

**EASTERN IOWA COMMUNITY COLLEGES  
CLINTON COMMUNITY COLLEGE  
MAIN CAMPUS KITCHEN RENOVATION PROJECT  
ARCHITECTURAL/ENGINEERING SERVICES  
REQUEST FOR PROPOSALS**

**May 9, 2019**

**PROPOSAL SUBMITTAL REQUIREMENTS**

Submittal Deadline:	<b>Friday, May 31, 2019 3:00 P.M. CDT</b>
Submittal Location:	Eastern Iowa Community College New Urban Campus-Reception Desk 101 West 3 <sup>rd</sup> Street Davenport, Iowa
Submittal Contact:	Cindy La Frenz Phone: (563) 336-3345 Fax: (563) 336-3350
Submittal Copies:	Five copies are required
Question Deadline:	May 27, 2019
Question Contact:	Questions must be submitted in writing or email to: Dr. Karen Vickers-President 1000 Lincoln Boulevard, Clinton, Iowa 52732
Question Responses:	<a href="mailto:kvickers@eicc.edu">kvickers@eicc.edu</a>

**PROPOSAL SUBMITTAL CONTENTS**

All proposals should contain the following materials and address the areas listed.

1. Name, address, telephone numbers (voice and fax), and email of the architectural firm. Name of the individual to serve as contact person.
2. Brief summary of recent experience with up to five similar projects completed. Summary should describe the following for each of the projects:
  - Brief description of project
  - Key personnel assigned to project
  - Initial project construction budget and final construction amount.
  - Project references including contact person and phone number.
  - Date project was completed
3. Listing of three to five references including: project description, project cost, and contact information.
4. Estimated cost for professional services provided.
5. Qualifications and experience of the project manager and other key personnel that will be assigned to the project.
6. Proposed/accurate project schedule including milestone dates.
7. Detailed approach to project development, client communication and accomplishing the desired outcome.
8. Specialized experience or expertise that would enhance ability to perform the services or work required.

9. List of sub consultants to be used for the project and the work they will perform.
10. Experience working in educational arena, higher education preferred.
11. Demonstrated ability in contract and construction administration with approach to cost and change order control.
12. Success in identifying and securing any additional resources that would enhance the quality of project.

Responses to this Request for Proposals should not exceed 15 pages in length, double sided or 30 pages single-sided and should not include any pre-printed or promotional material. Proposals will be evaluated based on the evaluation criteria noted in this Request for Proposal. Oral interviews ***MAY*** be offered/considered beginning with the top rated consultant based on written proposals. Those consultants receiving the Request for Proposal directly through the mail are requested to respond in writing if they are not submitting a proposal. The selection team's decision for offering the contract to a respective firm as recommended to the EICC Board of Trustees is final and ***may not*** be contested by any of the submitting firms.

## **PROJECT BACKGROUND**

Eastern Iowa Community College's Clinton Community College campus is in the process of securing professional architectural and engineering services for the design and development of plans and specifications for its Main Campus Kitchen Renovation Project.

The approximate 300sq. ft. renovation will encompass renovation of CCC's Main Campus Kitchen. The renovation will include the demolition of the existing kitchen space and equipment and re-development and design of the space into a modern, user friendly warming kitchen with new equipment, fixtures, utilities and finishes. All design concepts must meet the existing city codes and covenants as well as state, local and national building, electrical, plumbing, fire and ADA codes.

## **PROJECT SCHEDULE**

The architect will be required to complete the design including construction plans, specifications, and contract bid documents such that a ***late summer 2019*** bid letting can occur with contract awarded at the earliest EICC Board of Trustees with new construction to begin as soon as is possible in early Fall 2019, with major completion by December 15, 2019.

## **SCOPE OF SERVICES**

### **Design Phase**

- Develop schematic site plans for review. This will include performing utility, boundary, and topographic surveys as well as drainage studies and coordinating a geotechnical investigation. (***If Applicable***)
- Develop energy saving mechanisms and advise the District of costs and payback periods.
- Develop schematic floor plans based on the selected site plan.
- Complete an accurate, preliminary cost estimate based on the selected site and the schematic floor plan.
- Submit conceptual design to district staff for review and make a formal presentation.
- Attend bi-weekly meetings with District staff.
- Attend board meetings as required by the District Board of Trustees to inform the Board on the progress of the work and status of the budget.

### **Design Development**

- Complete a detailed preliminary design or site plan and floor plans.
- Update the preliminary cost estimate if necessary.
- Attend bi-weekly meetings with College staff.
- Attend board meetings as required by the District Governing Board to inform the Board on the progress of the work and the status of the budget.

### **Construction Documents**

- Complete a detailed set of site, floor, structural, electrical, mechanical, equipment, furniture plans and specifications for bidding/construction purposes.
- Complete a final cost estimate of the project.

### **Bidding**

- Attend a pre-bid meeting with potential general and sub-contractors.
- Answer questions related to the design documents.
- Prepare any addenda documents that may be needed.
- Review bid proposals and assist in the determination of the most qualified bidder within code guidelines.
- Attend a post bid meeting, if necessary, to discuss alternate work items.

### **Construction/Contract Administration**

- Attend weekly construction meetings with the district and its contractors, subcontractors, and suppliers.
- Respond to contractor requests for information.
- Review contractors' submittals.
- Issue proposals requests and bulletins.
- Provide full architectural and engineering services with its architectural design team to carry out the project. All work must conform to all applicable laws, ordinances, and codes (EPA, OSHA, state/local fire codes, and state building codes) in the design and construction phases, including the latest ADA and seismic standards and any environmental safety considerations.
- Make periodic (minimally every two weeks) site visits to determine compliance with plans and specifications.

In addition, Consultant and each of the personnel employed or otherwise retained by Consultant, shall be properly certified and licensed under the laws and regulations of the State of Iowa to provide the architectural services solicited herein.

The firm or firms that provide architectural services will not be permitted to bid for the construction of the project or propose to provide construction management services.

### **MATERIALS AND INFORMATION TO BE PROVIDED BY THE EASTERN IOWA COMMUNITY COLLEGE DISTRICT:**

- Existing design notes for the consultants review (If available)

- Any existing architectural building prints that apply.
- All resolutions necessary for action by the EICC Board of directors.

## COMPENSATION

The payment terms of the contract for this project will be a “percentage of construction costs plus travel and expendables” agreement with a maximum cost not to exceed the fee negotiated with the successful consultant. The consultant agreement for this project will be in accordance with the requirements of the Federal Aid process. Only those services rendered after approval of the agreement will be eligible for compensation.

## DELIVERABLES

The scope of services will be considered to be complete upon delivery of the following items to the satisfaction of the Eastern Iowa Community College.

1. Project Concept Plan and Report.
2. Preliminary Plans
3. Check Plans
4. Final Plans, including all bid documents, special provisions, digital files and hard copy drawings.
5. Project Development Certificate
6. Construction Record documents and drawings.

Note: All drawings shall be delivered in AutoCAD format.

## EVALUATION CRITERIA

A review of qualifying proposals will identify potential firms which most closely meet the needs of the District. Proposals will be evaluated by representatives of the Eastern Iowa Community College District. Factors to be considered will include the following:

A.	Firm’s Design Team Composition	25
B.	Firm’s Experience with Similar Projects	25
C.	Firm’s Design/Development Approach	20
D.	Demonstrated Ability to Control Cost	20
E.	Effective Communication	10

## PROPOSED EVALUATION SCHEDULE

Solicitation for Qualifications	May 13, 2019
Proposal Due Date	May 31, 2019
Review written proposals completed	June 7, 2019
Interviews completed ( <b><i>if required</i></b> )	June 14, 2019
Recommendation for Contract Award	June 17, 2019

Contract negotiation will begin immediately upon consultant selection and contract award by the EICC Board of Trustees, with the project beginning upon execution of the contract.

## EVALUATION SHEET

Project Name: EICC CCC Main Campus Kitchen Renovation Project

Proposing Firm: \_\_\_\_\_

Reviewer: \_\_\_\_\_

		Possible Points	Points Awarded
1	<b>Firm's Design Team Composition</b> Individuals to be assigned to the project & the type of work they will perform including the quality of previous work, the confidence level produced with their past experience, & the firm's ability to assist them in successfully completing the project.	25	
2	<b>Firm's Experience with Similar Projects</b> The firm's past history with like project types, & ability to carry projects through to completion with few problems/delays. Recent relevant experience for this building and construction types	25	
3	<b>Firm's Approach</b> The firm's approach & process utilized to achieve the desired results of meeting the institutions and end users needs in the building design throughout the design development and construction phases.	20	
4	<b>Demonstrated Ability to Control Cost</b> The team's expertise in project management, project economy, budget management and cost estimation. . What will the firm do to keep the project as economical as is possible, maintain a pre-determined budget, while providing a quality project.	20	
5	<b>Effective Communication</b> Firm's approach to communication with the college, contractor, sub contractor and city officials from the beginning through closeout of the project.	10	
<b>TOTAL</b>		100	