

**REQUEST FOR PROPOSAL FOR
ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR HVAC EQUIPMENT
REPLACEMENT AT THE HUMAN SERVICES CENTER**

Story County, Iowa

Story County, Iowa ("County") seeks proposals and cost estimates for Architectural/Engineering Design Services related to the HVAC Equipment Replacement at the Human Services Center (HSC) as described in this Request for Proposal ("RFP").

The purpose of this Request for Proposal (RFP) is to solicit a consultant to:

Provide architectural/engineering design services as specified in the scope of work for the installation of the HVAC equipment replacement at the Human Services Center in Ames, Iowa. Other specifics as identified in the Scope of Work further explained within this RFP.

The consultant selected from the RFP will be engaged after competitive evaluation by a qualified committee based on the "Selection Criteria" set forth in this request.

This request invites consultants to submit proposals for accomplishment of the items of work specified below under Scope of Work. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request.

Sealed proposals: Vendor will deliver one (1) hard copy and one digital format (CD or flash drive) to the following address:

Story County Board of Supervisors
c/o County Outreach and Special Projects Manager
Story County Administration
900 6th Street
Nevada, Iowa 50201

The envelope must be clearly marked "SEALED RFP". The name of the firm and contact person must be listed on the outside of the envelope. Any restrictions on the use of data within proposals must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

Proposal Deadline: 12:00 PM CST, March 28, 2022

Proposals received after the proposal deadline will be considered late and will not be accepted.

Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Request for withdrawal must be in writing by the contact person named on the outside of the envelope. Proposals that are resubmitted must be sealed and received prior to the submission deadline. Each Vendor may submit only one proposal.

Scope of Work

The scope of work involves the following:

The Consultant selected for this project will provide architectural/engineering design services in connection with, but not limited to, the design and code compliance with the installation/replacement of HVAC equipment at the Human Services Center (HSC), located at 126 South Kellogg, Ames, Iowa, under the ownership of Story County, Iowa.

General Scope of work would be:

- Replacement of one (1) roof mounted Heat Recovery unit
- Replacement of thirty-four (34) interior geothermal heat pump units
- Installation of network cabling for connectivity to the new HVAC equipment with current Building Automation System
- Providing HVAC control programming for the Building Automation System, to allow for operation of new HVAC equipment. Controls contractor will be a manufacturer's approved installer for the existing Building Automation System
- All work to meet all current codes and regulations

Basis of design will be to replace all current heat pumps and Heat Recovery Unit with appropriate-sized and compliant equipment. To have all newly-installed HVAC equipment to be factory compatible and operational with the Owner's existing automation system. This will include but not limited to, installing appropriate network cables and routers and provide programming for proper owner operation of all newly installed HVAC equipment and various small equipment that will remain. Controls Contractor will be a manufacturer approved installer/programmer for J2 Innovations - Fin Stack v5.0 and Solidyne.

Item #3 below will not be in the original contract but may be addressed through a subsequent addendum. Provide a separate cost for the Construction Administration services as part of your proposal, this cost may be used during selection process scoring.

1. PROVIDE DESIGN through a series of consultations with Story County Facilities Management, Board of Supervisors, and other pertinent parties.
2. PREPARE PLANS, SPECIFICATIONS, CONSTRUCTION COST ESTIMATES, AND OBTAIN ALL APPLICABLE PERMITS for the proposed improvements. The selected design firm will assist in the creation of project schedules, to include design and construction. Adherence to the overall project budget is mandatory with the selected design firm providing an estimated construction cost budget. The development of all schedules and budgets will be approved by Story County. Design submittals will be required at 30%, 60%, 95%, and final.
3. PROVIDE CONSTRUCTION ADMINISTRATION. If applicable, this will be handled by an addendum to the original contract, and may include the following:
 - A. Attend bid-letting, preconstruction, and progress meetings.

- B. Act as Resident Construction Engineer. Ensure substantial compliance with plans and specifications by overseeing construction, inspection, material testing and reporting requirements. (Story County Facilities Management will do continuous monitoring).
- C. Prepare and review any change orders.
- D. Coordination and facilitation of any claims or disputes.
- E. Final review and project closeout.

Work Product and Deliverables

The selected consultant will be expected to provide the following products to the County:

Product/Deliverable	Quantity
Digital copies of all schematic designs	One (1) copy
Digital copy of construction documents, to owner, if project is selected to proceed to construction phase.	One (1) copy
Hard copies of construction documents, to owner, if project is selected to proceed to construction phase.	Two (2) copies
Digital copy of specifications manual, to owner, if applicable.	One (1) copy
Hard copies of specifications manual, to owner, if applicable.	Two (2) copies
Digital copy of Operation & Maintenance manual, to owner, if applicable	One (1) copy
Hard copies of Operation & Maintenance manual, to owner, if applicable.	Two (2) copies

Conceptual Plan and Proposal Submittal Requirements

The Consultant shall provide a Conceptual Plan, including a detailed statement of work for the product/services believed to be appropriate for Story County, addressing the Scope of Services detailed in this RFP.

The Conceptual Plan should indicate the following, at a minimum:

- Consultant name, address, and names of primary contacts.
- Identify project manager. List the project manager’s relevant experience and similar work including references.
- Restatement of services required (four pages maximum): attach a restatement of the proposed agreement that outlines its objectives and scope as perceived. Do not repeat the Scope of Services, but elaborate on the tasks, conditions, or other specifics deemed significant and necessary to demonstrate a complete understanding of the technical and substantive issues to be addressed, including the following:
 - A statement of the Consultant’s understanding of the project that demonstrates knowledge of the project requirements.
 - Proposed project approach, including timelines and description of the Consultant’s technical approach to the project, including an outline of the sequence of tasks, major benchmarks and milestone dates.

- Proposed use of County staff, as well as any equipment, materials or additional data that will be expected from the County at the onset of the project.
- Outline personnel skills and services that distinguish the Consultant, incorporating appropriate staff profiles and a description of specific staff that will comprise the project team for this assignment. The staff profile should describe the Consultant’s experience in providing services to the public sector, jobs of similar size(s) and provide applicable certifications for staff members involved in the process. Please attach a description of similar projects designed and constructed by the Consultant. Project summaries should emphasize their relevance to the proposed agreement.
- Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work. This does not include generalized promotional material, resumes, statement of experience, qualifications, or capabilities, or other material that is irrelevant to the proposed agreement.
- Evidence of ability to work effectively within tight time constraints.
- Provide the earliest date available to assume these duties.
- Estimated cost of the services to be provided under this proposal including:
 - A proposed fee structure based upon the plan of work proposed by the Consultant.
 - Proposed services to be sub-contracted if any, anticipated subcontractors, and anticipated costs for these services. NOTE: Story County will not pay the Consultant a surcharge percentage on third party fees and costs. Method of billing must be disclosed. An acknowledgement that any task/work request considered to be outside of the agreed upon scope and contracted duties that will incur fees, must be communicated by the Consultant and agreed to by Story County prior to the performance of that task/work request.
- Three (3) references are to be included with the proposal.

Submittal Process and Details

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted.

Story County will not meet individually in person or via other means with potential Consultants. A mandatory* pre-proposal site visit/walk-thru is scheduled for 9:00 AM on Wednesday, March 16, 2022 (date could change if inclement weather is present) at the Human Service Center, 126 South Kellogg, Ames, Iowa.

***RSVP is preferred prior to 12:00 PM on Tuesday, March 25, 2022 – please email lharter@storycountyiowa.gov.**

Story County will be accepting written questions from March 2, 2022, through 12:00 PM, March 18, 2022, regarding this RFP. Please submit questions via email to Leanne Harter, County Outreach and Special Projects Manager at lharter@storycountyiowa.gov. Written responses will be published on Story

County's website at www.storycountyiowa.gov and distributed to those who submitted questions no later than 12:00 pm, Friday, March 22, 2022.

Estimated Timeline

- Release RFP - March 2, 2022
- Mandatory Site Visit at 126 South Kellogg, Ames, Iowa - March 16, 2022 at 9:00 AM
- Questions due to Story County - March 18, 2022 at 12:00 PM
- Story County Responses published - Prior to 12:00 pm March 22, 2022
- RFPs Due - Prior to 12:00 pm March 28, 2022
- RFPs reviewed by Selection Committee - March 29 – 31, 2022
- Board of Supervisor consultant selection - April 5, 2022
- Board of Supervisors action on contract and effect start of contract - April 19, 2022

The above dates are subject to change at the option of Story County.

The Story County Board of Supervisors will consider approval of a contract with the selected Consultant.

The Story County Board of Supervisors reserves the right to accept or reject any and all responses, in part or in whole, and to accept responses, which in its sole discretion and opinion appear to be responsive, responsible, and in the best interests of the County. The County further reserves the right to waive any formalities or informalities or to amend the schedule as necessary.

The price quotations stated in the Consultant's proposal will not be subject to any price increase from the date on which the proposal is opened by Story County to the mutually agreed-to date of bid. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful Consultant to accept the obligation of the bid may result in the cancellation of any award. A service contract will be executed between Story County and the awarded Consultant.

The selected Consultant may not subcontract any of the work specified in this RFP without prior written consent of Story County.

Consultant Selection Procedures

Story County will analyze and evaluate all properly submitted proposals in response to this request using the "Evaluation Criteria" listed in this RFP to rank all Consultants. Top scoring Consultants will be chosen for further evaluation, which may include interviews and presentations with those firms. Each proposal will be evaluated based on the Evaluation Criteria listed below. Proposals will be ranked in order of the highest numerical score first. Story County may select as many of the top ranked Consultants as it deems necessary for inclusion within the negotiating list.

Evaluation Criteria

- Experience with related activities or programs.
- Consultant's understanding and technical approach to the project.
- Availability and capability of staff. Pertinent experience and qualifications of the project team.
- Technical and financial resources.

- Ability to complete the project in a timely manner and within budget.
- Integrity and compliance with public policy.
- Location of office. Preference may be given to those Consultants located within Story County.

Insurance

Consultant shall take out and maintain during service to the County under a contract such public liability and property damage insurance as shall protect Consultant, its subcontractors, and the County from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with the County, whether such operations be by Consultant or its subcontractor, or by anyone directly or indirectly employed by either of them. All insurance policies shall be issued by responsible companies who are acceptable to the County. The Consultant shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the County. Consultant shall indemnify and hold County harmless from any damages, cost, claims or expenses which may arise as a result of any failure on the part of the Consultant to provide accurate and/or complete data and information to the County as outlined and required by the terms and conditions of its contract with the County.

Sample Form of Consultant Services Contract is provided as Appendix A.

Appendix A

Sample

Sample Provider Agreement

THIS AGREEMENT is entered into by and between Story County, an Iowa Municipal Corporation, whose mailing address and telephone number is 900 Sixth Street, Nevada, Iowa 50201, telephone 515-382-7200, hereinafter referred to as "County", and _____, hereinafter referred to as "Provider", whose mailing address and telephone number is _____, telephone _____.

1. PURPOSE AND INTENT. The purpose of this agreement is for the Provider to

2. FEES, EXPENSES & COMPENSATION. Consultant may charge a maximum hourly fee of \$_____ for professional services necessary under the terms of this Agreement. Consultant may bill Client for travel expenses at the rate of not more than _____ per mile, which shall be limited to actual mileage incurred to perform necessary tasks required to reach the Client's objective under this Agreement. Consultant may not bill or receive compensation from client for time spent traveling. All invoices must be itemized and specify the invoice total and time period covered and detail the work performed or expense incurred per this Agreement. Consultant agrees that the hourly fee and mileage expense shall be Consultant's sole compensation for professional services and work performed because of this Agreement.

Provider understands that the County reserves the right to request additional specific information in assessing the accuracy of claim information.

3. INDEPENDENT CONTRACTOR. It is understood that Provider is an independent professional contractor and that Provider will not in any event be construed as or hold itself out to be an employee or agent of the County. It is further agreed that at no time will the Provider or the work efforts of the Provider be under the supervision or control of the County, although Provider agrees to comply with all reasonable requests and regulations applicable to any other business invitee of the County. It is also agreed that Provider, as an independent contractor, is not restricted to working exclusively for the County during the term of the Agreement.

4. INSURANCE & TAXES. Provider is responsible for Workers Compensation, Disability, Unemployment, Automobile Insurance, and any other insurance required by the State of Iowa and will provide certificates of insurance to the County on an annual basis. Provider is also responsible for payment of State and Federal taxes, and any other applicable tax. Provider is not eligible for any benefits the County may provide for its employees.

5. CONFIDENTIALITY. Provider agrees to comply fully with confidentiality in compliance with all laws and regulations regarding protected health information.
6. TERM AND TERMINATION OF AGREEMENT. This Agreement is effective on the ____ day of _____, 2017 for a period of ____ year (s). The County may terminate this agreement immediately upon Provider's refusal to, or inability to perform under the agreement or Provider's breach of this agreement. Either party may terminate this agreement for any reason, without cause, by giving 90 days written notice to the other party.
7. ACCESS TO BOOKS AND RECORDS. Unless otherwise required by applicable laws, Provider shall allow the County access to all books and records for purposes of auditing or reviewing Provider's claims, upon request by the County. Provider's failure to provide access under this section shall constitute a material breach of the agreement.
8. REQUIREMENTS. Provider hereby agrees to perform all duties in accordance with all state and federal laws and regulations. This provision includes but is not limited to Iowa Code Section 144.32. Provider assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program or activity. Failure to perform duties in accordance with the applicable laws and regulations shall be considered a material breach of this agreement by the Provider.
9. EXTENSION. If mutually agreeable to County and Provider, this Agreement may be extended. Such extension will be documented by written amendment, duly signed and dated by both parties.
10. ASSIGNMENT. Neither party to this Agreement may assign, sell or transfer any part thereof to any other firm or entity without first obtaining the written permission of the other party hereto.
11. APPLICABLE STATE LAW AND WAIVER OF FEDERAL REMOVAL. This Agreement has been negotiated, executed and delivered in the State of Iowa. The parties hereto agree that all questions pertaining to the validity and interpretation of this agreement will be determined in accordance with the laws of the State of Iowa in Story County, Iowa. The parties hereby waive removal of any issue hereunder to the federal courts.

This Agreement and referenced attachments constitute the entire contract of the parties hereto and supersedes any prior agreement between the parties.

STORY COUNTY, IOWA (County) _____ (Provider)

By: _____ By: _____

Chairperson of the Board of Supervisors

Dated: _____ Dated: _____