

August 2, 2021

To: Professional Architectural Consultants (“Vendor”)
From: Brian Schoon, INRCOG
RE: Request for Qualifications (RFQ)

***Bremer County Board of Supervisors: Courthouse Project: Instructions to Prospective Vendors
Architect Selection***

The Bremer County Board of Supervisors (Board) is seeking to award a contract, through this Request for Qualifications procurement process that will assist the Board by designing a major courthouse construction improvement project.

Specifically, there are a number of tasks expected of the successful bidder under this Request. The bidder must:

- Possess experience evaluating space utilization in public service buildings;
- Be able to provide a reasonable scope, renderings, drawings, and a cost estimate for the project;
- Prepare the following:
 - Project scope (planning with the county)
 - Preliminary design
 - Final design

At this point, the Board is interested in choosing an architect that will provide guidance and professional advice through the planning phase of the project. At this point, the Board may utilize a variety of different funding sources for this project.

This request for qualifications invites consultants to submit proposals for the accomplishment of work items specified under the attached *Scope of Services*. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request, and will be ranked by a Review Committee, comprised of members of Board, staff, and other officials, using evaluation factors.

All material developed pursuant to this process and the subsequent agreement(s) between the Board and the vendor(s) for purposes of fulfilling the contract will become the property of the vendor and Board, and will be considered public record, under Iowa law, unless we are told otherwise by the vendor.

The Board will accept written questions from prospective vendors prior to proposal submittal. Questions will be accepted by Brian Schoon via US mail (INRCOG; 229 East Park Avenue; Waterloo, Iowa 50703) or by email at bschoon@inrcog.org no later than 1:00 PM CST on August 16, 2021. Answers to all questions posed by potential vendors will be posted on the INRCOG website (www.inrcog.org) by 5:00 PM CST on August 23, 2021.

Interested individuals and firms that wish to offer a proposal must submit twenty (20) paper copies of their proposals and an electronic copy (PDF file) to Brian Schoon; INRCOG; 229 East Park Avenue; Waterloo, Iowa 50703, on or before 1:00 PM CST on September 3, 2021.

Negotiations between the Board and a vendor or firm will be initiated after selection of a firm. If an agreement cannot be reached between the Board and the selected firm, the next most qualified firm will be contacted for negotiations. The Board does plan to conduct in-person interviews of prospective vendor(s) prior to selecting an organization or firm.

The Board reserves the right to accept or reject any proposal and reserves the right to cancel or reissue this RFQ at any time. If it is determined that a contract for all or part of the project should be awarded, the chronological process of awarding the Contract shall be as follows:

- The Board's Committee shall determine which vendor has submitted the best and most responsive and responsible (best qualified) proposal; one that best meets the proposal criteria as set out in the attached questions; as well as passes an interview process.
- Interviews may be conducted by the Board's Committee and may include the Board of Supervisors.
- The Board's Committee shall then make a recommendation to the Board.
- The Board shall consider action awarding a contract and authorizing the Chair to sign this contract on behalf of the Board. No contract shall be deemed to be created and exist, unless and until the Board adopts a resolution awarding a contract and authorizing the Chair to execute the contract.
- The Chair signs the contract.
- The Board issues a "Notice to Proceed" to the vendor. The Notice to Proceed shall constitute authorization for the vendor to commence the work and incur expenses.

The awarded vendor shall maintain adequate liability insurance in form(s) and amount(s) sufficient to protect the Board, its agencies, its employees, its clients and the general public against loss, damage and/or expense related to performance under this agreement. Upon Board approval of a contract, the vendor shall provide a Certificate of Insurance pursuant to the requirements set forth in Attachment A. In the event the insurance coverage is cancelled or modified in any way, the Board must be notified immediately. If at any time during the contract period the vendor fails to maintain the minimum insurance coverage, the contract may be cancelled at the Board's option. There shall be no cost to the Board for any required insurance coverage or certification.

If the Board determines that any or all of the proposals received should be rejected, or the RFQ is cancelled, the vendors shall be notified by the Board of such action, and any submitted proposals will be returned to vendors. At that point, the Board may, or may not, reissue the RFQ for the project.

Tentative Board Timeline for this Procurement:

- RFQ Release to the Public: August 2, 2021
- Deadline for RFQ Questions from Vendors: August 16, 2021
- Post Responses to Vendor Questions: August 23, 2021
- Vendor Proposals Due: September 3, 2021
- Interview Prospective Vendor(s): September 20, 2021
- Board Authorizes Contract/Notice to Proceed to Selected Vendor: September 27, 2021

If your firm is interested in submitting a proposal for our project, please provide twenty (20) copies and an electronic copy (PDF) of your proposal to the following address by 1:00 PM (CST) September 3, 2021.

**Brian Schoon
INRCOG
229 East Park Avenue
Waterloo, Iowa 50703**

If you have any questions, please contact Brian Schoon, INRCOG, at (319) 235-0311 or at bschoon@inrcog.org.

Scope of Services:

The Bremer County Board of Supervisors (Board), at a minimum, expects that the selected vendor will guide the Board through the planning and design process related to a major County Courthouse improvement project. The selected vendor will not be expected to provide construction management services under this RFQ. The contractor will work under an agreement awarded by the Board at the end of this RFQ process. Further, the responsive vendor will include or address the following requirements in their proposal:

General Requirements:

The selected contractor or consultant shall:

1. Be familiar with assisting local governments regarding their space needs, including security.
2. Prepare all materials related to the project in a manner that is consistent with known federal, state or local requirements pertaining to requirements, as may be appropriate.
3. Answer all inquiries for information and questions, posed by the Board or Committee in this Request for Qualifications process. All queries must be answered for a proposal to be considered complete.
4. Utilize the information provided by the County to develop a proposal that will meet the current and future needs of Bremer County, as may be appropriate.
5. Within its proposal, provide detailed information about how it will assess the needs of the County, describe how they will evaluate prospective recommendations; provide a tentative timeline for implementing this RFQ; and be available as a resource after-the-fact.
6. Review and recommend a range of options for the overall Courthouse improvement project.
7. Prepare a cost estimate for the project that may be used as a means of comparison and reasonableness.
8. Be expected to meet as needed with representatives of the Board or its Committee in-person in Bremer County to discuss proposed project elements.
9. Be an Equal Opportunity Employer, as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number 34.
10. Meet or exceed the Bremer County insurance requirements, outlined in Attachment A.
11. Provide twenty (20) copies of the final documents to the Board with timely updates as to project status either orally or in writing, as appropriate. Copies of draft documents shall be made available for review as well.

Questions for Prospective Architectural Consultants

In addition to providing your firm's overview, historical information, and employee biographies within your proposal please provide written answers to ALL of the following requests and questions. You may attach additional paper or include the answers to these questions within your proposal.

1. Describe in detail how your firm currently performs services like those identified in the Scope of Work within other jurisdictions, including photographs, portfolios, and/or video of services provided.
2. Discuss your company's experience with similar projects. Within in your response, please identify those clients you have recently served.
3. What were the outcomes of your most recent project? Did you achieve the objective(s) sought by your last customer? If not, what were the differences and why?
4. Describe how you would approach our project, including providing a detailed timeline with progress milestones identified within said timeline.
5. Please identify which of your staff-members were involved in your highlighted prior projects. How many people will your firm dedicate to working on our project? Please identify the individuals, their expertise, and to what degree they may be involved in our project, assuming your firm is selected.
6. What do you see as being unique about our project? What challenges do you see with our project?
7. Have your prior projects incurred cost and/or time overruns? If you experienced cost overruns, what was the overrun percentage (of the total project cost)? If you experienced a time overrun, how long after the original contract deadline did it take to complete the project? What were the reasons for and/or circumstances surrounding the overruns?
8. Will your firm provide facilitation of meetings, specifically related to design of the overall project and implementation thereof?
9. What kind of support do you provide after the project is completed, and how long is the support available?
10. What makes your firm best suited for this project and/or request?
11. If your firm has provided these services under contract for other public entities, please provide references for those entities.

Proposals will be evaluated by the Board's Selection Committee using the following criteria (100 total points):

- Experience with similar projects and past performance record (firms must allow access to clients to: assess quality of work; demonstrate success and timely completion of prior work; verify responses to RFQ questions; and ability to stay within budget) (45 Points)
- Identification of key personnel, specifically their qualifications, who will be assigned to the project (20 Points)
- Project milestones, timeline, and ability to complete project by the contract deadline (20 Points)
- References from related work from the past five years (15 Points)

Attachment A

Minimum Insurance Requirements

- A. At all times during the contract/agreement the outside party will carry and maintain, at the outside party's expense, the following insurance:
 1. Commercial General Liability Insurance Policy, including but not limited to, insurance for premises construction operations (when applicable), contractual liability, completed operations with respect to liability arising out of the ownership, use, occupancy or maintenance of the premises and all areas appurtenant thereto, to afford protection with respect to bodily injury, personal injury, death or property damage of not less than One Million Dollars (\$1,000,000) per occurrence combined single limit/Two Million Dollars (\$2,000,000) general aggregate. Bremer County shall be listed as an additionally insured, and a waiver of subrogation and government immunity endorsements shall be attached as well.
 2. Professional Liability Insurance Policy coverage.
 3. Comprehensive Automobile Liability Insurance Policy with limits for each occurrence of not less than One Million Dollars (\$1,000,000) Combined Single Limit with respect to bodily injury, property damage or death.
 4. Workers Compensation Insurance Policy or similar insurance in the amounts of \$500/\$500/\$500.