

2026 Statewide On-Call Design Services

Request For Proposal

Iowa Department of Transportation

Introduction

The Iowa Department of Transportation's (Iowa DOT) Design Bureau anticipates entering into professional services contracts with up to eight (8) consultants to provide a range of roadway design and related engineering services. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Scope

The Iowa DOT will coordinate with the selected firms on a project-by-project basis to determine the scope of services required for specific projects. The requested services will primarily focus on highway design work categories and may include work categories listed below under General Requirements as needed.

Consultants will be required use the latest Iowa DOT-approved Bentley CONNECT Edition products (e.g., OpenRoads Designer, MicroStation CONNECT). All design files must be created using the Iowa DOT's custom Bentley workspaces. Deliverables must follow Iowa DOT's prescribed file naming and directory structure for interoperability. Consultants are required to use ProjectWise for document management and collaboration on DOT projects. Models and plans must meet Iowa DOT's digital delivery requirements, including 3D modeling standards for roadway design.

All work will be performed in accordance with the provisions of the Design Manual. ([Design Manual | Department of Transportation](#))

Contract Information

The Department anticipates that the selection process will be completed by June, 2026. Negotiations with the selected consultants will commence as project needs are identified. The selection is intended to cover on-call design services for a three (3) year period.

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

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 may require the consultant team to meet the minimum qualifications standards of work categories:

200 Transportation Facilities Engineering and Development

- 201 Project Management/General Engineering Consultant
- 212 Highway Design – Minor Facility
- 213 Highway Design – Major Facility
- 214 Highway Design – Major Facility – Urban
- 221 Highway Roadway Construction

300 Professional Technical Support Services

- 311 Land Surveying
- 312 Engineering Surveying
- 313 Geodetic Surveying
- 321 Geological and Geophysical Studies
- 323 Hydraulic and Hydrologic Studies
- 324 Materials Testing

400 Architecture, Landscape Architecture and Other Professional Services

- 420 Landscape Architecture
- 475 Acquisition of Property Rights

The consultant team may also need to meet the requirements of other work categories depending on project requirements; this may include miscellaneous bridges and structures work incidental to the roadway.

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 may involve federal-aid highway funds on a project-by-project basis. 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.

Please provide the following information in the order listed.

Evaluation Score	Response Sections
	Cover Page
	Title of RFP response
	Firm names (Prime and Subconsultant(s))
	Point of contact for the RFP response
	Prime consultant office location for majority of work
	Prequalification categories claimed
	Project Understanding
15	Understanding of the work scope, key issues and the project development process
	Project Team Experience
30	Prime Consultant
	Organization chart and staff summary table
	Project manager(s) experience leading highway design projects
	Team member experience on highway design projects
10	Subconsultant(s)
	Project manager(s) experience leading highway design projects
	Team member experience on highway design projects
	Quality Control
5	Engineering quality control during the entire development process
5	Ensuring accurate final plan, specification and digital file quality
	Project Management
5	Managing schedules, budgets, and resources effectively over multiple project
5	Ability to adjust quickly to changing priorities and/or project scopes.
5	Developing accurate project scope and fees that lead to minimal supplemental agreements
	<i>(table continues)</i>

	Safety
5	Designing safe highway project while using design flexibility
5	Planning work zone traffic control (staging and constructability) and final designs
	Innovation and Value-Added Services
5	Advancing the use of software application to enhance digital delivery, construction processes, and/or improve asset management
5	Offering creative, cost-effective solutions for complex design challenges
100	Scoring Total

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

Contacting any selection team member other than the RFP contact person is inappropriate. Scheduling 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 2026 Statewide On-Call Design Services RFP 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. 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. The location of the office where the majority of work will be performed.
 8. 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.
 9. Inclusion of promotional literature of a general nature will not be considered in the selection process.
 10. If applicable, include a statement that the consultant will meet the DBE goal. If the consultant cannot meet the minimum goal, include a commitment statement for the percentage of participation that they can meet.

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 2:30 p.m. on the submittal deadline date or within five minutes of receipt of submission, whichever is later.

Proposals are due by 3:00 pm on **June 17, 2026. [updated from June 3, 2026 due to notifications issue]**

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 May 27, 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>)