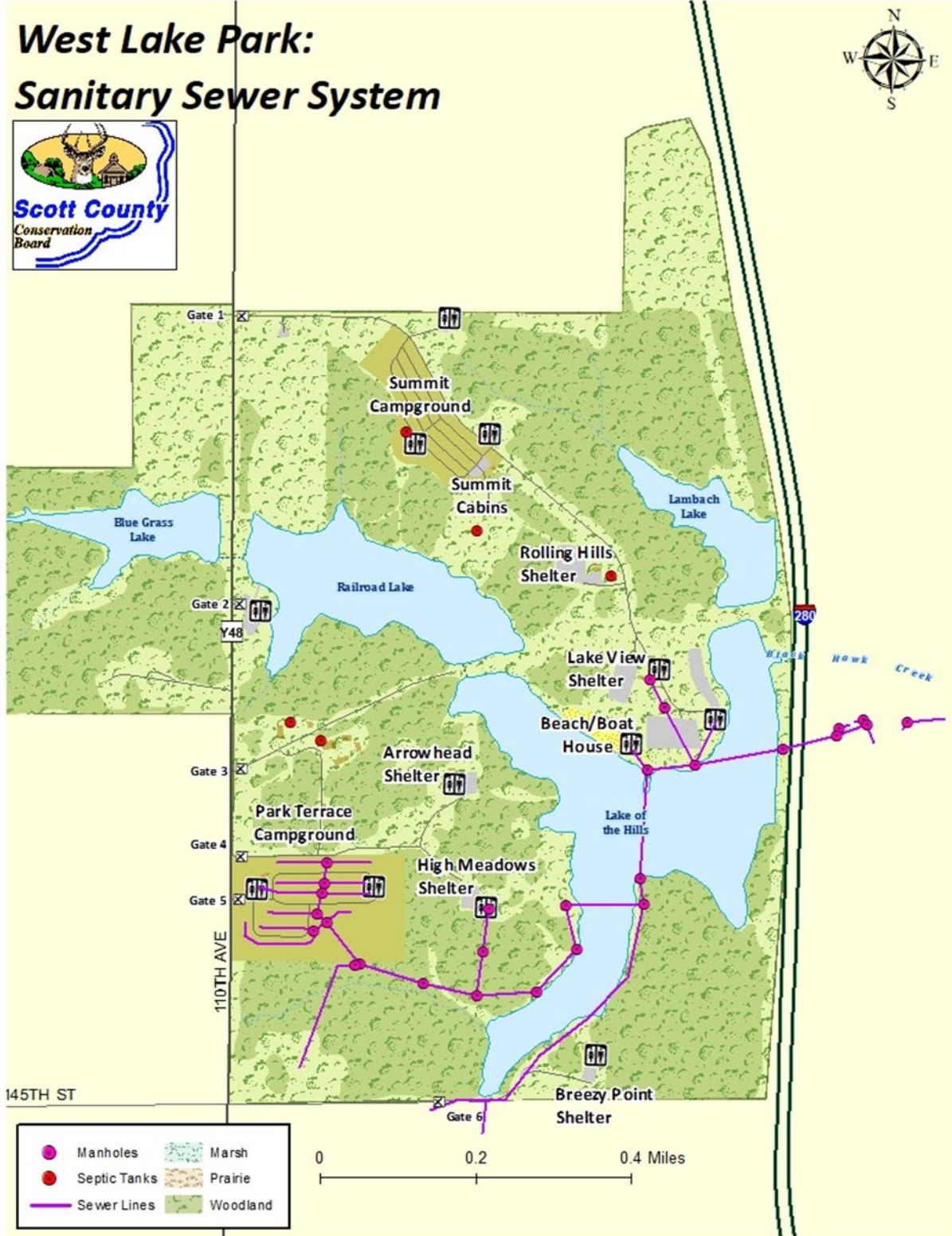
Although it is the policy and practice of Scott County to maintain positive relationships with all vendors doing business with the County, sometimes disputes do arise. Scott County intends to do everything possible to satisfactorily resolve disputes before they escalate or harm the contractual relationship.

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

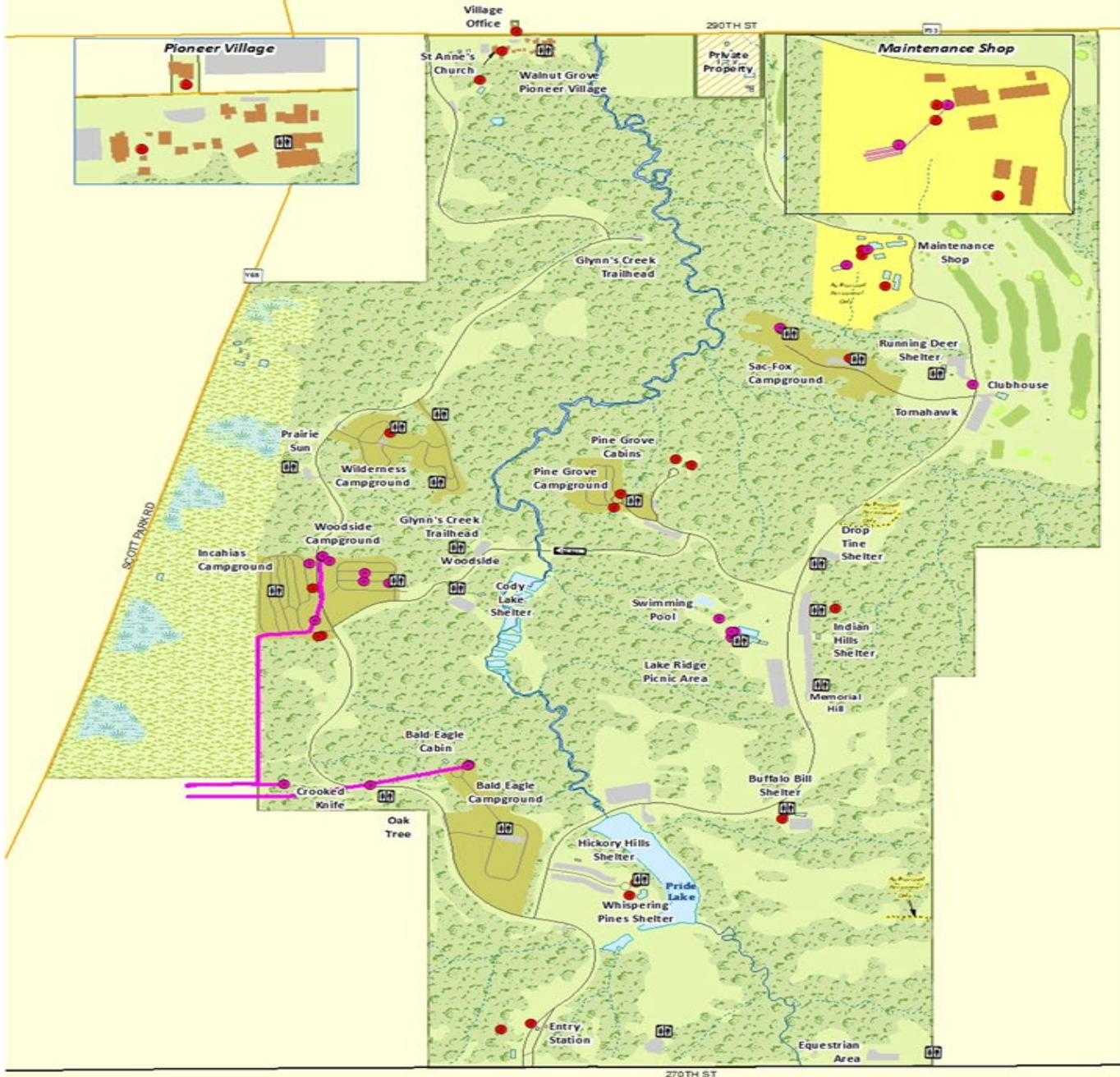
# West Lake Park: Sanitary Sewer System





Map 2—Scott County Park

# Scott County Park: Sanitary Sewer System



	Restricted Areas		Manholes
	Woodland		Septic Tanks
	Wetlands		Sewer Line
	Prairie		