2027 On-Call SCAMEP Design Consultant

Request for Proposal

Iowa Department of Transportation

INTRODUCTION

The Operational Services Bureau for the Iowa Department of Transportation (Iowa DOT) is interested in setting up three professional services contracts with consulting firms to provide statewide design engineering services. The three selected consultants for this contract will be expected to perform services related to structural engineering, systems engineering, and architectural design services for maintenance facilities, weigh stations, office buildings and other miscellaneous building projects typically of a short duration and limited scope. If your firm is interested in providing the services described, 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 available staff in the engineering and architectural services, the Iowa DOT is selecting three consultant firms for the following disciplines of engineering Structural, Civil, Architectural, Mechanical, Electrical, and Plumbing including fire protection. The contracts will perform on-call design services for three years.

PROJECT SCOPE

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

Planning/Design Phase Services

General

- Perform field investigations to determine existing conditions. Field investigations will be performed to the extent required to complete a quality design.
- Prepare project contract documents that are suitable for bidding and construction purposes.
- Deliver one set of electronic files of drawings, specifications at appropriate stages of development for review.
- Prepare estimates of probable construction cost for all projects. Provide appropriate level of detail depending on scope of project.
- Code required life cycle cost analysis and reporting.
- Code required building envelope, mechanical systems, or other required commissioning. Can be third party sub-consultant.

Civil (25% – 35% projects using this service)

- 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 ensure 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 ensure 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

Structural (25% – 35% projects using this service)

- Design of structural systems, including but not limited to:
  - Foundation systems
  - Wall systems
  - Roof systems
- Prepare or provide aid in editing Divisions of technical specifications as required on a project-by-project basis.

Architectural (1% – 5% projects using this service)

- Services as listed, but not limited to:
- Feasibility studies, planning and development strategies
- Project management and coordination of all sub-consultants
- Site analysis, zoning and site approval applications
- Iowa State Building Code review and reporting.
- Design concepts, detailed drawings, and specifications
- Commissioning pre-occupancy of building
- Project cost estimates
- Schematic design
- Design development
- Preparation of construction documents for bidding purposes
- Prepare CSI Mater format specifications as required on a project-by-project basis

Plumbing (75% – 85% projects using this service)

Design of plumbing systems, including:

- Drainage fixture unit calculations.
- Water supply fixture unit calculations.
- Water heater sizing calculations.
- Roof drain and roof drain leader sizing calculations.
- Roof drainage piping systems and sizes.
- Sanitary waste and vent piping systems and sizes.
- Domestic hot, cold, and recirculation piping systems and sizes.
- Selection of plumbing fixtures.
- Selection of plumbing equipment.
- Design of Special Piping Systems.
- Compressed Air System piping calculations and design.
- Compressed Air System equipment sizing calculations.
- Selection of Compressed Air System equipment.
- Purified Water System piping calculations and design.
- Purified Water System equipment sizing calculations.
- Selection of Purified Water System equipment.

- Design of Vehicle Fuel Systems.
- Selection of Vehicle Fuel System equipment.
- Design of Water Reclamation Systems.
- Selection of Water Reclamation System equipment.
- Design of connection or extension of Domestic Water Supply and Sanitary / Storm Sewer Systems.
- Selection of DWS or Sanitary / Storm Sewer equipment.
- Prepare CSI Master format technical specifications as required on a project-by-project basis.
- Iowa State Building Plumbing Code review and reporting.

HVAC (75% – 85% projects using this service)

Design of heating, ventilating, and air conditioning (HVAC) systems, including:

- Heating and cooling load calculations.
- Ventilation rate calculations.
- Ventilation load calculations.
- Vacuum / Vehicle Exhaust System piping calculations and design.
- Vacuum / Vehicle Exhaust System equipment sizing calculations.
- Selection of Vacuum / Vehicle Exhaust System equipment.
- Selection of heating medium.
- Selection of cooling medium.
- Design of duct systems and sizing.
- Selection of air handling system equipment.
- Selection of Temperature Control System equipment.

Design of hydronic heating or steam piping for HVAC systems, including:

- Design of high-pressure steam piping systems and pipe sizes.
- Design of low-pressure steam piping systems and pipe sizes.
- Selection of Steam Control valves.
- Design of hydronic heating piping systems and pipe sizing.
- Selection of circulation pumps, heat exchangers, condensate return units, and related equipment.
- Design of hydronic cooling piping for HVAC systems, including:
- Design of piping systems and pipe sizes.
- Selection of circulation pumps, heat exchangers, chemical feed systems, and related equipment.
- Selection of hydronic system control valves.
- Iowa State Building Mechanical Code review and reporting.
- Prepare CSI Master format technical specifications as required on a project-by-project basis.

Fire Protection (25% – 35% projects using this service)

Design of water-based fire protection systems, including:

- Occupancy hazard classifications.
- Required water system flow and pressure.
- Assist in determining available water pressure and flow volumes.
- Location of water service entrance.
- Location of fire department connection.
- Determination of required backflow prevention.

- Design of sprinkler system fire pump, including controllers, jockey pump, ventilation, and heating.
- Location of zone supply mains, control valve assemblies, and drain risers.
- Location of standpipe risers, hose valves and hose cabinets.
- Required connections to building fire alarm system.
- Selection of fire pump, jockey pump, and controllers.
- Selection of areas served by dry pipe systems.
- Selection of areas served by pre-action dry pipe system.

- Design of non-water-based fire protection systems, including:
  - Occupancy hazard classifications.
  - Selection of areas served by these non-water-based fire protection systems.
  - Location of chemical storage room.
  - Cross-zoning of releasing system.
  - Design of ventilation systems, including fans, dampers, overrides, etc.
  - Design of ventilation system interlocks upon activation of detection system.
  - Design of manual abort stations to interrupt releasing system operation.
  - Required connections to building fire alarm system.
  - Iowa State Building Code review and reporting.
  - Prepare fire protection CSI Master format technical specifications as required on a project-by-project basis.

Electrical

Design of electrical systems including:

- Revisions to existing power distribution and grounding.
- Electrical load calculations and sizing of raceway and conductors.
- Conduct arc-flash hazard analysis.
- Conduct circuit breaker coordination analysis.
- Design and sizing of electrical distribution system components.
- Determine location of electrical distribution system components (including code required service space).
- Selection of Emergency and Stand-by Power supply and distribution equipment.
- Selection of Interior (and building attached exterior) lighting fixtures, fixture layout, and controls.
- Selection of Emergency lighting fixtures, fixture layout, and sizing power circuiting.
- Other Electrical Systems:
- Fire alarm system design and layout of devices.
- Fire Alarm System equipment selection.
- Design and layout of outlets and raceway for local computer/data network (LAN) system.
- Design and layout of outlets and raceway for Audio/Visual instructional system.
- Cable tray and/or raceway to allow routing of data and communications wiring.
- Paging/internal communication system.
- Design and layout of outlets and raceway for Security System.

- Design of telecommunications cabling infrastructure including (must be RCDD certified):
  - Layout and specification of telecommunications outlets.
  - Layout and specification of cabling and punch down block terminations.
  - Layout of telecommunications equipment rooms and termination racks.
  - Specification of jack panels, modular outlets, hubs, fiber optic termination panels, data racks, and video racks.
  - Specification of high-performance fiber optic and copper cable plants (campus, backbone, and horizontal).

    - Cable TV and video distribution.
- Iowa State Building Electrical Code review and reporting.
- Prepare CSI Master format specifications as required on a project-by-project basis.

Bid Phase Services

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- 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 MEP / Structural 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.

Forensic Investigation Services

- Meet with department staff, observe in-field conditions, and evaluate available drawings, specifications, and materials data as they relate to MEP / Structural systems distress of components of department buildings and other structures.
- Coordinate testing and additional investigation required to aid in the determination of the cause of MEP / Structural systems distress.
- Report findings of observations, tests and other investigations with recommendations for remediation, repair or replacement.

Verification/Modification of Existing Architectural/MEP Capacities

- 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 MEP / Structural loads.
- Report findings of observations, tests, and other investigations with recommendations

SPECIFIC QUALIFICATIONS

Design Professional shall have an adequate number of registered engineers and architects on staff to ensure the ability to deliver services without significant delay.
Design Professional must have significant experience in and should specialize in the evaluation and design of building MEP systems or architecture. Each, of at least two of the engineers and architects on staff, should have more than 10 years of experience in the evaluation and design of buildings or building MEP systems.

Use of sub-consultants is permitted; RFP's should include any and all companies that will be used.

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. The DOT would also prefer use of Forma within Revit. Design Professional must have drafting standards in place that ensure 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".

CONTRACT INFORMATION

The Iowa DOT anticipates that the selection process will be completed by March 2027. 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 April 2027.

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.

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.

	Percentage	RESPONSE SECTION
1.		**Cover Page** •Title of RFP response •Firm names and/or corporate logos (Prime & Sub) •Point of Contact for the RFP response
2.	40%	**Experience** •Identify past experience with similar types of work and explain your firm's approach to project design
3.	25%	**Special Project Experience** •Identify how your staff addresses projects that require special needs
4.	25%	**Staff Qualifications** •Specify qualifications of key staff that will be on the project team
5.	10%	**Commitment of Staff** •Describe the commitment of your firm's project team based on current and anticipated workload over the next three years

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

Contacting any DOT STAFF other than the RFP contact person is inappropriate.

PROPOSAL REQUIREMENTS

Please provide the following information in the order listed:

1. 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.
2. 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.
3. Include experience and qualifications for any sub-consultants to be used and work they will perform.
4. 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.

5. 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.
6. Include the location of the office where most of the work will be performed.
7. Include a disclosure of all work for other clients that may be affected by the work on the proposed contract to avoid a potential conflict of interest.
8. Indicate any services that are not “in house” and would be sub-consulted with an out of office outside professional.

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.

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.

Responses to this RFP are due by 3:00 p.m. (CST) on Monday December 21, 2026.

The electronic proposal must be submitted via email to DOT.ConsultantProposals@iowadot.us. An email will be sent confirming receipt of the proposal within 30 minutes or by 3:30 p.m. (CST) on the submittal deadline date, whichever is later.

Questions regarding this RFP must be received by noon (CST) on Monday December 14, 2026.

All questions regarding this RFP shall be submitted via email to DOT.ConsultantProposals@iowadot.us. 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

The selection and contract are subject to the provisions of Executive Order 11246 (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 DOT's affirmative action officer at 515-239-1693. If you need accommodations because of a disability to access the Iowa DOT’s services, contact the agency's civil rights/ADA coordinator at 515-239-1921. TTY/TDD: 515-239-1514.

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. In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation.

A list of certified DBE firms may be found at https://secure.iowadot.gov/DBE/Home/Index/.

Information on the Targeted Small Business Program can be found at: https://www.iowaeda.com/small-business/targeted-small-business/

References

PPM 300.04 – Prequalification of Architectural, Engineering and Related Professional and Technical Firms (https://iowadot.gov/projectdev/300.04.PDF) – This will be reviewed after your proposal is submitted.

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