



**Request for Proposal (RFP)**  
**Special Inspection, Testing, Monitoring and Geotechnical Services**  
**Iowa City Public Works Facility – Phase 1**  
**October 1, 2018**

**PROJECT SUMMARY**

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The City of Iowa City, Iowa is soliciting proposals from interested consultants to provide Special Inspection, Testing, Monitoring and Geotechnical Services for the Iowa City Public Works Facility – Phase 1 Project. The project involves expanding the City’s public works site located at 3800 Napoleon Drive to consolidate operations to one location. Current facilities are in poor condition and are very inefficient, spreading the City fleet and staff across the City at numerous locations.

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**SUBMITTAL DELIVERY ADDRESS**

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Melissa Clow  
Special Projects Administrator  
City of Iowa City  
410 East Washington Street  
Iowa City, Iowa 52240

**SUBMITTAL DEADLINE: 4:00 p.m. CST on Tuesday, October 23, 2018**

## **PROJECT OBJECTIVE**

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The project includes the following:

- Construction of a 49,813 square foot facility (60,623 square feet with the alternate) to provided heated vehicle storage for the Iowa City fleet, 9,292 square feet of first floor shop space, 6,734 square feet of heated mezzanine storage / shop area and 4,158 square feet of wash bay area,
- Construction of a fire training tower,
- Site grading to expand outdoor material laydown and storage areas,
- Site security with perimeter fencing and automated gates,
- Paved drive aisles and expand underground utilities to accommodate the current phase of development as well as future phases,
- Landscaping at the perimeter of the existing site to provide a buffer for adjacent property owners, and
- LEED v4 Silver Certification is being sought for this facility.

## **PROJECT SCOPE OF SERVICES**

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The information provided in this section is not intended to comprise a detailed scope of services that will be required in a final consultant contract but is intended to provide general information to firms wishing to submit proposals. The City will negotiate the detailed scope of services with the successful firm.

Special Inspection, Testing, Monitoring and Geotechnical services shall be completed as required by code and per the Bid Documents, including but not limited to Project Manual Sections 014000 – Quality Requirements and Section 014312 – Quality Assurance Inspections and Testing for sampling, monitoring, testing, inspection, analysis and reporting. The proposal is expected to identify the scope needed for this project and to identify tasks by Section of the Project Manual.

Certification of Special Inspections will also be required

## **OTHER RELEVANT INFORMATION**

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### **Plans and Specifications**

To obtain copies of the Plans and Specifications, please contact Technigraphics, a division of Rapids Reproductions located at 415 Highland Ave, Suite 100, Iowa City, Iowa 52240, Phone: 319-354-5950, Fax: 319-354-8973, Toll-Free: 800-779-0093. A \$150.00 deposit is required for each set of plans and specifications. The deposit shall be in the form of a check, made payable to the City of Iowa City. The deposit will be refunded to those who return the bidding documents in good condition prior to Friday, November 2, 2018.

Copies of the Plans and Specifications can be viewed in the City Clerks office located on the 1<sup>st</sup> floor of the Civic Center, 410 East Washington Street, Iowa City, IA.

## Reports

Geotechnical and Soils Reports can be found in the Project Manual or by contacting Melissa Clow, City of Iowa City, telephone (319) 356-5413, email [melissa-clow@iowa-city.org](mailto:melissa-clow@iowa-city.org).

## Costs

Firms participating in the consultant selection process will be responsible for all costs incurred to respond to this RFP.

## MINIMUM QUALIFICATIONS

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To be considered, consultants must document the knowledge, skills, and abilities of the firm and team members proposed for the project. As a minimum, the submittal should address the following topics.

- Experience related to at least five projects of similar size and complexity.
- Experience in working with owners and front-line staff during the design process.

## RFP TIMELINE

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Tentative project schedule is as follows:

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|--------------|---|
| Oct 12, 2018 | All inquiries and questions to be submitted in writing by 5pm   |
| Oct 15, 2018 | Reponses to inquiries and questions to be posted on the Public Works Facility website, <a href="https://www.icgov.org/project/public-works-facility">https://www.icgov.org/project/public-works-facility</a> by 5pm |
| Oct 18, 2018 | Request for Proposal Submittal  |
| Nov 6, 2018  | City Council to Approve Agreement, or at a special meeting called for that purpose  |
| Nov 17, 2018 | Start of Construction   |
| Nov 4, 2019  | Project Completion  |

## CONSULTANT SELECTION PROCESS

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The intent of the selection process is to select the most qualified firm based the identified needs of the City of Iowa City. The skills, areas of expertise, capabilities and associated fee will be evaluated and factored into the selection process.

The City of Iowa City may require clarification from applicants to assist in making its evaluation.

The City of Iowa City reserves the right to either select the proposal that in its view constitutes the best overall value for the City or to not select any proposal.

The responses and accompanying documentation submitted by Consultant Firms become the property of the City of Iowa City and will not be returned.

The Consulting Firm is obligated to inform the City of Iowa City, in a timely manner, of any changes to key personnel, ownership, financial position or any other information related to this project.

The City of Iowa City reserves the right to contact owners, owner's representatives and/or consultants on any construction projects that have been carried out by the proponent, as well as the references provided in this Statement.

It is the intent of the City of Iowa City to enter into a contract or a signed proposal with the selected team. The City of Iowa City reserves the right to conduct negotiations in the areas of scope of work and the identified deliverables, with the selected team. It is not the intent of the City to negotiate lower pricing nor is it the intent of the City to allow for new or significantly altered proposals, but rather to ensure the City has the flexibility it needs to arrive at a mutually agreeable final contract.

## **SUBMITTAL CONTENTS**

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To standardize responses and simplify the comparison and evaluation of responses, all statements must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the proposal under a single cover. The submittal length shall be limited to a maximum of 30 single-sided pages, not including dividers and covers. Minimum font size shall be ten (10) point.

Cover Letter - The letter should state the firm's interest in being considered for the project and also include pertinent information about the firm and the firm's contact person.

General Firm Profile - A general description of the firm is required. Describe the general nature of services provided by the firm, the location of main and branch offices, and the number of years the firm has provided services similar to those requested by this RFP. Any sub-consultants who are proposed to be a part of the design team must be identified.

Multiple Firms - For proposals that involve multiple firms submitting as a single project team, provide a summary of the roles each firm will play and the project management approach that will be used to provide seamless delivery of the end product.

Key Personnel - Provide the names of the key personnel to be involved in the project, along with a brief summary of their areas of expertise and their intended role in the project. Years of relevant experience with firm (and previous employers) shall be included. Resumes and CVs may be included as part of the supplemental information but cannot substitute for the required summary page. Please indicate the persons possessing the licenses and certifications necessary to perform the type of work being requested.

Additionally, a one-page organizational chart for this project shall be provided, indicating the key personnel, their relationship to the overall project and their position within the firm. It is a requirement of the City of Iowa City that the key personnel identified during the consultant selection process will participate in and execute the project. Substitution of key personnel after an award of contract will require approval by the City of Iowa City as project lead professionals are considered essential.

Reference Projects - A listing of no more than five reference projects of similar size and scope shall be provided. Ideally, this list should be a blend of bridge projects, multifaceted projects and

complex traffic control or staging projects. Particular emphasis should be placed on innovative, sustainable and cost-effective solutions. Indicate which members being proposed for the project team were involved in the reference projects and what their role in the reference projects was. Provide contact information for the project owners, the nature of the firm's scope of work on the project and the date the contract started and ended. Each project listing shall be no longer than two pages in length.

Estimate of Resources - Based on the firm's understanding of the scope of work required, provide a preliminary estimate of the firm's resources that should be dedicated to the project. This can be in a form of the firm's choosing but should clearly convey a sense of the amount of effort and resources the firm believes will be required for the project. Please specify the expected number of client meetings and site visits.

Fees - Within the proposal, outline your estimated fees and schedule of work. Provide a line item for each service. This estimated fee will be considered in the selection process. A detailed scope of services and hourly not to exceed fee will be negotiated with the successful consultant.

*(Note: Items such as travel, accommodation and meal costs, for out of town consultants are to be covered by the proposed hourly-not-to-exceed fee.)*

Supplemental Information - Firms are encouraged to submit any additional or supplemental information that may be considered by the selection team when narrowing the list of firms invited to participate in formal interviews. Firms should discuss any critical assumptions, extenuating circumstances, or other factors that may be critical to understanding the submitted qualifications. There is no page limit for the supplemental information. Supplemental information will not count toward the 30-page submittal and shall be bound separate from the required submittal.

## **SUBMITTAL INSTRUCTIONS AND DEADLINE**

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The submittal should be sent or delivered to the following address:

Melissa Clow  
Special Projects Administrator  
City of Iowa City  
410 East Washington Street  
Iowa City, Iowa 52245

Three copies of the proposal submittal are due by 4:00 p.m. CDT on Thursday, October 18, 2018. The proposals must be sealed and clearly marked as: "Request for Proposal for Material Testing and Inspection Services for the Iowa City Public Works Facility – Phase 1". One copy must be an original and must be clearly marked as such. No portion of a proposal submittal may be submitted by FAX or e-mail.

## **INQUIRIES**

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All inquiries and questions shall be submitted in writing prior to 5pm on Friday, October 12, 2018. Please contact Melissa Clow by email at [melissa-clow@iowa-city.org](mailto:melissa-clow@iowa-city.org) or by phone at 319-

330-1420. Answers will be posted on the Iowa City Public Works Facility website prior to 5pm on Monday, October 15, 2018.

**DISTRIBUTION LIST**

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Terracon

Shive-Hattery, Inc.

Braun Intertec Corporation

TEAM Services