

2021 On-Call Civil Design Consultant – Support Services Bureau

Request for Proposal

Iowa Department of Transportation

Introduction

The Support Services Bureau for the Iowa Department of Transportation (Iowa DOT) is interested in forming a professional services contract with a consulting firm to provide statewide design engineering services. The selected consultant for this contract will be expected to perform services related to civil and geotechnical engineering for maintenance facilities, weigh stations, office buildings and misc other building projects of a short duration and limited scope. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background

The Iowa DOT currently does not have a design consultant performing these services. Due to the lack of expertise in the engineering area of civil engineering we are seeking an on-call agreement with one consultant for three years.

Project Scope

In general, the Iowa DOT will work with the selected firm on a project by project basis to determine the types of services required on a project. The services performed by the consulting firm may include, but are not limited to, the following:

Planning/Design Phase Services

- Civil Engineering Consultant:
 - Soil borings (quantity varies per building design/location):
 - Analysis of borings
 - Geotechnical report
 - Surveys: will include building location, property lines, existing utilities, contour elevations, drives and parking (paved/unpaved), sidewalks and other appurtenances.
 - Boundary – research for the boundary and locate existing monuments
 - CAD services – upload, download, check, and process collected electronic field data
 - Registered land surveyor services – for project coordination, review, and QA/QC
- Site layout to accommodate all parking, buildings, and retention/detention pond as required.

Bid Phase Services

- Respond to questions and prepare addenda information as required during pricing.
- Attend Pre-bid meetings and tours when procurement of construction services is to be done through the formal bidding process.
- Attend Bid opening when procurement of construction services is to be done through the formal bidding process.
- Assist Iowa DOT with bid evaluation for the work.

Construction Phase Services

- Respond to questions and prepare responses to Requests for Information (RFI's) as required during construction.
- Review Construction Contractor's submittals, such as shop drawings, product data, test reports, and samples to verify conformance with the project contract documents.

- Assist the Iowa DOT with evaluation of requests for change for the work. Prepare scope and supporting documents required for changes to the Contract Documents that occur during the construction process.
- Observe construction at appropriate intervals to verify conformance with the project contract documents.
- Attend construction progress meetings and prepare minutes when so indicated in the contract.
- Review Contractor provided "as-built mark-up" Contract Document materials for accuracy and thoroughness.
- Prepare Record Documents for the Project, which will be delivered to the Owner.

Verification/Modification of Existing Site Conditions

- Meet with department staff, observe in-field conditions, and evaluate available drawings, specifications, and materials data as they relate to modifications to or changes in use of department buildings and other structures.
- Coordinate testing and additional investigation required to aid in the determination of the capacity of department buildings and other structures to accommodate additional
- Report findings of observations, tests, and other investigations with recommendations

Specific Qualifications

- Design Professional shall have an adequate number of registered engineers on staff to insure the ability to deliver services without significant delay.
- Design Professional must have significant experience in and should specialize in the evaluation of site adaptation. Each, of at least two of the engineers on staff, should have more than 10 years of experience in the civil design.
- Design Professional must be capable of producing drawing files that are totally compatible with Revit or AutoCad.
- Design Professional must have drafting standards in place that insure the productions of drawings and drawing files that are compliant with all requirements of the "National CAD Standards", the "Uniform Drawing System", AIA's "CAD Layer Guidelines" and the "Tri-Service Plotting Guidelines".
- Design Professional must be able to respond to emergency situations and have a representative on-site within 24 hours of notification

The selected firms are required to be skilled in the use of Revit or AutoCad (latest version) software. All project design and electronic submittals must use this software.

Contract Information

Negotiation with the top selected consultants will commence upon notice that the selection process is completed. The selected consultants will perform on-call agreements for three-years. It is anticipated that a specific rate payment method will be used. The Iowa DOT anticipates having signed contracts in place by the end of November 2021.

There is no specific allocated dollar amount dedicated or assigned to this work, and expenditures will vary dependent upon the number and magnitude of work orders over the contract period. The Department will not guarantee a set amount of work or contract value for these services.

General Requirements

Consultants submitting responses to this RFP will not be required to be prequalified in any Department work categories because none currently exist for this type of work. Iowa DOT Policy No. 300.12 states that if no category exists, normal

methods of acceptance shall be used, such as experience, typical licensure, certification or registration, or seals of approval by others.

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding for some of the work under this contract may involve federal-aid highway funds. While there is not a DBE goal set for this contract, such a goal may be identified later for a selected project and compliance would be negotiated at that time. The Iowa DOT still encourages the spirit of the program to be incorporated in the proposed contract whenever possible. A list of certified DBE firms may be found at <https://secure.iowadot.gov/DBE/Home/Index/>. A list of TSB firms may be found at <https://iowaeda.microsoftcrmpartals.com/tsb-search/>.

Selection Information

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and qualifications of your key staff. The proposal may include additional information, as deemed appropriate.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.

- A. Experience – 40%
 - Identify past experience with similar types of work and explain your firm's approach to project design.
- B. Location – 25%
 - 1. Location of office proximity to all 99 counties of Iowa
- C. Staff Qualifications – 25%
 - Specify qualifications of key staff that will be on the project team.
- D. Commitment of Staff – 10%
 - Describe the commitment of your firm's project team based on current and anticipated workload over the next 3 years.

Contacting any selection team member other than the RFP contact person is inappropriate.

The selection committee does not anticipate the need for oral interviews.

Proposal Requirements

Please provide the following information in the order listed:

1. State which contract you are interested in being considered, Civil Design Unlimited.
2. Include your firm's approach to addressing the identified tasks, your understanding of the project's scope, key issues and relevancy to Iowa DOT's vertical infrastructure system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
3. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task manager by a firm will constitute a commitment by that firm and the Iowa DOT will allow NO substitute managers without prior written approval.
4. Include experience and qualifications for any sub-consultants to be used and work they will perform.
5. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
6. A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period.

- A graphical representation of the proposed schedule should be included.
7. Include the location of the office where the majority of work will be performed.
 8. Include a disclosure of all work for other clients that may be affected by the work on the proposed contract in order to avoid a potential conflict of interest.
 9. Should it be determined a DBE goal is needed, include a statement stating how that need will be met.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5" x 11" pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The maximum file size limit of a **proposal is 7 megabytes**.

On the cover page of the proposal, please include the title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to jacqui.digiacinto@iowadot.us. An email will be sent confirming receipt of the proposal within 30 minutes or by 1:00 p.m. on the submittal deadline date, whichever is later.

For a firm to be considered, their proposal must be received by 3:00 pm on October 25, 2021.

Any technical questions or questions regarding this RFP shall be submitted via email to jacqui.digiacinto@iowadot.us. Any questions about this RFP must be received by noon on November 18, 2021.

Public Records Law

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

Statement of Non-Discrimination

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 515-239-1399. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 515-239-1399.