



REQUEST FOR PROPOSAL

RFP8639

ENGINEERING & ARCHITECTURAL DESIGN SERVICES

ADA Building Condition Assessments

VARIOUS SCHOOLS

Des Moines, IOWA

Prepared by:

Des Moines Independent Community School District

2100 Fleur Avenue

Des Moines IA 50321

February 2021

Request for Proposal (RFP) – Engineering and Architectural Design Services

The Des Moines Independent Community School District of Des Moines, Iowa is accepting proposals from qualified firms to provide engineering and architectural design services.

RFP proposals shall be submitted no later than 11:00 AM on Thursday, March 15, 2021. Proposals shall be email copies submitted to: <https://dmschools.procurement.com/home>

Hardcopy proposals shall be clearly titled as “PROPOSAL FOR – ADA BUILDING CONDITIONS ASSESSMENTS @ VARIOUS SITES ENGINEERING & ARCHITECTURAL DESIGN SERVICES”.

To: Des Moines Public Schools
Operations Center
1917 Dean Ave
Des Moines, Iowa 50316
Attn: Senior Supply Chain Analyst

A recommendation will be submitted to the school board at their regular meeting on April 6, 2021 at 6:00 PM.

I. Purpose and Objective

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified design firms interested in entering into a Design Agreement with the Des Moines Independent Community School District of Des Moines, IA (herein referred to as “District”) to provide desired services as outlined in this RFP.

The District has identified the following objectives:

DMPS is seeking proposals from qualified and experienced consultants to perform an audit of District-owned facilities to determine compliance with the Americans with Disabilities Act (ADA) 2010 design standards.

Meet with DMPS representatives to discuss project expectations, survey methodology and a schedule for project deliverables.

Conduct field surveys of DMPS facilities and grounds. Provide comprehensive list and project plans. The surveys will focus on the evaluation of architectural barriers, including path of travel, both in the public right of way at DMPS.

Produce a filed survey report which will be a detailed report that profiles the various deficiencies found. This report should be on a floor plan with deficiencies marked in color. Include a spread sheet of deficiencies ranked in the highest priority based on consultant’s recommendations.

II. Project Timeline – February 2021 through November 2021

RFP issued for Jefferson Elementary School	February 15, 2021
Last date/time to submit questions regarding RFP	February 24, 2021
Proposals due to District	March 15, 2021
Approval of A/E Agreement by DMICSD	April 6, 2021
Construction Bid	November 2021
Construction Administration and Record Documents	Fall - Winter 2021-2022

III. A/E Profile

Respondents to this RFP shall include the following minimum information in their proposal:

- a. General qualifications: describe the general qualifications of A/E.
- b. Special qualifications: Describe any special or unique qualifications of A/E as they relate to this project.
- c. Submit resumes showing relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project.
- d. Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services (for school facilities) have been provided within the last ten (10) years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.

IV. Proposal Response

Respondents to this RFP shall include the following minimum information in their proposal:

- a. List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided by the sub-consultant(s).
- c. Include conceptual time schedules and related expectations/obligations of the District needed to complete the scope of work specified.
- d. Provide a fee proposal using the attached fee proposal sheet. Fees shall include ALL meetings needed to successfully complete this project and ALL reimbursable costs.
- e. Provide a description of any possible additional related costs and/or fees (not included in your base fee) that the District might incur as a result of this design process.
- f. Proposals shall be submitted as a total for all District buildings listed.

V. Proposal Evaluation/Selection Process / Agreement Award

The responses will be reviewed by individuals selected by the District. Responding A/E(s) will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria /elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP.
- Fee Proposal / Cost: Overall fee / billing rates.
- Prior experience, Qualifications, References, Past Performance of A/E.
- Experience / Expertise in K-12 School Projects.
- Level of Innovation with a focus on Educational Vision.
- A/E's Technological Capabilities (to manage this project in a paperless or almost paperless manner)

At the District's discretion, to further assist in evaluation, some, one, or all of the responding A/E(s) and/or individuals may be requested to participate in an interview process. The interview will be used as another opportunity to clarify any issues within a given Proposal and explore the approaches that may be used to satisfy all requirements for the District.

A/E(s) shall submit fee proposal using the Fee Proposal Form provided with this RFP. At the District's discretion, it may directly negotiate with the best qualified A/E on final scope and fee.

The District may also consider alternative proposals to provide A/E services if there is an opportunity for substantive savings (without adversely affecting the project timeline or quality) and other significant benefits (to be clearly articulated by the proposer and be measurable) accruing to the District.

The District may investigate the qualification of any individual or A/E under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The District also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent Requests for Proposals
- c. Cancel the entire Request for Proposal
- d. Remedy technical errors in the Request for Proposal process
- e. Approve or disapprove the use of particular sub-consultants
- f. Establish a short list of A/E(s) eligible for discussions after review of RFPs
- g. Negotiate with any, all, or none of the A/E(s)
- h. Solicit best and final offers from all, some, or one of the A/E(s)
- i. Waive informalities and irregularities in RFP
- j. Award without discussion

Selection will be based upon a determination as to which proposal is in the best interest of the District. Any decision made by the District, including the selection of A/E, shall be final and is NOT subject to appeal. Award will be made on individual building proposals and any one A/E team may receive award on one or more design agreements, at the discretion of the school district.

This RFP shall not, in any manner, be construed to be an obligation on the District to enter into an agreement or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Award of Agreement. Upon the completion of the selection process, the District shall notify all A/E(s) of the selection and the successful A/E shall enter into the District's Standard Form of Agreement between Owner and Architect/Engineer, included in these RFP Documents (the "Agreement").

VI. Submittal Requirements

Any questions concerning this RFP must be submitted via e-mail on or before March 5, 2021 to <https://dmschools.procurement.com/home>

Responses to RFP shall be received by the District no later than 11:00 AM on March 15, 2021. Email proposals to: <https://dmschools.procurement.com/home>

Hard copy of the proposal shall be marked "Proposal ADA Building Conditions Assessments @Various Sites Engineering & Architectural Design Services" and shall clearly identify the A/E submitting the proposal. Send to: Des Moines Public Schools
Operations Center
1917 Dean Ave
Des Moines, Iowa 50316
Attn: Senior Supply Chain Analyst

All proposals will become property of the DMICSD.

Attachments:

- Fee Proposal Form
- Standard Form of Agreement Between Owner and Architect

End of RFP Document

**DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT
Architectural & Engineering Services RFP FEE PROPOSAL FORM**

Name of Building: _____

Name of A/E: _____

Address: _____

Contact: _____

Telephone: _____

E-mail: _____

Please state the fees for this project below:

FEE FOR ALL PHASES OF PROJECT – The Fee shall be expressed as a flat dollar of total construction costs for the Project (the only allowable reimbursable will be CDM plan submittal fees and plan printing costs in the Bidding & Contract Award phase

– all other costs are within the Fee of: \$ _____

The undersigned attests that the information contained within the proposal is accurate to the best of his/her knowledge, and that the A/E he/she represents. If selected, agrees to incorporate the requirement of this RFP in the final agreement with the District.

Signature of Person Authorized to Submit Proposal: _____

Typed or Printed Name of Signature Above: _____

Des Moines Public Schools

<u>School Name</u>	<u>Address</u>	<u>Year Built</u>	<u>Type</u>
Administration Bldg	2100 Fleur	1987	Administration
Central Nutrition Center	1225 2nd Ave	1939	Administration
CNC - Welcome Center	1303 2nd Ave	1978	Administration
Kurtz Opportunity Center	1000 SW Porter	1959	Administration
Operations Cntr	1917 Dean Ave	1956	Administration
Prospect Support Center	1915 Prospect Rd	1948	Administration
Jesse F. Taylor @ Casady	1801 16th St	2014	Educational Cntr
McKee Educ. Ctr;	2116 E 39th Court	1949	Educational Cntr
Mitchell Educ. Ctr.	111 Porter Ave	1958	Educational Cntr
Walker St Building	1401 Walker St	1980	Educational Cntr
Woodlawn Educ. Ctr.	4000 Lower Beaver Rd	1953	Educational Cntr
Brubaker	2800 East 42nd St	2003	Elementary
Capitol View	320 East 16th St	2001	Elementary
Carver	705 E University Main Bldg.	2007	Elementary
Carver "Boys & Girls Club"	705 E University Ste 200	2007	Elementary
Carver "Not New Shop"	705 E University Ste 300	2007	Elementary
Cattell	3101 East 12th St	1992	Elementary
Cowles	6401 College Ave	1958	Elementary
Downtown Schools	1800 Grand	1934	Elementary
Edmunds	950 15th St	2013	Elementary
Findley	3025 Oxford Street	1966	Elementary
Garton	2820 East 24th St	1958	Elementary
Greenwood	316 37th St	1901	Elementary
Hanawalt	225 56th St	1913	Elementary
Hillis	2401 56th St	1953	Elementary
Howe	2900 Indianola Ave	1919	Elementary
Hubbell	800 42nd St	1910	Elementary
Jackson	3825 Indianola Ave	1962	Elementary
Jefferson	2425 Watrous Ave	1972	Elementary
King	1849 Forest Ave	1974	Elementary
Lovejoy	801 East Kenyon Ave	1972	Elementary
Madison	806 East Hoffman St	1952	Elementary
McKinley	1610 SE 6th St	1904	Elementary
Monroe	3015 Francis Ave	1924	Elementary
Moore	3716 50th St	1950	Elementary
Morris	1401 Geil Ave	1954	Elementary
Moulton	1541 8th St	1914	Elementary
Oak Park	3928 6th Ave	1900	Elementary
Park Avenue	3141 SW 9th St	1909	Elementary
Perkins	4301 College Ave	1918	Elementary
Phillips	1701 Lay St	1914	Elementary
Pleasant Hill	4801 East Oakwood Dr	1972	Elementary
River Hills	2929 SE 22nd St	2000	Elementary
Samuelson	3929 Bel-Aire Road	1965	Elementary
Smouse	2820 Center St	1931	Elementary
South Union	4201 South Union	1954	Elementary

Des Moines Public Schools
Building Lists

<u>School Name</u>	<u>Address</u>	<u>Year Built</u>	<u>Type</u>
Stowe	1411 East 33rd St	1915	Elementary
Studebaker	300 E. County Line Rd	1965	Elementary
Walnut Street	901 Walnut Street	1979	Elementary
Willard	2941 Dean Ave	1917	Elementary
Windsor	5912 University Ave	1918	Elementary
Wright	5001 SW 14th St	1961	Elementary
Brody	2501 Park Ave	1966	Middle School
Callanan	3010 Center St	1927	Middle School
Goodrell	3300 East 29th St	1955	Middle School
Hardning	203 East Euclid Ave	1926	Middle School
Hiatt	1430 E University Ave	1925	Middle School
Hoyt	2700 East 42nd St	1966	Middle School
McCombs	201 County Line Rd	1973	Middle School
McCombs "Boys & Girls Club"	201 County Line Rd	1973	Middle School
Meredith	4827 Madison Ave	1962	Middle School
Merrill	5301 Grand Ave	1961	Middle School
Weeks	901 East Park Ave	1954	Middle School
Central Acadmeny	1912 Grand Ave	1920	High School
Central Campus	1800 Grand Ave	1916	High School
Central Campus Aviation Building	205 County line Rd	2015	High School
Central Campus Ag Science	201 County line Rd	Unknown	High School
East	815 East 13th St	1912	High School
Hoover	4800 Aurora Ave	1967	High School
Lincoln	2600 SW 9th St	1923	High School
North	501 Holcomb Ave	1957	High School
Roosevelt	4419 Center St	1923	High School
Van Meter	710 28th St	1972	High School