

Roadway Lighting Design Statewide On-Call

Request For Proposal

Iowa Department of Transportation

Introduction

The Traffic Operations and Safety Bureau of the Iowa Department of Transportation (Department) is interested in entering into a new three-year professional service agreement contract with roadway lighting consulting firms to provide roadway lighting design services for work statewide. 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

Due to the expiration of the existing on-call lighting contract, the Department is seeking to negotiate and enter into a new three-year, on-call service agreement contract with four consulting firms capable of performing the design of roadway lighting projects. The projects are located statewide. A majority of the projects are associated with a roadway project. Others are standalone projects.

Project Scope

The services performed by the consulting firm shall encompass and include all detail work, materials, equipment, and supplies necessary to provide Roadway Lighting Design services. This includes, but is not limited to:

1. Planning for roadway lighting projects
2. Preparing project concept statements
3. Developing and submitting plans, specifications, and estimates for various interchange lighting, intersection lighting, and continuous roadway lighting projects
4. Conducting other roadway lighting design activities, including lighting foundation design
5. Responding to contractor questions before and after project letting
6. Performing construction observation

Contract Information

Negotiations 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.

The following fee payment methods may be used:

- Cost plus Fixed Fee with annually adjusted overhead payment method will be used for larger-scale projects with durations longer than one year.
- Lump Sum for smaller-scale projects with a shorter duration.

The Department will not guarantee a set amount of work or contract value for these contracts.

General Requirements

The consultant and their subconsultants are required to meet the requirements of specified work categories as defined in the Iowa DOT's Policy and Procedure Manual, Policy No. 300.04, at the time of contract execution, and for the duration of the contract. Qualifications will be assessed during review of proposals; no prequalification submissions are necessary. Work under this contract will require the consultant team to meet the minimum qualifications standards of work category 462 – Lighting Design. Failure to meet the requirements during the contract will result in cancellation of any remaining portion of the contract.

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 of the work under this contract is not expected to involve federal-aid highway funds. **No DBE goal (0%) is established at this time.** Although a DBE / TSB goal is not established, the Department still encourages the spirit of the program to be incorporated in the proposed contract whenever possible. In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation.

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, subject to the overall length restriction established in Proposal Requirements.

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.

1. Past experience with various types of roadway lighting work, including project planning. 40%
2. Staffing expertise related to roadway lighting design, including involvement and/or leadership roles on national lighting committees. 30%
3. Specific qualifications of key staff that will be on the project. 20%
4. Commitment of key staff to the project. 10%

The Selection Team will review the proposals to ascertain information requested in the RFP has been completely addressed and the proposal is accurate.

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

Contacting any selection team member other than the RFP contact person is inappropriate. Marketing meetings with the Iowa DOT while this RFP is active is also considered inappropriate.

Proposal Requirements

Please provide the following information in the order listed:

1. All responders must provide adequate information on the response's cover page to clearly identify the submittal is for the **Roadway Lighting Design Statewide On-Call** along with the replying firm and an email for the point of contact for the firm.
2. Include your firm's approach to addressing the identified tasks, your eligibility to meet the requirements of the "Required Work Categories" for the work you intend to perform, your understanding of the project's scope, key issues and relevancy to Iowa's transportation 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 these individuals. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
4. Include experience and qualifications as related to the "Required Work Categories" 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. The location of the office where the majority of work will be performed or from which a majority of resources will be dispatched.
7. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.

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, and if submitted, will not be considered. Inclusion of promotional literature of a general nature will also not be considered in the selection process.

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 15 single-sided pages. All pages will be counted

including: proposal covers, cover letter, dividers, appendices, etc. The maximum size limit of a **proposal is 25 megabytes.**

The electronic proposal must be submitted via email to DOT.ConsultantProposals@iowadot.us. An email will be sent confirming receipt of the proposal by 3:30 p.m. on the submittal deadline date.

Proposals are due by 3:00 pm on March 25, 2026.

Any technical questions or questions regarding this RFP shall be submitted via email to DOT.ConsultantProposals@iowadot.us. Any questions about this RFP must be received by noon on March 11, 2026. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, <https://apps.iowadot.gov/rfp>.

Any proposal not complying with all requirements stated in the RFP may not be accepted.

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

Federal and state laws prohibit employment and/or public accommodation. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa DOT's affirmative action officer at 800-262-0003. If you need accommodations because of a disability to access the Iowa DOT's services, contact the agency's civil rights/ADA coordinator at 515-239-1427. TTY/TDD: 515-239-1514

References

PPM 300.04 – Prequalification of Architectural, Engineering and Related Professional and Technical Firms (<https://iowadot.gov/projectdev/300.04.PDF>)

PPM 300.12 – Negotiated Contracts for Architectural, Engineering, and Related Professional and Technical Services (<https://iowadot.gov/projectdev/300.12.pdf>)