

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

REQUEST FOR QUOTATION

Scott County Requisition No. 19326

Bidders need to complete and submit this form.

Submission Date: 6/28/2017	No Later Than: 1:00pm
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Qty	Description
	Scott County is requesting design/engineering services Project #FSS17-0602
	Scott County is requesting architectural and engineering firm proposals for space renovation project Second Floor Clerk of Court, Scott County Courthouse, 400 West 4 th St, Davenport, IA
	Scope of Work is attached
	Pre-bid meeting and site visit is scheduled June 20, 2017 at 1:00 pm Second Floor, Sheriff's Office Conference Room, 400 West 4 th St, Davenport, IA. Meeting is not mandatory but strongly encouraged to attend.
	Responses and submissions are returned to www.publicpurchase.com
	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, 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: 6/6/2017

Title

Time: 10:30am

Company

PLEASE NOTE:

Bidders must provide an estimated delivery date in their bid response!

Date

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 & Support Services Department
Second Floor Clerk of Court Renovation Project
Scott County, Iowa
RFP#FSS17-0602

At the direction of the Scott County Board of Supervisors, Scott County Facility and Support Services is seeking proposals from architectural and engineering firms. Scott County intends to contract with a qualified firm to provide architectural / engineering services for space renovation of the Second Floor Clerk of Court Office located at the Scott County Courthouse, 400 W Street Davenport, IA.

Firms may express interest and request consideration by making submittal to the Scott County Facility and Support Services Department as outlined herein.

1.0 BACKGROUND INFORMATION

This project space is located on the second floor of the Scott County Courthouse, 400 W 4th Street Davenport, IA. This space houses a portion of the Clerk of Court staff. The intended purpose of this renovation project is to enhance security for both staff and visitors in this space. We anticipate replacement of carpeting, updated painting or other wall treatment, replacement of existing lighting to LED, relocation of small conference room/meeting areas to public side of the office, addition of access control (expand existing system) and if possible create a small break room within the space.

While this office is willing to relocate staff as needed, due to the function of the office, **it would be preferred that construction be phased** to allow the office to continue to function during construction.

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

- 1) Detailed architectural planning to determine needs and in support of the preparation of an architectural programming document;
 - a. Interview potential building occupants;
 - b. Identify and quantify space needs;
 - c. Resolve and prioritize space needs and wants to meet project and budget constraints;
 - d. Develop an itemized space program document that quantifies and describes all building space requirements and features;
- 2) Architectural services for the following phases:
 - a. Conceptual design
 - b. Schematic design
 - c. Design development
 - d. Construction document preparation
- 3) Engineering services in support of design, including but not limited to:

- a. Civil/site
 - b. Structural
 - c. Mechanical
 - d. Electrical
- 4) Construction Contract Administration including but not limited to:
 - a. Design intent interpretation
 - b. Change order administration
 - c. Submittal administration
 - d. Pay application and lien waiver administration;
 - e. Inspection of work, attendance at progress meetings;
 - f. Generation of punch lists, corrective work notices, etc.
 - g. Serve as owner's representative and protecting owner's interests;
 - h. Other tasks typically associated with the architectural administration of construction work;
 - 5) Support of FFE process
 - a. Provide support to owner during the process of acquiring equipment for the new spaces;
 - b. Provide basic equipment design as necessary to layout spaces;
 - c. Work with outside furniture designer (by owner) to ensure accuracy of spaces and efficiency of layout based on selected furniture systems and types;
 - d. Provide electronic, editable base floor plans (in .dwg or .dxf formats) for use by owner's FFE consultants (furniture designers, etc.)
 - 6) Value Management
 - a. Design firm shall demonstrate value management ideals throughout the design and construction process;
 - b. Offer design alternatives and work with owner to evaluate and chose amongst alternatives;
 - 7) Cost Estimation Firm shall provide project cost estimates at several project milestones including
 - a. Pre-design, 100% of Construction Documents (pre-bid)
 - b. Firm shall evaluate proposals for additional work throughout to protect owner from undue expenses and change orders costs.
 - 8) Facilitation of meetings to accomplish above tasks;
 - 9) Preparation of meeting agendas, minutes and action items for meetings in support of above tasks;
 - 10) 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.
 - 11) 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.
 - 12) 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.

3.0 PROJECT TIMELINE

Facility and Support Services intends to deliver a finished project with the following tentative timeline for project milestones:

- | | |
|---|------------------------------|
| • Consulting Pre-RFP Conf/Mtg | June 20, 2017 1:00 p.m. |
| • Consulting RFP Deadline | June 28, 2017 1:00 p.m. |
| • Board Approval – design contract | July 28, 2017 |
| • Pre Architectural (space programming, logistics, and budgeting) | August 2017 |
| • Design Work/ Construction Documents | August-September 29, 2017 |
| • Project Bidding | October 2 – October 30, 2017 |
| • Board Approval of Bids | November 17, 2017 |
| • Demo and Construction | November 2017 – Feb 2018 |
| • Project Closeout Activity | February – March 2018 |

4.0 PROJECT BUDGET

This project has a fixed budget, not-to-exceed limit of \$ 350,000.00 which includes all aspects of the project including design fees, reimbursable fees- if any, construction services and all FFE items. 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.

5.0 PROJECT PRE-RFP CONSULTANT CONFERENCE AND SITE VISIT

Scott County FSS will host a pre-RFP Conference on June 20 2017 at 1:00 p.m. in the Second Floor Sheriff’s Office Conference at the Scott County Courthouse 400 W 4th Street Davenport, IA 52801. 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. All RFP respondents are highly encouraged to attend.

6.0 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 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- 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.

7.0 PROJECT SUBMISSION DEADLINE

Submissions must be received by www.publicpurchase.com, **no later than June 28, 2017 at 1:00 p.m. (local time)**

8.0 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.

9.0 INAPPROPRIATE CONTACT PROHIBITED

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

10.0 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;
- ◆ Similar work history;
- ◆ References;
- ◆ Past project performance;
- ◆ Fee proposal

11.0 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

12.0 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

13.0 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.

14.0 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.