State of Iowa: Request for Proposal

Iowa Department of Administrative Services

Architectural and Engineering Consulting Services for New Vocational Education/Support Services Building and Renovation of School/Administration Building at the Iowa Juvenile Home, Toledo, Iowa

Request for Proposal Number: 0207335086

November 30, 2006

Date Proposals Due: January 11, 2007

Contract to Begin: February 22, 2007

Date of Completion: April, 2009 for Construction

Key Contact for any Questions:

ISSUING OFFICER

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The following list of documents are issued separately at the time of issuance by the Issuing Officer of this RFP, and are made part of the RFP by their reference herein, the same as if attached in their entirety to this document.

MS Excel Document with the file name RFP 0207335086_Technical_Final.xls

Section 1 Introduction

1.1 Purpose

The State of Iowa, Department of Administrative Services, General Services Enterprise, (hereafter called the Agency), seeks the services of a qualified Architectural/Engineering (A/E) firm with demonstrated competence and expertise in the design of educational, juvenile detention, and healthcare facilities to provide design and construction administration services for a New Vocational Education/Support Services Building and Renovation of Areas of the School Portion of the Existing School/Administration Building at the Iowa Juvenile Home in Toledo, Iowa. A more detailed description of the proposed project is provided in Appendix I to this RFP.

The professional services contract awarded pursuant to this RFP will be between the selected Consultant and the Iowa Department of Administrative Services, acting on behalf of, and in the interest of, the Iowa Juvenile Home.

1.2 Definitions

For the purposes of this RFP and the resulting contract, the following terms shall mean:

(i) **"Contract"** means the formal legal document(s) created in accordance with the provisions of Section 6 of the RFP and used to create an agreement for purchasing services solicited pursuant to the RFP.

(ii) **"Buyer"** means the individual state agency,(DAS)

(iii) **"Consultant"** means the provider of the services under the Base Contract.

(iv) **"Contract Agreement Form"** means the document that contains basic information about the Base Contract and incorporates by reference the Consultant's Service Proposal in response to the RFP, the applicable Contract Terms and Conditions, the final pricing documentation for services and any mutually agreed modifications, additions and deletions resulting from final contract negotiations. However, no objection or amendment by a Consultant to the RFP requirements shall be incorporated by reference into the Contract unless the Agency has accepted the Consultant's objection or amendment in writing.

(v) **"RFP"** means the Request for Proposal (and any addenda thereto) identified in the Base Contract that was issued to solicit the services that are subject to the Contract.

(vi) **"Consultant's Response"** means the Consultant's proposal submitted in response to the RFP.

(vii) **"State"** means the State of Iowa, by and through the Iowa Department of Administrative Services.

1.3 Overview of the RFP Process

Consultants will be required to submit their responses in hardcopy and electronically on CD-ROMs. Refer to Section 4 of this RFP for the media, format and number of copies required in each case for submission. It is the Agency's intention to evaluate proposals from all responsive and responsible Consultants, and award the contract in accordance with Section 5, Evaluation and Selection.

1.4 Background Information

This RFP is designed to provide Consultants with the information necessary for the preparation of competitive service proposals. The RFP process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Consultant is responsible for determining all factors necessary for submission of a comprehensive service proposal.

The following sections contain information regarding required services.

1.4.1 Required Services

Although the exact scope of and compensation for the required Architectural and Engineering Consulting Services will be negotiated between the Agency and the selected Consultant, it is anticipated that the required services will generally include, but not necessarily be limited to the following

<u>Basic Services</u>

a. Schematic Design services
b. Design Development services
c. Construction Documentation services
d. Services with regard to bidding and/or negotiation process
e. Construction Phase services

Other Services

a. Pre-design services to include review of the project budget and schedule and the project description to confirm the project can be completed within the time and for the costs stated in the RFP; review of available building construction documents and existing building and site conditions under which construction of the new addition must relate and be compatible; and assisting the Agency and IJH with analysis of project needs and programming requirements beyond those outlined herein.

b. Preparation of a life-cycle cost analysis in accordance with provisions of Chapter 470 of the Iowa Code, “Life-Cycle Cost Analysis of Public Facilities”, and submit in the form and required number of copies to the State Building Code Office and the Department of Natural Resources for their review and approval.

c. Provide complete project record documents, revising all drawings, specifications, and other contract documents to reflect changes approved in the original contract documents and all information provided by the contractor in their approved record documents showing actual final construction conditions. The record documents shall be provided in 2 sets, including 2 sets in hard copy and 2 sets electronically on CD-ROM. The 2 sets of drawings as hard copies are to be provided on mylar or vellum media. Electronic copies of drawings shall be provided in AutoCAD 2005 or more recent version. Files shall be AutoCAD native language DWG files, rather than DXF or other format requiring translation to AutoCAD from another platform’s native language. The 2 sets of the project manual and other text documents are to be provided on bond paper, in bound form. Electronic copies of text documents shall be provided in MS Word native language (.doc) form.

d. Warranty Phase services as agreed during contract negotiations.

The awarded Consultants shall provide services in general that include but are not limited to the following basic and other services:

- All work by the Consultant shall be closely coordinated with the Agency and the IJH in providing preconstruction and construction phase services and other services described in this RFP and required by the Agency.
- In cooperation with the Agency, review current conditions, programs, reference existing drawings, and provide alternatives, recommendations and estimated costs for the work.
- Visit the site as necessary to gather information and verify existing conditions and work requirements.
- Prepare and issue all agendas, attend, preside over, and prepare and distribute minutes of meetings that are held with

representatives of IJH and the Agency, and with other 3rd parties such as conferences involving regulatory agencies, etc.

- Develop the basic design and provide all drawings and technical specifications, and discuss with the Owner any issues related to appropriate options or alternatives, if any, to the basic design established.
- Meet all applicable code and regulatory requirements.
- Provide interim submittal documents for review by the Agency and IJH at mutually agreed upon intervals throughout the design and documentation phases of the project. Each submittal shall include an updated statement of probable construction cost to the level of detail appropriate and agreed to during the time of contract negotiations.
- Provide a 100% complete submittal of the contract documents, including an updated statement of probable construction costs, and meet with the Owner to review same.
- Assist the Agency with the bidding process, including but not limited to the following:
    - Provide Bidding Documents and distribute to prospective bidders in a mutually agreed upon quantity and manner.
    - Attend and lead a pre-bid meeting, answer bidder's questions, and issue addenda, if required, in cooperation with the State.
    - Assist the Owner in evaluating the bids and make a recommendation as to award of the construction contract.
- Attend and lead a pre-construction meeting, make site observation visits as negotiated, attend and preside over regularly scheduled construction meetings, prepare and distribute minutes of all meetings, and participate in a substantial completion inspection and a final completion inspection.
- Develop project record documents in both hard copy and on electronic disk. Provide two (2) sets in reproducible form of the final drawings and specifications and two (2) sets on electronic disk.
- Provide warranty phase services as agreed during contract negotiations.

Section 2 Administrative Information

2.1 Issuing Officer

The Issuing Officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful Consultant.

Randall Stapp
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General Services Enterprise, Purchasing Division
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E-mail: randall.stapp@iowa.gov

2.2 Restriction on Communication

From the issue date of this RFP until announcement of the successful Consultant, Consultants shall contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in section 2.5. Verbal questions related to the interpretation of this RFP will not be accepted. Consultants may be disqualified if they contact any state employee other than the issuing officer about the RFP except that Consultants may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

2.3 Downloading the RFP from the Internet

This RFP and all addenda will be posted online at **http://bidopportunities.iowa.gov/**. The Consultant is advised to check the web page periodically for any issued notices or addenda related to this RFP, particularly if the Consultant downloaded the RFP from the Internet as the Consultant may not automatically receive preprinted copies of addenda. If the Consultant received this RFP as the result of a specific written request of the above designated Issuing Officer for a copy of this RFP, the Consultant will automatically receive addenda.

2.4 Procurement Timetable

The following dates are set forth for informational and planning purposes; however, the Agency reserves the right to change the dates. If the Agency changes any of the deadlines for consultant submissions, the Agency will issue an addendum to the RFP.

Event	Date/Time (Central Time)
RFP Notice posted on Department of Administrative Services' (DAS') website for Targeted Small Businesses.	Monday, November 27, 2006
RFP advertised in the Des Moines Register and Cedar Rapids Gazette. RFP made available to prospective consultants by download from the DAS procurement website or issued upon request of the DAS Purchasing Division.	Thursday, November 30, 2006
Mandatory Pre-proposal Conference and Site Tour Meeting Location: Iowa Juvenile Home School/Administration Building 701 Church Street Toledo, Iowa 52342 Meeting Time: 1:00 p.m. local time Representatives are to check-in at the Reception Desk of the Administrative Offices on the first floor of the School/Administration Building	Tuesday, December 12, 2006
Questions and requests for clarifications to the RFP shall be submitted in writing by prospective consultants to the Agency's Purchasing Agent. Written questions and requests for clarification may be delivered, faxed or sent by e-mail and are due by close of business on this date.	Wednesday, December 20, 2006
The State's responses to written requests for clarifications and pertinent questions will be posted on the DAS website as an Addendum to the RFP and issued to all prospective consultants that received copies of the RFP by specific written request of the Agency's Issuing Officer.	Wednesday, January 3, 2007

Proposals are due at 3:00 PM local Iowa time. Proposals shall be delivered to: Iowa Department of Administrative Services General Services Enterprise, Purchasing Division Hoover State Office Building, Level A 1305 E. Walnut Street Des Moines, IA 50319–0105 An original, seven (7) hard copies, and two (2) CD ROMs are required. Proposals shall be available to be time-stamped by the Purchasing Division on or before 3:00 PM on the proposal due date.	Thursday, January 11, 2007
Evaluation Committee reviews written proposals and selects short list of Consultants for further consideration.	Tuesday, January 23, 2007
Firms short listed for interviews will be notified and arrangements for conducting interviews, including times and locations, will be made by the Purchasing Agent for the Agency.	Wednesday, January 24, 2007
Interviews with short listed firms will be conducted by the Evaluation Committee at the Iowa Juvenile Home in Toledo. Each interview will last no more than 1 hour and 15 minutes including 35 minutes for firm presentations, 20 minutes for questions from the Evaluation Committee and 20 minutes for questions from the Consultant and wrap-up.	Tuesday and Wednesday, January 3 and 31, 2007
Selection of a Consultant will be made by the Agency and a Notice of Intent to Award Contract, identifying the selected firm, will be transmitted by the Agency's Purchasing Agent to all firms that submitted a proposal.	Thursday, February 1, 2007
Target date for start of contract negotiations with selected firm(s).	Friday, February 9, 2007
Target date for completion of contract negotiations.	Friday, February 16, 2007

2.5 Questions, Requests for Clarification, and Suggested Changes

Consultants are invited to submit written questions and requests for clarifications regarding the RFP. Consultants may also submit suggestions for changes to the requirements of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the Agency's Issuing Officer before the date and time listed in section 2.4. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, the page and section number(s) must be referenced. Written responses to questions, requests for clarifications, or suggestions will be posted on the Agency's website on or before the date listed in section 2.4 above as an Addendum to the RFP and issued to prospective Consultants that received copies of the RFP by specific written request of the Agency's Issuing Officer. The Agency's written responses will be considered part of the RFP. If the Agency decides to adopt a suggestion, the Agency will issue an Addendum to the RFP.

The Agency assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP.

2.6 Addendum to the RFP

The Agency reserves the right to amend the RFP at any time by issuing an Addendum to the RFP. The Consultant shall acknowledge receipt of all such Addenda in its proposal. If an Addendum occurs after the closing date for receipt of service proposals, the Agency may, in its sole discretion, allow Consultants to amend their service proposals in response to the Agency's Addendum if necessary.

2.7 Service Proposal and Withdrawal of Service Proposal

The Consultant may amend its service proposal at any time before the service proposals are due. The amendment must be in writing, signed by the Consultant and received by time set for the receipt of service proposals. Electronic mail and faxed amendments will not be accepted.

Consultants who submit proposals in advance of the deadline may withdraw, modify, and resubmit proposals at any time prior to the deadline for submitting proposals. Consultants must notify the Issuing Officer in writing if they wish to withdraw their proposals.

2.8 Submission of Service Proposals

The Agency must receive the service proposal at the Issuing Officer's address identified in section 2.1 before the date and time listed in section

2.4. **This is a mandatory requirement and will not be waived by the Agency. Any service proposal received after this deadline will be rejected and returned unopened to the Consultant.** Consultants mailing service proposals must allow ample mail delivery time to ensure timely receipt of their service proposals by the Agency's Purchasing Division. It is the Consultant's responsibility to ensure that the service proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the service proposal. Electronic mail and faxed service proposals will not be accepted.

Consultants must furnish all information necessary to evaluate the service proposal. Service proposals that fail to meet the mandatory requirements of the RFP may be disqualified. Verbal information provided by the Consultant shall not be considered part of the Consultant's service proposal.

2.9 Service Proposal Opening

The Issuing Officer for the Agency will open service proposals after the deadline for submission of proposals has passed. The service proposals will remain confidential until the Evaluation Committee has reviewed all of the service proposals submitted in response to this RFP and the Agency has announced a Notice of Intent to Award a Contract to a selected Consultant. See Iowa Code Section 72.3. However, the names of Consultants who submitted timely service proposals will be publicly available after the service proposal opening. The announcement of Consultants who timely submitted service proposals does not mean that an individual proposal has been deemed technically compliant or accepted for evaluation.

2.10 Costs of Preparing the Service Proposal

The costs of preparation and delivery of the service proposal are solely the responsibility of the Consultant.

2.11 Rejection of Service Proposals

The Agency reserves the right to reject any or all service proposals, in whole and in part, received in response to this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by the Agency to award a contract. This RFP is designed to provide Consultants with the information necessary to prepare a competitive service proposal. This RFP process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection of a Consultant to provide services. It is not intended to be comprehensive and each Consultant is responsible for

determining all factors necessary for submission of a comprehensive service proposal.

2.12 Disqualification

The Agency shall reject outright and will not evaluate proposals for any one of the following reasons:

2.12.1 The Consultant fails to deliver the service proposal by the due date and time.

2.12.2 The Consultant acknowledges that a requirement of the RFP cannot be met.

2.12.3 The Consultant's service proposal materially changes a requirement of the RFP or the service proposal is not compliant with the requirements of the RFP.

2.12.4 The Consultant’s service proposal limits the rights of the Agency.

2.12.5 The Consultant fails to include information necessary to substantiate that it will be able to meet a requirement of the RFP.

2.12.6 The Consultant fails to respond to the Agency's request for information, documents, or references.

2.12.7 The Consultant fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in section 4 of this RFP.

2.12.8 The Consultant presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the requirements of this RFP.

2.12.9 The Consultant initiates unauthorized contact regarding the RFP with state employees.

2.12.10 The Consultant provides misleading or inaccurate responses.

2.12.11 There is insufficient evidence (including evidence submitted by the Consultant and evidence obtained by the Agency from other sources) to satisfy the Agency that the Consultant is properly qualified to satisfy the requirements of the RFP.

2.13 Nonmaterial Variances

The Agency reserves the right to waive or permit cure of nonmaterial variances in the service proposal if, in the judgment of the Agency, it is in the Agency’s best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness, that are merely a matter of

form or format, that do not change the relative standing or otherwise prejudice other Consultants, that do not change the meaning or scope of the RFP, or that do not reflect a material change in the requirements of the RFP. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the Consultant from full compliance with RFP requirements or other contract requirements if the Consultant is awarded the contract. The determination of materiality is in the sole discretion of the Agency.

2.14 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the service proposal, to verify information contained in the service proposal and to discuss the Consultant's qualifications and the qualifications of any sub-consultant identified in the service proposal.

2.15 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning a Consultant, such as the Consultant's capability and performance under other contracts, the qualifications of any subcontractor identified in the service proposal, the Consultant's financial stability, past or pending litigation and other publicly available information.

2.16 Verification of Service Proposal Contents

The content of a service proposal submitted by a Consultant is subject to verification. If the Agency in its sole discretion determines that the content is in any way misleading or inaccurate, the Consultant may be disqualified.

2.17 Criminal History and Background Investigation

The Agency reserves the right to conduct criminal history and/or other background investigations of the Consultant, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Consultant or sub-consultants to the Consultant for the performance of the contract. The Consultant hereby explicitly authorizes the Agency to conduct the described investigations of all such personnel and affirms that authorization has been obtained from any sub-consultants and their personnel for the Agency to conduct criminal history and/or other background investigations of such sub-consultants and their personnel.

2.18 Service Proposal Clarification Process

The Agency reserves the right to contact a Consultant after the due date and time for receipt of service proposals for the purpose of clarifying a service proposal to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Consultant has provided services to the Agency or any other state agency or political subdivision wherever located in the state, or requests for corrective pages in the Consultant's service proposal. An individual authorized to legally bind the Consultant shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the service proposal as non-compliant.

2.19 Disposition of Service Proposals

All service proposals become the property of the Agency and shall not be returned to the Consultant at the conclusion of the selection process. The contents of all service proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.20 Public Records and Requests for Confidential Treatment

The Agency may treat all information submitted by a Consultant as public information unless the Consultant properly requests that specific parts of the proposal information be treated as confidential at the time of submitting the service proposal. The Agency's release of information is governed by Iowa Code chapter 22. Consultants are encouraged to familiarize themselves with chapter 22 before submitting a proposal. The Agency will copy public records as required to comply with the public records laws.

Any request for confidential treatment of specific information must be included in the transmittal letter with the Consultant's service proposal. In addition, the Consultant must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. Pricing information cannot be considered confidential information. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the Consultant to respond to any inquiries by the Agency concerning the confidential status of the materials.

Any service proposal submitted which contains specific confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential

information appears must be conspicuously marked as containing confidential information. **Failure to properly identify specific confidential information shall relieve Agency personnel from any responsibility if confidential information is viewed by the public, a competitor, or is in any way accidentally released. Identification of the entire service proposal as confidential may be deemed non-responsive and disqualify the Consultant.**

If the Consultant designates any portion of the Proposal as confidential, the Consultant must submit one copy of the service proposal from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in section 4 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the service proposal as possible.

The Agency will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction.

In the event the Agency receives a request from a third party for information in a Consultant's proposal marked confidential, written notice shall be given to the Consultant seven calendar days prior to the release of the information to allow the Consultant to seek injunctive relief pursuant to Section 22.8 of the Iowa Code.

The Consultant's failure to request confidential treatment of material will be deemed by the Agency as a waiver of any right to confidentiality, which the Consultant may have had.

2.21 Copyrights

By submitting a service proposal, the Consultant agrees that the Agency may copy the service proposal for purposes of facilitating the evaluation of the service proposal or to respond to requests for public records. The Consultant consents to such copying by the Consultant's submission of a service proposal in response to this RFP, and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in a service proposal submitted by any Consultant.

2.22 Release of Claims

By submitting a service proposal, the Consultant agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided herein or

concerning the Agency's failure, negligent or otherwise, to provide the Consultant with pertinent information as intended by this RFP.

2.23 Presentations

Consultants deemed to be best qualified to provide required services upon evaluation of all proposals may be required to make a presentation of their the service proposal to the Evaluation Committee assembled to evaluate prospective Consultants. The presentation may occur at the offices of the Agency or the offices of the Iowa Juvenile Home, or at the offices of the Consultant. The determination as to need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Agency. Any such presentation may include slides, graphics and other media selected by the Consultant to illustrate the Consultant's service proposal.

2.24 Evaluation of Service Proposals Submitted

Service Proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section 5 of the RFP. The Agency will not necessarily award any contract resulting from this RFP to the Consultant offering the lowest cost to the Agency. Instead, the Agency will award the contract to the compliant Consultant whose service proposal the agency believes will provide the best value to the Agency.

2.25 Award Notice and Acceptance Period

Notice of Intent to Award a Contract will be e-mailed or faxed to all Consultants submitting a timely service proposal. Consultants may request a hard copy of the notice via US mail. Negotiation and execution of the contract shall be completed no later than the date listed in section 2.4. If the apparent successful Consultant fails to negotiate and deliver an executed contract by that date, the Agency, in its sole discretion, may cancel the award and award the contract to the remaining Consultant the Agency believes will provide the best value to the Agency.

2.26 Definition of Contract

The full execution of a written contract shall constitute the making of a contract for the services requested by the RFP and no Consultant shall acquire any legal or equitable rights relative to the contract for such services until the contract has been fully executed by the successful Consultant and the Agency.

2.27 Choice of Law and Forum

This RFP and the resulting contract are to be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the resulting contract. Consultants are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

2.28 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Consultants are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.29 Appeals

Appeals of the Notice of Intent to Award are governed by the DAS's appeal process under Iowa Administrative Code 11-105.20(8A) Vendor Appeals. Consultants may obtain information about the appeal process from the Agency's Issuing Officer.

Section 3 Technical Requirements of the RFP

3.1 Overview

This section contains the detailed technical and business requirements of this RFP. The Agency has determined that it is best to define its own needs, desired operating objectives, and desired operating environment. The Agency will not tailor these needs to fit a particular solution Consultants may have available; rather, Consultants shall propose to meet the Agency's needs as defined in this RFP. These requirements are divided into two groups:

- Mandatory Requirements: A successful Consultant must be able to satisfy all these requirements to be deemed a responsive and responsible Consultant.
- Scored Technical Requirements: Proposals which pass the Mandatory Requirements Review will be reviewed by the Evaluation Committee for quality and completeness. Compliance with the Scored Technical Requirements is also mandatory.

The successful Consultant shall be obligated to provide all services identified in this Section and subsection 1.4.1. The successful Consultant shall also be obligated to provide all services specified in their response to this RFP.

3.2 Mandatory Requirements

All items listed in sections 3.2.1, 3.2.2 and 3.2.3 are Mandatory Requirements. Consultant must mark either "yes" or "no" to each requirement in their response in attached excel document titled **RFP 0207335086_Technical_Final.xls**. By indicating "yes", Consultants agree that they shall comply with that requirement throughout the full term of the contract, if the Consultant is successful. In addition, for specific requirements, Consultants shall provide specific references and/or supportive materials to verify the Consultant's compliance with the Agency's requirements. Failure to provide this information may cause Consultants to be deemed non-responsive and their proposal eliminated from further consideration under this RFP. A pass/fail evaluation will be utilized for all Mandatory Requirements. To be deemed responsive and responsible and considered eligible for full evaluation of the proposal Consultants must agree to each Mandatory Requirement by marking "yes" to all questions. A "no" response may deem a Consultant non-responsive and non-responsible and thus ineligible for potential award of this contract. The Agency reserves the right to determine whether the supportive materials submitted by the Consultant demonstrate the Consultant will be

able to comply with the Mandatory Requirements. If the Agency determines the supportive materials do not demonstrate the Consultant will be able to comply with the Mandatory Requirements, the Agency may disqualify the proposal.

3.2.1 General Compliance Requirements

#	Question	Yes/No
3.2.1.1	The design and construction of State-owned buildings shall conform to all applicable building codes and regulations, and with the federal Americans with Disabilities Act, including the Americans with Disabilities Act Accessibility Guidelines (ADAAG)	
3.2.1.2	The work performed by the consultant shall comply with all applicable Federal, State and Local regulatory requirements.	

3.2.2 Consultant Qualifications Requirements

#	Question	Yes/No
3.2.2.1	Consultants, other than Sole Proprietorships and General Partnerships, shall be registered with the Office of the Iowa Secretary of State.	
3.2.2.2	At least one principal of the selected Consultant firm shall have a minimum of five years experience providing similar services for projects of a similar nature, complexity, and size as that required by this RFP.	
3.2.2.3	The selected Consultant shall have sufficient qualified staff and/or consultants to provide the services required by this RFP.	
3.2.2.4	The selected Consultant shall have the necessary resources and capabilities and the level of commitment to complete the required work in an efficient and timely manner, within the specified time period.	

3.2.3 Performance Monitoring, Review and Compensation Requirements (Accountable Government Act: Iowa Code Section 8.47_)

#	Question	Yes/No
3.2.3.1	The Agency reserves the right to conduct periodic performance audits in all areas of services required by this	

#	Question	Yes/No
	RFP (i.e. reporting requirements) throughout the term of this contract at the discretion of the Agency's Contract Administrators. Consultants shall provide all documentation necessary for the performance audit, as requested by the Agency, within 15 calendar days of request.	
3.2.3.2	The Consultant shall notify the Agency's Contract Administrators in writing of any unresolved disputes or problems that have been outstanding for more than five working days. Likewise, the Agency's Contract Administrators shall notify the Consultant in like manner.	
3.2.3.3	At the next scheduled meeting after which any party has identified in writing a problem, the party responsible for resolving the problem shall provide a report setting forth activities undertaken, or to be undertaken, to resolve the problem, together with the anticipated completion dates of such activities. Any party may recommend alternative courses of action or changes that will facilitate problem resolution. For as long as a problem remains unresolved, written reports shall identify: A. Any event not within the control of either party that accounts for the problem B. Modifications to the Contract agreed to by the parties in order to remedy or solve the identified problem; C. Damages incurred as a result of any party's failure to perform its obligations under this Contract; D. Any request or demand for services by one party that another party believes are not included within the terms of this Contract.	

3.3 Mandatory Scored Technical Requirements

All items listed below are Mandatory Scored Technical Requirements. They will be evaluated and scored by the Evaluation Committee in accordance with Section 5. All requirements must be met.

3.3.1 Project Team

Consultant shall provide an overview of the proposed multi-discipline team that includes the following:

- Provide a firm overview
- Provide brief resumes of key personnel
- The names and relevant project specific experience of the project manager and other key personnel designated for projects of this type, size, and complexity.

- For the Consultant and any outside sub-consultants, list office locations where the work will be performed, including size of staff.
- Experience of team members working together on projects of similar type, size, and complexity.
- Methods to be used in planning and coordinating the project's design and construction, including services to be provided by any proposed sub-consultants.
- Provide a brief summary of similar projects completed in the last five years including, but not limited to:

  1) Estimated project cost, initial project cost and final project cost at acceptance, including number and total amount of all contract modifications.

  2) Estimated completion date, original contract completion date and actual date of substantial completion.

3.3.2 Services to be Provided

Consultant shall provide an overview of the required services to be provided that includes the following:

- Provide a brief description of the approach and methods proposed to be used in providing the required services including planning and design, developing design concepts, scheduling and cost estimating and management and control of each, development of documents for construction, bidding for construction, administration of construction, and overall project management.

3.3.3 Implementation Plan

Consultant shall provide an implementation plan with a detailed description of the process for implementing the project. The detailed plan must at a minimum:

- Detail the timeline for implementing the project.
- Describe the methodology utilized to schedule the project.
- Describe cost savings factors to be considered.

3.3.4 Fees, Reimbursable Expenses and Hourly Rates for Applicable Personnel

Consultant shall provide proposed cost information that separately includes the following:

- Estimated Fee range for basic services described in subsection 1.4.1.
- Estimated Fee range for other services described in subsection 1.4.1.

- Estimated range of costs for reimbursable expenses described below.
- Identify the individual, their job classification, respective task to be performed, and relative involvement in the project for each of the applicable personnel that will be assigned to this project as part of the information requested in the spreadsheets.
- Provide hourly billing rates according to the above job classifications, specifying this information in spreadsheet **tabs A & B** of the separately issued excel document titled **RFP 0207335086_Technical_Final.xls**. The rates associated with all such job classifications and respective personnel shall have been accounted for in the above estimated fee ranges for basic services and other services and shall not be considered to be in addition to the fee ranges to be provided above. The separately listed hourly rates for personnel to be listed on the lower portion of the spreadsheets would be applicable to any additional services the Agency may require of the Consultant beyond the scope of basic and other services outlined in this RFP, on mutual agreement of the Consultant and the Agency at the time of amendment of the contract pursuant to this RFP for such additional services.
- Proposed rates for individual items or activities constituting reimbursable expenses which were allowed for in the above estimated range of total costs for reimbursable expenses and would be charged to this project. (Note – Cost of computer time as a reimbursable expense will not be allowed or considered as payable as a legitimate reimbursable expense item for purposes of this RFP or the Consultant's proposal response to this RFP or any contract that should be awarded pursuant to this RFP.) These proposed rates shall be entered in spreadsheet tab C of the separately issued excel document titled **RFP 0207335086_Technical_Final.xls**
- The approach and methodology used to estimate the fee ranges and estimate the range of reimbursable expenses for purposes of preparing a response to this RFP, and that would be used to develop a final fee proposal and reimbursable expense proposal at the time of negotiating a contract to provide the required services pursuant to this RFP.

3.3.5 Fulfillment of all FRP Requirements

Proposal content shall include sufficient information to fully address all information requested by the Agency in this RFP. Information provided shall be complete and in the form requested.

Section 4 Format and Content of Service Proposals

4.1 Instructions

These instructions prescribe the format and content of the service proposal. They are designed to facilitate a uniform review process. Failure to adhere to the proposal format may result in the disqualification of the service proposal. A checklist of submission documents required is provided in Appendix A, Submission Checklist, for reference.

4.1.1 The service proposal shall be computer-generated or typewritten on 8.5" x 11" paper (one side only). Electronic documents must be on CD-ROMs in MSWord or PDF format. Copy the Technical Proposal and all associated documents onto two (2) CD-ROMs and write on each CD-ROM "[Consultant Name] Technical Proposal for RFP No. 0207335086."

4.1.2 The service proposals shall be sealed in an envelope, properly labeled. At the Consultant's option, a single envelope containing all copies of the proposal may be provided, or separate envelopes may be used for each proposal. In either case, each envelope containing a service proposal(s) shall be labeled on the outside as shown below. Additionally, each proposal shall be numbered on the outer cover in the following manner: "Official Proposal", "Copy 1 of 7", "Copy 2 of 7", etc., before sealing in the envelope(s) If the Consultant chooses to enclose each proposal in a separate envelope, the envelope shall also identify the copy number for the corresponding proposal it includes. The envelope(s) shall be labeled with the following information:

Architectural and Engineering Consulting Services for new Vocational Education/Support Services Building and Renovation of School/Administration Building at the Iowa Juvenile Home, Toledo, Iowa

***Request for Proposal Number*: 0207335086**

Randall Stapp
Iowa Department of Administrative Services
General Services Enterprise, Purchasing Division
Hoover State Office Building, Level A
1305 E. Walnut Street
Des Moines, Iowa 50319-0105

Consultant's Name and Address
Consultant's Contact Person and Telephone Number

The Agency shall not be responsible for misdirected packages or premature opening of service proposals if a service proposal

is not properly labeled. Please use the template in Appendix H as a guide for labeling your envelope(s).

4.1.3 In addition to the electronic copies on CD-ROMs, hard copies, in the form of one (1) original “Official Proposal” and 7 copies of the service proposal shall be placed in a sealed envelope(s) and timely submitted to the Issuing Officer. Clearly identify and label the outer cover of each service proposal, e.g., "Official Proposal," "Copy 1 of 7", “Copy 2 of 7", etc., respectively. Faxed proposals, e-mailed proposals, or proposals provided on forms printed from the Internet shall not be considered. Prospective consultants shall be responsible for timely delivery.

4.1.4 If the Consultant designates any information in its proposal as confidential pursuant to Section 2.20 the Consultant must also submit one (1) copy of the service proposal from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the service proposal as possible. The copy with the excised confidential information shall be in addition to the required quantity of service proposal copies specified above and shall be uniquely labeled as the copy provided for confidentiality purposes.

4.1.5 Copy the Technical Proposal and all associated documents onto two (2) CD-ROMs and write on each CD-ROM “(your company name) Technical Proposal for RFP No. 0207335086.” Include this with the Technical Proposal Package.

4.1.6 Service proposals shall not contain promotional or display materials.

4.1.7 Attachments shall be referenced in the service proposal.

4.1.8 Economy of presentation – proposals shall address the specific RFP requirements. All questions posed in the RFP shall be answered clearly and concisely.

4.1.9 The “Official Proposal” package shall be received by the Purchasing Division of the Department of Administrative Services, General Services Enterprise on or before 3:00 PM Central Time on the Proposal due date. Normal business hours for the Department of Administrative Services are 7:30 AM to 4:30 PM, Monday through Friday, State holidays excepted. Prospective Consultants shall take notice of the due date listed in Section 2.4—PROCUREMENT TIMETABLE, to ensure their Proposal is received on or before 03:00 PM on the due date.

4.2 Technical Proposal

The following documents and responses shall be included in the service proposal in the order given below:

4.2.1 Transmittal Letter/Statement of Interest

The transmittal letter/statement of interest shall contain the following:

- Provide a positive statement of interest and of understanding and compliance with respect to Section 1 – Introduction, Section 2 – Administrative Information, and Section 6 – Contractual Terms and Conditions.
- Identify a person, including mailing address, telephone number, fax number, and e-mail address to whom all further correspondence and/or questions should be addressed.
- Any request for confidential treatment of information shall be included in the transmittal letter in addition to the specific statutory basis supporting the request and an explanation why disclosure of the information is not in the best interest of the public. The transmittal letter shall also contain the name, address and telephone number of the individual authorized to respond to the Agency about the confidential nature of the information.
- State a commitment to promptly starting the work when requested if a contract is awarded to your firm.
- The letter shall be signed by an individual with the authority to bind the Consultant to providing the services as proposed.

4.2.2 Table of contents

The Consultant shall include a table of contents of its service proposal.

4.2.3 Executive Summary

The Consultant shall prepare an executive summary and overview of the services it is offering.

4.2.4 Service Requirements

The Consultant shall address each requirement in Section 3 of the RFP and explain how it will comply with each requirement. Proposals must be fully responsive to each requirement. Merely repeating the requirements may be considered non-responsive and may disqualify the Consultant. Proposals must identify any deviations from the requirements of this RFP or requirements the Consultant cannot satisfy. Any deviations from the

requirements of the RFP or any requirement of the RFP that the Consultant cannot satisfy may disqualify the Consultant.

4.2.5 Background Information

The Consultant shall provide the following general background information:

1. Name, address, telephone number, fax number and e-mail address of the Consultant including all d/b/a's or assumed names or other operating names.
2. Form of business entity, i.e., corporation, partnership, proprietorship, limited liability company.
3. State of incorporation, state of formation, or state of organization.
4. Identification and specification the location(s) and telephone numbers of the major offices and other facilities that relate to the Consultant's performance under the terms of this RFP.
5. Local office address and phone number.
6. Number of employees.
7. Type of business.
8. Name, address and telephone number of the Consultant's representative to contact regarding all contractual and technical matters concerning this proposal.
9. Name, address and telephone number of the Consultant's representative to contact regarding scheduling and other arrangements.
10. Name and qualifications of any sub-consultants who will be involved with this project.

4.2.6 Terminations, Litigation, Debarment

The Consultant must provide the following information:

1. During the last five (5) years, has the Consultant had a contract for services terminated for any reason? If so, provide full details related to the termination.
2. During the last five (5) years, describe any damages or penalties or anything of value traded or given up by Consultant under any of its existing or past contracts as it relates to services performed that are similar to the services contemplated by this RFP. If so, indicate the reason for the penalty or exchange of items of value, or services, and the estimated amount of the cost of that incident to the Consultant.

3. During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Consultant to engage in any business, practice or activity.
4. During the last five (5) years, list and summarize all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Consultant or its officers have been a party. The Consultant must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the service proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a service proposal, and with respect to the successful Consultant after the execution of a contract, must be disclosed in a timely manner in a written statement to the Agency.
5. During the last five (5) years, have any irregularities been discovered in any of the accounts maintained by the Consultant on behalf of others? If so, describe the circumstances of irregularities or variances and disposition of resolving the irregularities or variances.

4.2.7 Proposal Certification

The Consultant shall sign and submit with the service proposal the document included as Appendix B (Proposal Certification Letter) in which the Consultant shall certify that the contents of the services proposal are true and accurate.

4.2.8 Acceptance of Terms and Conditions

The Consultant shall specifically agree that the services proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the Consultant objects to any term or condition, the Consultant must specifically refer to the RFP page, and section. Objections or responses that materially alter the RFP shall be deemed non-responsive and disqualify the Consultant.

4.2.9 Certification of Independence and No Conflict of Interest

The Consultant shall sign and submit with the services proposal the document included as Appendix C (Certification of Independence Letter) in which the Consultant shall certify that it developed the services proposal independently. The Consultant shall also certify that no relationship exists or will exist during the contract period between the Consultant and the

Agency that interferes with fair competition or is a conflict of interest. The Agency reserves the right to reject a services proposal or cancel the award if, in its sole discretion, any relationship exists that could interfere with fair competition or conflict with the interests of the Agency.

4.2.10 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

The Consultant shall sign and submit with the services proposal the document included as Appendix D (Certification Regarding Debarment letter) in which the Consultant shall certify that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, department or agency.

4.2.11 Authorization to Release Information

The Consultant shall sign and submit with the services proposal the document included as Appendix E (Authorization to Release Information Letter) in which the Consultant authorizes the release of information to the Agency.

4.2.12 Firm Services Proposal Terms

The Consultant shall guarantee in writing the availability of the services offered and that all services proposal terms, including price, will remain firm a minimum of 90 days following the deadline for submitting proposals.

4.2.13 Services proposal Security

There is no security bond required by this RFP.

4.2.14 Certification Regarding Sales and Use Tax

The Consultant shall sign and submit with the services proposal the document included as Appendix F (Tax Certification Letter) regarding collection of sales and use tax.

Section 5 Evaluation and Selection

5.1 Introduction

This section describes the evaluation process that will be used to determine which Consultant's services proposal will provide the greatest benefit to the Agency. The Agency will award any contract resulting from this RFP to the Consultant receiving the highest evaluation by the Evaluation Committee and deemed to be best qualified to provide the required services. The Agency will award the contract to the compliant Consultant whose services proposal the agency believes will provide the best value to the Agency.

5.2 Evaluation Committee

The Agency intends to conduct a comprehensive, fair, and impartial evaluation of services proposals received in response to this RFP. The Agency will use an evaluation committee to review and evaluate the services proposals.

The evaluation committee may be made up of representatives from DAS, IJH, and other State agencies and non-State entities. The evaluation committee's size and individual membership will be determined at the sole discretion of the Agency.

5.3 Overview of Evaluation

The evaluation process will involve the following steps:

- Proposal packages will be opened by the DAS GSE Purchasing Agent (the RFP' Issuing Officer) and the names of all Consultants who submitted Proposals will be read aloud and released to all submitting Consultant firms via e-mail or fax.
- The DAS GSE Purchasing Agent will review the proposals for compliance with the Proposal format instructions. This step will consist of verification of each Proposal's full compliance with Section 4 – Format and Content of Services Proposals.
- The DAS GSE Purchasing Agent will retain non-compliant Proposals.
- Copies of proposals determined by the DAS GSE Purchasing Agent to be compliant with Section 4 will be forwarded to the Chairperson for the Evaluation Committee for distribution to the Committee members and evaluation.
- The Evaluation Committee will first determine if proposals comply with the Mandatory Requirements and Scored Technical Requirements

described in Section 3 (i.e., to determine if they are responsive and responsible). The Evaluation Committee will evaluate and score all services proposals meeting all Mandatory Requirements in accordance with this Section. To be deemed responsive and responsible Consultants must answer "Yes" to all parts of Section 3.2 – Mandatory Requirements.

- All answers provided to the questions asked in this RFP are subject to verification. Misleading and/or inaccurate answers shall be grounds for disqualification at any stage in the procurement process.
- The Agency reserves the right to make a written request for additional information from a prospective Consultant to assist in understanding or clarifying a Proposal. Any information received shall not be considered in the evaluation of the prospective Consultant's Proposal if it materially alters the content of the Proposal.

5.4 Iowa Preference

In accordance with the provisions of Iowa Code § 73A.21, a preference will be given to Iowa "resident bidders".

5.5 Proposal Evaluation Criteria

Evaluation of proposals will be based on the following criteria, with associated weighted values.

Criteria for Proposal Evaluation	Weight
3.3.1 Project Team – qualifications and experience of key personnel based on similar projects	25%
3.3.2 Services to be Provided –approach and methodology in providing required services	25%
3.3.3 Implementation Plan – timeline scheduling, cost savings factors	20%
3.3.4 Fulfillment of all RFP Requirements – proposal response fully addresses all requested information	10%
3.3.4 Fees, Reimbursable Expenses, and Hourly Rates for Applicable Personnel – estimated fee range for basic services, other services, and estimated total cost of reimbursable expenses, each individually accounted for. Methods used in developing appropriate fees and expenses.	20%

The Evaluation Committee will short list prospective Consultants whose proposal evaluation scores are in the competitive range, which will be determined by arranging the proposals from highest to lowest score and then looking for breaks in the scores such that natural groupings of similar scores may be identified. The Evaluation Committee will determine the competitive range in its sole discretion.

5.6 Interview Evaluation Criteria

The Evaluation Committee will interview short listed prospective Consultants as specified in Section 2.4 – Procurement Timetable. Evaluation of interviews will be based on the following criteria, with associated weighted values.

Criteria for Interview Evaluation	Weight
Design approach and proposed methods.	25%
Ability to meet cost and schedule requirements.	25%
Project design team and key personnel assigned to the project.	20%
Similar project experience, including with the State of Iowa and the Department of Administrative Services and the Iowa Juvenile Home	20%
Overall firm responsiveness.	5%
Communication, coordination, and management abilities.	5%

5.7 Selection

The Evaluation Committee will select the Consultant deemed to be most qualified to provide the services required by the Agency. The firm selected for award will be notified as specified in Section 2.4 – Procurement Timetable.

5.8 Notice of Intent to Award

At the completion of the evaluation process itemized above, the Agency's RFP Issuing Officer will issue to all Consultants who responded to the RFP a "Notice of Intent to Award a Contract" to the selected Consultant.

5.9 Award

After final selection, representatives of DAS and IJH will meet with the Consultant for the purpose of negotiating an Agreement that is acceptable to DAS and to the Consultant in terms of services to be rendered and deliverables to be provided, for consideration in amount mutually agreed to cover all services and expenses, and all other terms under which the Agreement is to be executed. In the event that the parties do not achieve an acceptable agreement, DAS reserves the right, at its sole discretion, to negotiate with other RFP respondents.

Should the above process not result in a contract, DAS will re-evaluate relevant issues and take appropriate follow-up action.

Section 6 Contractual Terms and Conditions

6.1 Contract Terms and Conditions

6.1.1 Elements of Contract

The contract that the Agency expects to award as a result of this RFP will be based upon the services proposal submitted by the successful Consultant and information provided in the RFP. The contract between the Agency and the successful Consultant shall be a combination of the requirements, terms and conditions identified in the RFP, the contract terms and conditions contained in the form of agreement to be used by the Agency for contracting with a Consultant for these services (AIA B151-1997, Owner-Architect Agreement, as modified by the Agency, in which a copy will be made available to the Consultant on request of the Agency), the offer of the Consultant contained in the proposal, written clarifications or changes made in accordance with the provisions of the RFP, and any other terms deemed necessary by the Agency, except that no objection or amendment by a Consultant to the RFP requirements shall be incorporated by reference into the Contract unless the Agency has explicitly accepted the Consultant's objection or amendment in writing.

The contract terms and conditions of a contract issued pursuant to this RFP shall be as referenced above. The contract terms and conditions may be supplemented at the time of contract execution, upon mutual agreement of the Consultant and the Agency, and are made available to enable Consultants to better estimate their costs associated with services required by the RFP and the potential resulting contract. Consultants should plan on the above referenced AIA form of Agreement, including the modifications incorporated by the Agency affecting the standard form's contract terms and conditions, to be included in any contract awarded as a result of this RFP. All costs associated with complying with these requirements should be included in any pricing quoted by the Consultant.

By submitting a proposal, each Consultant acknowledges its acceptance of the RFP requirements and the contract terms and conditions without change except as otherwise expressly stated in its proposal. If a Consultant takes exception to a provision, it must state the reason for the exception and set forth in its proposal the specific contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the RFP may be deemed non-responsive by the Agency, in its sole discretion, resulting in possible disqualification of the proposal.

The proposed form of Contract between the Consultant and the Agency will be AIA Document B151—1997, Abbreviated Standard Form of Agreement Between Owner and Architect, modified to meet the requirements of the State of Iowa and the Agency.

6.2 Contract Length

The term of the contract is anticipated to be no more than 3 years and 3 months from the time of commencement of services, including completion of warranty phase services.

If the Agency should agree, or otherwise require, that the contract be extended beyond this term, the Consultant may request hourly rate increases to job classifications to reflect adjustments in the Consultant's billing rates since the time the Agreement was executed for services that are to be provided beyond the anticipated original term of the Agreement.

Appendix A: Submission Checklist

Documents to be submitted

- Each proposal must be submitted in accordance with section 4 of the RFP

Technical Proposal

- This must cover all the areas in Section 4.2 of the RFP and include all the forms requested in Appendices B to F.
- All the areas in Sections 3.2 and 3.3 must be explicitly addressed.
    - Each mandatory requirement in Section 3.2 must be addressed individually with a yes or no response using the separately issued excel document titled **RFP 0207335086_Technical_Final.xls**. Any additional information requested must also be outlined.
- Each mandatory scored technical requirement in Section 3.3 must be addressed in appropriate detail.
- Section 3.3.4 – Fees, Reimbursable Expenses, and Hourly Rates for Applicable Personnel
    - Consultant shall provide proposed cost information for providing required services using the separately issued excel document titled **RFP 0207335086_Technical_Final.xls**, which shall separately identify:
        - Estimated fee range for providing the basic services described in section 1.4.1
        - Estimate fee range for providing the other services described in section 1.4.1
        - Estimated range of costs for reimbursable expenses that would be incurred in the performance of providing the above basic and other services as described in section 1.4.1. Reimbursable expenses shall be entered using the separately issued excel document titled **RFP 0207335086_Technical_Final.xls**.
        - For each appropriate job classification and personnel that would be assigned to provide services on this project in connection with the services referenced above, specify the staff member, member's title and hourly billing rate, respective task to be performed, and percentage of total time the individual would be devoting to the referenced services in **tabs A & B** of the separately issued excel document titled **RFP 0207335086_Technical_Final.xls**.

Appendix B: Proposal Certification Letter

[Date]

To:
Randall Stapp
Iowa Department of Administrative Services
General Services Enterprise, Purchasing Division
Hoover State Office Building, Level A
1305 E. Walnut Street
Des Moines, IA 50319-0105

Re: Request for Proposal Number **0207335086**

PROPOSAL CERTIFICATION

Dear Randall Stapp:

I certify that the contents of the proposal submitted on behalf of **[Name of Consultant]** in response to DAS Request for Proposal Number 0207335086 for Architectural and Engineering Consulting Services are true and accurate. I also certify that **[Name of Consultant]** has not made any knowingly false statements in its proposal.

Sincerely,

_____

[Name and Title]

Appendix C: Certification of Independence Letter

[Date]

To:
Randall Stapp
Iowa Department of Administrative Services
General Services Enterprise, Purchasing Division
Hoover State Office Building, Level A
1305 E. Walnut Street
Des Moines, IA 50319-0105

Re: Request for Proposal Number 0207335086

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

Dear Randall Stapp:

By submitting a proposal in response to the DAS Request for Proposal Number 0207335086 for Architectural and Engineering Consulting Services (RFP), the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other Consultant or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other Consultant.
4. No attempt has been made or will be made by **[Name of Consultant]** to induce any other Consultant to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between **[Name of Consultant]** and the Agency that interferes with fair competition or as a conflict of interest.

Sincerely,

_____

[Name and Title]

Appendix D: Certification Regarding Debarment Letter

[Date]

To:
Randall Stapp
Iowa Department of Administrative Services
General Services Enterprise, Purchasing Division
Hoover State Office Building, Level A
1305 E. Walnut Street
Des Moines, IA 50319-0105

Re: Request for Proposal Number 0207335086

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND ELIGIBILITY, AND VOLUNTARY EXCLUSION

Dear Randall Stapp:

By submitting a proposal in response to DAS Request for Proposal Number 0207335086 for Architectural and Engineering Consulting Services (RFP), the undersigned certifies the following:

1. I certify that, to the best of my knowledge, **[Name of Consultant]** and all of its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or agency; (b) have not within a three year period preceding this proposal been convicted of, or had a civil judgment rendered against them form commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or other criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this proposal had one or more public transactions (federal, state, or local) terminated for cause.
2. This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that the undersigned knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

Sincerely,

_____

[Name and Title]

Appendix E: Authorization to Release Information Letter

[Date]

To:
Randall Stapp
Iowa Department of Administrative Services
General Services Enterprise, Purchasing Division
Hoover State Office Building, Level A
1305 E. Walnut Street
Des Moines, IA 50319-0105

Re: Request for Proposal Number: 0207335086

AUTHORIZATION TO RELEASE INFORMATION

Dear Randall Stapp:

[Name of Consultant] hereby authorizes the DAS ("Agency") to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Consultant in response to Request for Proposal Number 0207335086.

The Consultant acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Consultant acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the Agency or may otherwise hurt its reputation or operations. The Consultant is willing to take that risk.

The Consultant hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency in the evaluation and selection of a successful Consultant in response to Request for Proposal Number 0107335086

The Consultant authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or

indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to Request for Proposal Number 0207335086.

The Consultant further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful Consultant in response to Request for Proposal Number 0207335086.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

_____

[Printed Name of Consultant Organization]

_____ _____

[Name and Title of Authorized Representative] **[Date]**

Appendix F: Tax Certification Letter

[Date]

To:
Randall Stapp
Iowa Department of Administrative Services, Purchasing
Hoover State Office Building, Level A
1305 E. Walnut Street
Des Moines, IA 50319-0105

Re: Request for Proposal Number 0207335086

CERTIFICATION REGARDING REGISTRATION, COLLECTION, AND REMISSISION OF STATE SALES AND USE TAX

Dear Randall Stapp:

Pursuant to 2005 Iowa Acts SF 413 – which creates new Iowa Code subsections 423.2(9A) & 423.5(8) – a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under Iowa Code chapter 423 on all sales of tangible personal property and enumerated services. The Act also requires Consultants to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a proposal in response to DAS Request for Proposal Number 0207335086 for Architectural and Engineering Consulting Services (RFP), the undersigned certifies the following: (check the applicable box)

☐ **[Name of Consultant]** is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by Iowa Code chapter 432; or

☐ **[Name of Consultant]** is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in Iowa Code subsections 423.1(42) & (43).

[Name of Consultant] also acknowledges that the DAS may declare the **[Name of Consultant]**'s proposal or resulting contract void if the above certification is false. The **[Name of Consultant]** also understands that fraudulent certification may result in the IVH & DAS or its representative filing for damages for breach of contract.

Sincerely,

_____

[Name and Title]

Appendix H: Template Envelope cover sheet for Response

[Vendor Contact Details]

SEALED PROPOSAL

PROPOSAL NO: 0207335086

PROPOSAL DESCRIPTION: Architectural and Engineering Consulting Services for New Vocational Education/Support Services Building and Renovation of School/Administration Building at the Iowa Juvenile Home

PROPOSAL DUE DATE AND Time :

Purchasing Agent: Randall Stapp

Iowa Department of Administrative Services

General Services Enterprise, Purchasing Division

Hoover State Office Building, Level A

1305 E. Walnut Street

Des Moines, IA 50319–0105

Appendix I :
Project Description

RFP No. 0207335086
New Vocational Education/Support Services Building and Renovation of School/Administration Building
Iowa Juvenile Home, Toledo, Iowa

I

1 Background

The Iowa Juvenile Home was founded in September, 1920, for the care of neglected and dependent children. Today, the institution is a structured facility serving adjudicated juvenile males and females between the ages of 12 and 18, who have been committed to the Department of Human Services as Children in Need of Assistance or Delinquent (females) and determined by the juvenile justice system to require specialized structured program care and treatment due to numerous out of home placements, disruptive behavior, and extensive involvement in the system. The institution provides therapeutic, academic, and vocational services as well as offers medical, diagnostic, treatment and limited employment for its resident capacity of as many as 90 clients. The facility has established individualized programming through its Interdisciplinary Care Plan. The intent of the Iowa Juvenile Home is to help the youth it serves become useful and contributing members of society, with the desire of continually improving its programs to help ensure this goal is achieved. The Iowa Juvenile Home operates to serve the residents of Iowa with authority and responsibility as set forth in Chapter 237 of the Code of Iowa and Chapters 114 and 115 of Iowa Administrative Code 441.

2. General

Existing Buildings Affected by this Proposed Project

a. The present School/Administration Building on the Iowa Juvenile Home campus was constructed in 1949 and is approximately 42,200 square feet in size of which the portion consisting of the Herbert Hoover High School occupies approximately 39,550 square feet. The majority of the building is comprised of 3 levels and its construction consists of masonry exterior with concrete frame and concrete floors and steel frame roof construction. The 3 levels include a lower level (ground floor), main level (1st floor), and upper

level (2nd floor). All but the administration portion of the building is 3 levels, though the gymnasium and stage areas that are situated on the main floor of the school portion rise to the height of the upper roof level. The administration area is on the main level of the 2 story part of the building, located over a lower level portion of the school building. No improvements are planned for this administration area as part of renovation of the school portion of the building. Presently, the School/Administration Building does not include an elevator, though installation of an elevator is proposed as part of this project to renovate the building as described later in this Project Description. Because of the grade conditions around the building, the south side of the building has grade level access to the lower level of the building while the north side has access to the main level of the school building and the administrative offices though there is still some grade difference at the offices. The school building houses academic and vocational classrooms, a library, offices, gym with an elevated stage at one side, and related support spaces. The multiple vocational education programs offered by the IJH are presently housed in the lower level of the school building. The approximately 1,100 square feet Library on the upper level was renovated through a Carver Trust Grant in 2005 and will not be part of this proposed renovation. Commitment was recently received for a similar grant for the renovation of the Science Room and Reading Classroom totaling approximately 1,300 square feet. It is anticipated that the extent of renovation and improvement work that will take place in the various parts of the school building will vary significantly, with certain areas undergoing extensive renovation and other areas receiving little or no work, as outlined later in this Project Description. Recent improvements to the School/ Administration Building include replacement of windows and doors, and the installation of geothermal heat pumps for heating and cooling this building and the other buildings on campus (improvements are underway at the time of this RFP). The masonry exterior of the School/Administration Building was in need of extensive repair in recent years and was tuck pointed and restored in a 1999-2000 project. A more recent project provided an accessible route from the parking area south of the school building to the lower level of the building. The building has been recently rewired, and in 2001-2002 a new water service to the building and automatic sprinkler system was installed on the main level of the School/Administration Building. Other levels of the building, including the Gymnasium and Stage area, remain un-sprinklered, though a new automatic detection system was installed in the upper Gymnasium area as part of the 2001-2002 automatic sprinkler system project. The building was equipped with a fire alarm and automatic detection system in the years since it was constructed

b. The present Infirmary Building was built in 1928 and is approximately 8,468 square feet on three levels with its construction being masonry. The building houses the Security Department, Nursing Department, and clinical offices. No recent upgrades have been completed on this building. The present Infirmary building is inadequate in its functional and spatial offerings as well as its building systems and it does not provide for the programming needs of the institution. It would be prohibitively expensive to bring this building up to standards that would meet the needs of the population served and comply with applicable codes and regulations. It is imperative that IJH provide updated and safe surroundings to enhance the learning/treatment process, provide a more secure environment, and be much more cost effective, and meet all applicable codes and regulations. As such, it is intended that as part of this project the Infirmary Building will be demolished and the departments, staff and functions that would be displaced or otherwise affected by the demolition will relocate to space in the proposed new Vocational Education/Support Services Building before the Infirmary Building is razed.

c. The present Wilson Cottage building was built in 1930 and has 8,220 square feet on three levels. Its construction is masonry. This cottage has been used for storage purposes only for many years. It would be prohibitively expensive to renovate this building to meet all applicable codes and regulations. As such, it is proposed that this building be demolished.

3. Demolition of the Existing 1928 Infirmary and 1930 Wilson Cottage

a. Architectural and Engineering services required by this RFP will include services related to the demolition of the existing Infirmary Building and Wilson Cottage on the IJH campus. Because the vacation and relocating of the departments, staff, and functions currently housed in the Infirmary Building will not be possible until construction of the new Vocational Education/Support Services Building is complete, demolition of the Infirmary Building will have to be scheduled for the end of the overall project.

4. Project Funding and Budget

a. Funding is being provided for this project through capitals appropriations totaling $8,130,000.00 Funding in the amount of $5,030,000.00 was made available for fiscal year 2007, beginning

July 1, 2006. An additional $3,100,000.00 has been appropriated for fiscal year 2007, beginning July 1, 2007.

b. The estimated cost and Total Project Budget for the New Vocational Education/Support Services Building and Renovation of the School Portion of the School/Administration Building project s $8,130,000, which includes all new construction and renovation, as well as the cost of demolition of the aforementioned two buildings and all site work, design fees, furniture, fixtures, and equipment, together with any other related work deemed necessary to complete the project.

c. Costs included, but not necessarily limited to the following:

1) Environmental Consultant costs in conjunction with asbestos survey and inspection services, including sampling, testing and preparation of abatement bid documents for the existing Herbert Hoover High School, Infirmary, and Wilson Cottage prior to the demolition of the Infirmary and Cottage and renovations to the existing School Building.
2) Asbestos abatement work for existing buildings to be demolished or renovated, and Environmental Consultant services to provide oversight and monitoring in conjunction therewith.
3) Demolition of the existing Infirmary and Wilson Cottage and Architectural/Engineering services in conjunction therewith.
4) Construction of the new Vocational Education/Support Services Building and Architectural/Engineering services in conjunction therewith.
5) Renovation of the existing Herbert Hoover High School building and Architectural/Engineering services in conjunction therewith.
6) Required surveying and geotechnical work and consultant services in conjunction therewith. (Attributable to the Vocational Education/Support Services Building Project).
7) Required material testing services and testing and balancing services in connection with the new Vocational Education/Support Services Building and its connection to the existing School Building, and with the renovation of the School Building.
8) Required building furnishings, fixtures, and equipment.
9) Parking lot expansion/improvement costs.
10) Other site improvement costs, including re-routing of site utilities and structures as necessary and landscape costs.

5. Project Information and Description of Spaces and Features

Following is a list and/or description of project spaces and associated design elements or features envisioned for this Project. This program information is preliminary in nature, and in some cases is based on certain assumptions. No assurance is given to the completeness or accuracy of the information, and it remains subject to future confirmation or revision.

NEW VOCATIONAL EDUCATION/SUPPORT SERVICES BUILDING

It is anticipated this building will be a two-story building of approximately 10,000 square feet on each level, with Vocational Education areas located on the upper level and IJH Support Services on the lower level. It is intended that the upper level be constructed to provide for direct access to the existing School Building (main level); either with the new building constructed as an addition to the School Building or through inclusion of an accessible connecting link at grade level between the two buildings, to allow movement between the buildings without need to leave the interior environment. The inclusion of a connecting link would be in addition to the stated floor area of the new building. Whether the connection could include the lower levels of the buildings will need to be determined. The feasibility of connecting both levels may largely depend on what would be the relative elevations of the lower floors of the buildings, as well as the implications, including cost, of an existing utility tunnel that extends through the area where the new building (if constructed to adjoin the existing building, or otherwise to be within approximately 30 feet of the existing building), or alternatively, where a connecting link should be proposed with respect to the tunnel and the utilities it contains. It is a desire of IJH, if not a requirement for accessibility purposes, that the 2 levels of the new building be accessible by elevator, whether the elevator is located in the new building or the existing building. Recognizing that an elevator is being proposed for installation in the existing School/Administration Building (none currently exists) as part of the New Vocational Education/Support Services Building and Renovation of School/Administration Building project, and the fact it would serve all levels of the School/Administration Building, including its lower level, consideration should be given to whether an elevator need be included in the planning for the New Vocational Education/Support Services Building; particularly in the case where a connection is determined feasible between the new and existing buildings at their lower levels, in addition to the main levels. It is expected that these issues will be investigated and studied as part of services provided under this RFP before final determination is made of whether an elevator should be included in the new Vocational Education/Support Services Building. It is desired that 20 classrooms be provided in total for academic and vocational use, when considering the additional classroom space that can be captured in the existing School Building for academic use through the planned renovation and the

relocation of vocational education functions to the new building, in combination with the additional classroom space that the new building will have to offer.

UPPER LEVEL – NEW BUILDING

Vocational Program Space – Landscaping/Building Maintenance

1. Large storage area for tools and supplies
2. Work tables
3. Observation windows between classrooms and corridors
4. Telephone and computer outlets
5. Possibility of operable exterior windows

Vocational Program Space – Home Economics

1. Approximately 850 square feet
2. Adequate base and wall cabinetry
3. Refrigerator(s) and stove(s). Quantity to be determined
4. Microwave oven
5. Adequate countertop area for food preparation and placement/storage of small appliances
6. Storage cabinet for food
7. Built-in exhaust system
8. Classroom area
9. Telephone and computer outlets

Vocational Program Space – Retail Merchandising

1. Two cash register stations – provided by HyVee for training purposes
2. Storage area for supplies and uniforms
3. Classroom area
4. Telephone and computer outlets

Vocational Program Space – Child Development

Art Room

1. Elective course classroom

Computer Lab/ICN Room – Multi-Use Classroom

1. Elective course classroom - Keyboarding

LOWER LEVEL – NEW BUILDING – HEALTH SERVICES & SECURITY OPERATIONS

Health Services Department

Dental Office

1. Treatment area with spit dental chair, spit sink, suction, dental light, and dental equipment panel near dentist work chair
2. X-ray with outside activation for technician
3. Locking storage cabinets with counter space for autoclave
4. Telephone and intercom

Restrooms

1. Staff restroom – unisex
2. Student restrooms – 1 for male and 1 for female – (make unisex)

Waiting Area

1. Small seating area – 4 youth
2. Wall-mount TV
3. Display rack for educational material

Staff Office Area

1. Psychiatrist
2. 2 Psychologists
3. Nurse Practitioner
4. Testing area – small conference table near Psychologists' offices
5. Offices to contain desk, staff chair, youth chair, file 2 file cabinets, bookcase

Sick Bay

1. Two rooms (monitored)
2. Bed and eating area

Exam Room

1. Sink area for clean and dirty
2. Exam table, lighting

3. Charting desk with chair
4. Locked storage cabinets
5. Refrigerator for med storage
6. Locking storage area for unit dose and work station

Lab Area

1. Sink area for clean and dirty
2. Locking storage space, countertop for microscope and autoclave, counter stools
3. Centrifuge work station and printer

Nurses Station

1. Accommodations for 2 nurses at a time (4 total on staff)
2. Phones, computers, sick bay monitor
3. Rolling file cabinets

Staff Lockers

1. Lockers to store uniforms, other items.
2. Changing area – possibly near the medical staff restroom?

X-ray Room

1. Lead-lined room with x-ray machine and equipment.

   Note – Facility is not licensed to take x-rays currently. Would want to discuss and consider this possibility.

Barber Room

1. Wall sink, mirror, barber chair, 1 waiting chair, phone, intercom

Custodial Area

1. Storage area for supplies, vacuum, mop, bucket, wall-mount sink, floor drain

Security Operations Department

Pod # 1 - Level I Programming

This area would be used to maintain youth either for very short-term seclusion, 1-2 hours, or for programming of a step prior to entering an assigned cottage.

1. Eight 8’ x 11’ sleeping rooms, concrete block construction
2. Open area within the pod providing access to the sleeping rooms approximately 18’ wide.
3. Utility space 2’x 11’
4. Storage area 18’ x 7’
5. Shower areas 7’ x 7’ and 7’x 11’
6. Elevated concrete beds
7. Stainless steel toilet/sink w/drinking fountain
8. Unbreakable mirror
9. Two-way intercom
10. Nightlight
11. Tamperproof light switch, with override main switch in security area
12. Indestructible seat and wall-mounted desktop
13. Heavy steel doors and door jams. Narrow window in the door
14. Security door hinges “tapered”
15. Security heating cooling vents
16. Security water sprinkler heads
17. 8 Indestructible tables and 10 chairs for outside of the sleeping rooms
18. 2 Shower rooms, timer on push button water valve, water temp controlled in utility room
19. Floor drains on outside of rooms
20. Storage area for youth belongings, mattresses, pillows, and linen
21. Cameras to view entire pod, not in sleeping rooms

Pod # 2 - Level II Programming

This area would be used to maintain youth either for very short-term seclusion, 1-2 hours, or for programming of a step prior to entering an assigned cottage.

1. Four 8’ x 11’ sleeping rooms, concrete block construction
2. Open area within pod providing access to the sleeping rooms approximately 12’ wide.
3. Storage area 6’ x 6’
4. Shower 6’ x 6’
5. Elevated concrete beds

6. Stainless steel toilet/sink w/drinking fountain
7. Unbreakable mirror
8. Two-way intercom
9. Nightlight
10. Tamperproof light switch, with override main switch in security area
11. Indestructible seat and wall-mounted desktop
12. Heavy steel doors and door jams
13. Security door hinges “tapered”
14. Security heating cooling vents
15. Security water sprinkler head
16. 1 Shower room, timer on push button water valve, water temp controlled in utility room
17. Floor drains on outside of rooms
18. Cameras to view entire pod, not in sleeping rooms
19. Storage area for youth belongings, mattresses, pillows, and linen

Pod # 3 - Level 3 Programming

This area would contain the most secure rooms, used for youth that are extremely violent or suicidal. Cameras should be provided in these rooms. In the event cameras would not be allowed in seclusion rooms having a water closet (sink/water closet combination fixture), it would be preferable to provide one room with the sink/water closet, fixture (no camera) and the other rooms with cameras (and no sink/water closet fixture).

1. Three 8’ x 11’ security/seclusion rooms, concrete block construction
2. Open area within the pod providing access to the seclusion rooms – on the order of a 6’ wide corridor
3. Storage area 5’ x 5’
4. Shower 5’ x 5’
5. Elevated concrete beds in two of the three rooms
6. Stainless steel toilet/sink w/drinking fountain, in two of the three rooms
7. Unbreakable mirror, in two of the three rooms
8. Two-way intercom
9. Nightlight
10. Tamperproof light switch, with override main switch in security area
11. Indestructible seat and wall-mounted desktop, in two of the three rooms
12. Heavy steel doors and door jams
13. Security door hinges “tapered”
14. Security heating cooling vents
15. Security water sprinkler heads
16. 1 Shower room, timer on push button water valve, water temp controlled in utility room
17. Floor drains on outside of rooms
18. Cameras in seclusion rooms and to view entire pod

19. Storage area for youth belongings, mattresses, pillows, and linen

Security Area

This area is needed to house the equipment for providing security on campus and the offices and support functions for the security staff to maintain and operate the equipment. The area would include a control center for the campus that would be continuously staffed to monitor activities and movement on individuals on the campus and within the three pods. The staff would be responsible for the supervision of the three Pods and as such, the space must be designed with necessary lines-of-sight to allow staff to view movement within the Pods. An area must be provided to allow for the cleaning of meal trays and to store items needed to serve meals to youth who are temporarily housed in the Pods after the meals are delivered from the present Dietary Building.

1. Area size 24’ x 20’
1. Staff restroom 12’ x 5’
2. Workstation for main computer, phones, intercom system base, FM band radio base, monitors for surveillance cameras, man-down system equipment, door alarm base, electronic door lock system, and other alarm system equipment
3. Two smaller workstations
4. Three office chairs
5. Three staff computers
6. Six two-drawer file cabinets
7. Ten 4’ staff lockers
8. Bookshelf to sit on top of main workstation
9. Cabinet for universal precaution equipment
10. Double sink, counter top, base cabinets, sanitizer, all for cleaning meal trays
11. Small refrigerator

Admission Room

This area is needed to welcome youth to IJH in a quiet and safe setting, to complete the intake process.

1. Room size 8’ x 10”
2. Small workstation, for computer, a desk top for youth testing
3. Fingerprint stand
4. Two chairs, one office chair
5. One two-drawer file cabinet
6. Wall clock

Laundry Room

1. 10’ x 8’
2. Washer and dryer
3. Cabinet for chemicals
4. Utility sink
5. Cabinet for linen

Supervisor’s Office

The security director and night supervisor would share this office. The space will need to accommodate a small conference table and multiple workstations.

1. 18’ x 16’
2. Two workstations
3. Two office chairs
4. Two computers
5. 4 four-drawer file cabinets
6. Bookshelves
7. Intercom speaker
8. 2 separate phone lines, with long distance access.
9. Wall clock
10 Small conference table
11 8 chairs
12 Bulletin board

Visitors Lounge

This area will be used for youth and their families, attorney’s, DHS workers, Juvenile Court officers, law enforcement officers, and department of health persons.

1. Room size 12’ x 7’
2. Small table
3. 6 chairs
4. Wall clock

Classrooms

These classrooms would be used for youth who are unable to attend regular classes in the main School Building. Furnishings and equipment

would need to be determined by educational staff. Two rooms would be needed, one being larger than the other, which could also be used by the nurse to conduct classes and provide therapy during non-school hours.

1. Room sizes 20’ x 12’ and 12’ x 10’

Staff Break room

This room would be used for staff breaks, as a place to keep personal belongings and receive communication.

1. Room size 16’x 12’
2. Table and 6 chairs
3. Bulletin board
4. Refrigerator
5. Microwave oven
6. Lockers
7. Mailboxes for up to 30 spaces
8. Wall clock
9. Intercom speaker
10. Phone
11. Pop machine
12. Snack machine

Building Custodial Areas

1. Minimum of one custodial area for each building level large enough to store Kaivac machine and shelving for supplies. (approx. 12’ x 12’)
2. Floor mounted service sinks
3. Mop/broom holders
4. Office space for custodian with telephone and computer outlet

Building Restroom Areas

1. Staff restrooms on each floor – one male and one female
2. Proximity to staff office/work room area
3. Student restrooms on each floor – 1 male and 2 females. Entrances preferably visible for staff observance from one or more staff offices or classrooms. Special consideration should be made for the use of durable materials and products. Urinals should be attached to wall with floor supports (reference Palmer restroom plans). Eliminate double doors in restrooms.
4. Floor drains
5. Security features to be incorporated – (recent Eldora Training School project would be a good example).
6. Size according to programming requirements

IT

1. Server Room – Relocated from present location in the existing School/Administration Building and expanded in size to accommodate servers. Room provided with any special equipment necessary to maintain required environmental conditions.
2. Office for IT Specialist allowing room for small group instruction. Counter space or work table for hardware work
3. Storage area for audio-visual equipment and materials, toner and supplies

Outdoor

1. Parking area, expanded and improved
2. Playground area – creative – could possibly be used as a location to display a piece of artwork as part of the State's "Art in State Buildings" requirements in conjunction with the construction of new buildings.

RENOVATED HERBERT HOOVER HIGH SCHOOL

The preference exists of physically linking the new Vocational Education/Support Services Building with the existing Herbert Hoover High School so that interior circulation is possible. Because of existing site constraints, including the presence of an existing utility tunnel that runs in a north-south direction with its near wall along a parallel line approximately 24 feet east of the exiting east wall of the existing School/Administration Building (Gymnasium), it may be necessary that the connection with the new building be accomplished through construction of a connecting link rather than as a building addition to the present building. It is anticipated that the connection would be approximately at current grade level and would connect the upper level of the new building with the Main Level (1st Floor) of the existing building. The exact locations and heights of existing structures, floor levels, and grade will need to be studied before the best options can be determined and evaluated. Consideration should also be given for connecting the lower levels of the two buildings, as described earlier in this Project Description.

Elevator

A new passenger elevator installation will be required as part of this project to serve the existing Herbert Hoover High School Building. It is anticipated that an elevator in the existing School Building could be located off the main corridor at the north end of the current stage. The elevator would serve the 3 levels of the existing School Building and the elevated level of the stage, providing access to all levels of the School

Building while allowing access to the level(s) of connection with the new Vocational Education/Support Services Building (upper level, and possibly its lower level as well, dependent on feasibility).

Clerical Staff Office Area

1. Reception area for greeting students and visitors for 1 clerical staff
2. Adjacent file/supply storage area
3. Locate staff office area near front building entry

Curriculum Laboratory

1. Area of 720 to 750 square feet
2. For development of curriculum programs and materials
3. Provisions for staff use of copier, computers, typewriters, laminator, etc.
4. Also, to be used as staff lounge with table, chairs, and vending machines
5. Two telephone outlets and two computer outlets

Multi-purpose Room

1. To accommodate up to 200 people for assemblies, other functions
2. Room for piano
3. Small raised dais
4. Sound system

Basement Classrooms

1. Total need of 5
2. Consider moveable walls

Shower Rooms in Basement

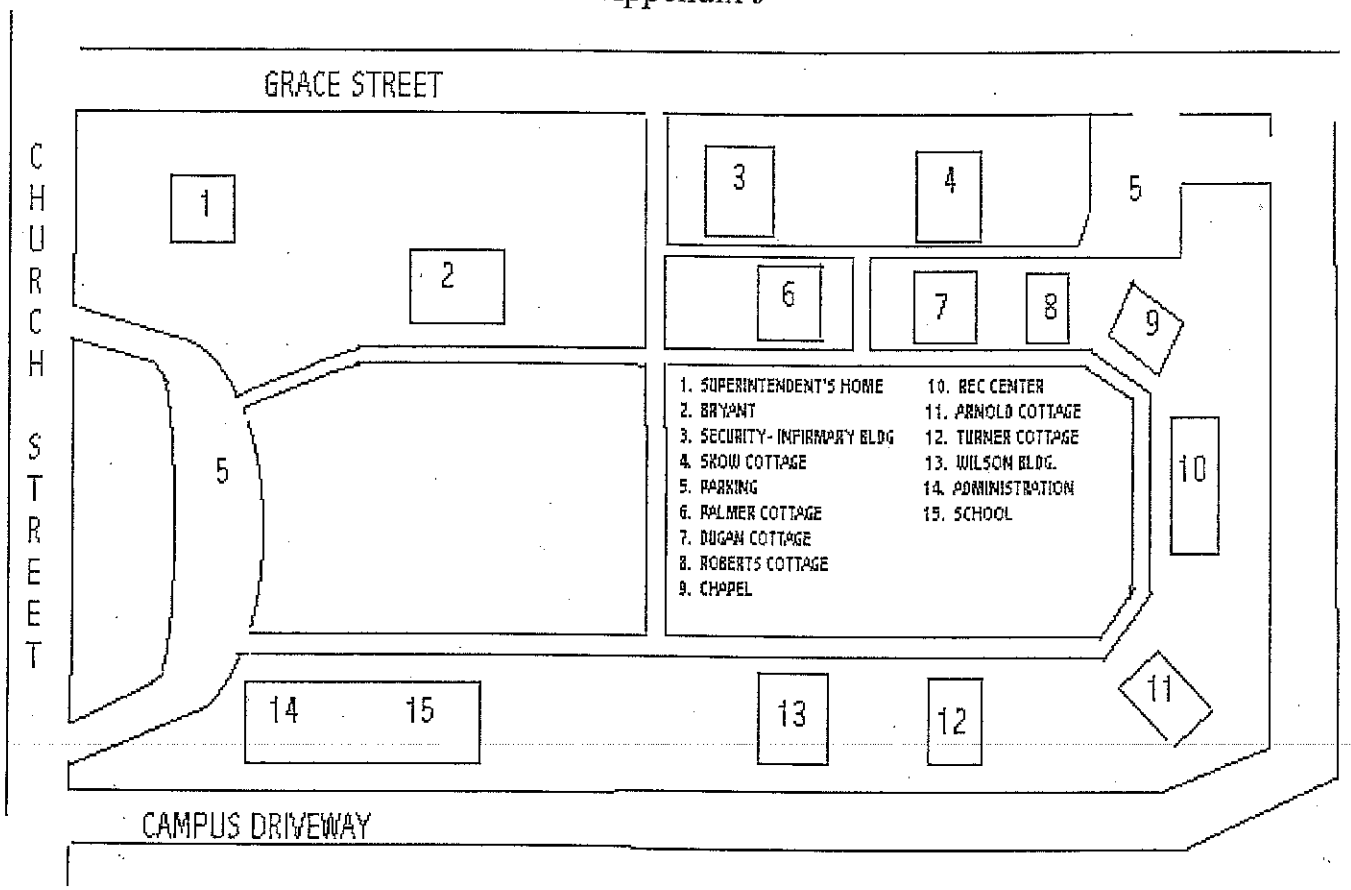
Fitness Room in Basement

Main Floor Classrooms

1. Total need of 5 – (Could convert Central Communications Unit (CCU) office area to classroom)

End of Appendix I - Project Description

Appendix J



IJH Campus Map