

## REQUEST FOR QUALIFICATIONS SWIPCO 2021-1

### Architectural/Engineering Services

Southwest Iowa Planning Council (SWIPCO), Atlantic, IA is soliciting proposals for Architectural/Engineering Services. The requirement is for services to develop the plans and specifications and associated bidding work for a building project to renovate SWIPCO's bus storage facility located at 3236 Nebraska Ave, Council Bluffs, IA including the following draft scope of work:

Remodel of main floor office and bathroom space to create a training room (rooms 1&2, men's washroom and driver's office on Attachment A) and relocate men's washroom to the current storage room, and renovate the women's washroom. Based on assessment by the engineer, retaining the existing mechanical equipment (furnace, water heater, etc.) is preferred. A preliminary scope of work and initial concept layout is included as Attachment A.

1. Deliverables from the selected firm are to include, but not limited to:

-Plans and Specifications, including:

- Floor Plan/Framing Plan
- Electrical Plan
- Plumbing Plan
- HVAC (Ducting) Plan

-An itemized estimated project cost.

-Assistance with bidding the project including:

- Submittal to relevant plan rooms/Distribution of Bid Notice
- Clarifications for bidders during the bidding process

-Evaluation of Bids and Recommendation of Award.

-Post award project management at an hourly rate as requested by SWIPCO.

2. Each respondent is to provide information which will allow evaluation of the following:

- A. Past performance on similar projects;
- B. Qualifications of professional personnel proposed for the project;
- C. Demonstrated ability to meet time and budget requirements;
- D. Location and size of firm;
- E. Current and projected workload of the firm;
- F. Commitment to preparing the project for bid opening on or before February 24, 2022.

3. Questions regarding the RFQ should be addressed to:

John McCurdy, Executive Director  
Southwest Iowa Planning Council  
1501 SW 7<sup>th</sup> St., Atlantic, IA 50022  
712-243-4196 x222 john.mccurdy@swipco.org

4. Statements of Qualifications: SWIPCO reserves the right to select the firm which it deems to offer the best overall qualifications taking into consideration all factors such as (a) past performance; (b) qualifications of professional personnel proposed for the project; (c) demonstrated ability to meet time and budget requirements; (d) location and size; (e) current and projected workloads of the firm; and (f) commitment to meeting SWIPCO's timeline.

Firms shall submit their statements of qualifications (SOQs) to SWIPCO in printed form (1 copy) by **NOON, December 7, 2021**. SOQs shall be delivered to SWIPCO's office at:

1501 SW 7<sup>th</sup> St.  
Atlantic, IA 50022

5. Contract and Cost Proposals: Additionally, firms shall submit their proposed project cost and form of contract in printed form (2 copies) in a separate, sealed envelope by **NOON, December 7, 2021** marked with the firm's name and "SWIPCO RFQ 2021-1" to SWIPCO's office at:

1501 SW 7<sup>th</sup> St.  
Atlantic, IA 50022

6. Type of Contract: A contract will be negotiated with the most qualified firm(s) at a compensation which is stable, fair and reasonable to SWIPCO. If a satisfactory contract cannot be negotiated with any of the ranked firm(s), this RFQ shall be considered terminated.
7. SWIPCO will be the judge as to whether a proposal has or has not met the requirements of this RFQ.
8. Incurring Costs: SWIPCO is not liable for any cost incurred by firms responding to this proposal.
9. Response Date: To be considered, proposals must arrive at SWIPCO on or before NOON, December 7, 2021. Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Facsimile submissions are not permissible.
10. Acceptance of Proposal Content: The contents of the proposal of the successful firm may become part of the contractual obligations if a contract ensues. Failure of a successful firm(s) to accept these obligations may result in cancellation of the award.
11. Economy of Preparation: Proposals should be prepared simply and economically, providing a straight forward, concise description of the firm's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content. No extra points are awarded for page length.
12. Firm(s) shall be responsible to adhere to all federal, state and local laws, regulations and ordinances, etc., and if the request for proposal results in a contract award, selected firm(s) shall be responsible for obtaining all necessary permits and variances.

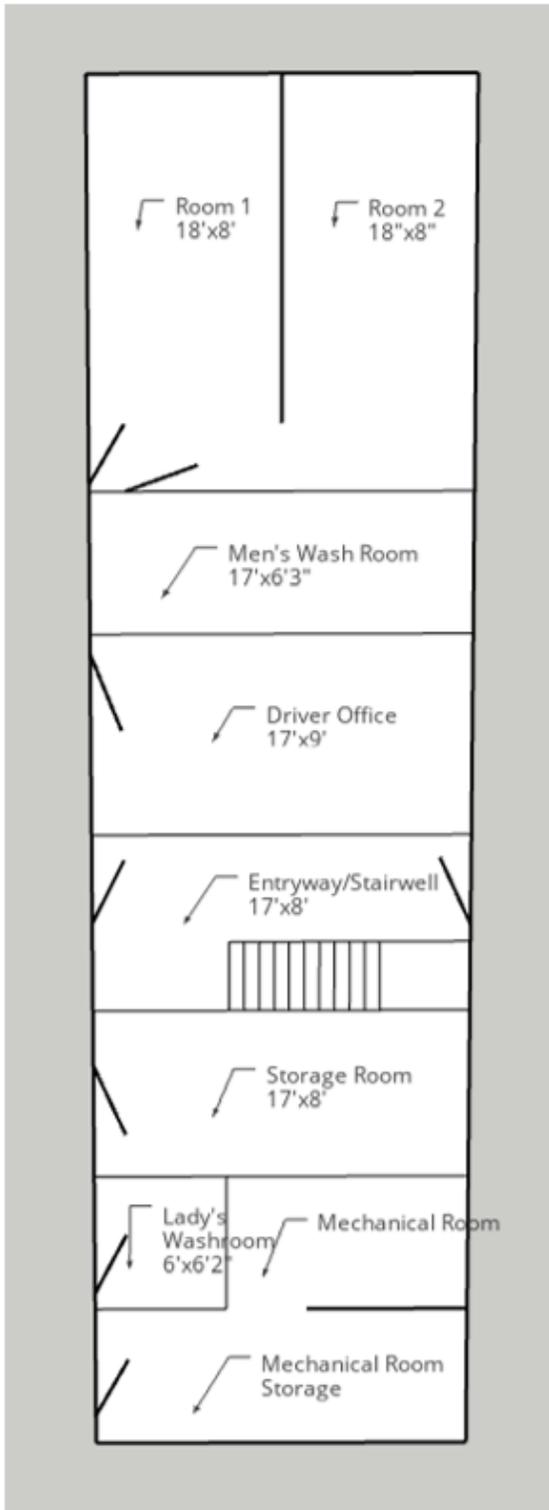
## Attachment A

Remodel scope is anticipated to include:

- Remove walls and doors separating room's 1&2, men's washroom and driver's office as well as reframing and drywalling areas where necessary.
- Remove all counters.
- Remove and replace current windows with drywall in driver's office and storage room (New men's washroom)
- Remove current light fixtures and replace with commercial 2X2 or 2X4 LED flat ceiling panels providing a minimum of 4,000 lumens per fixture (estimated 12 fixtures).
- Upgrade ten 110v electrical outlets to tamper resistant duplex outlets with 5.1A USB chargers and Ethernet ports and addition of four 110v electrical outlets in the new training room.
- Install new drop ceiling in all renovated rooms.
- Remove current Men's washroom fixtures and cap plumbing
- Remove lady's washroom sink and toilet and replace with commercial toilet, one faucet sink, mounted soap dispenser, mounted toilet paper holder, mounted hand dryer and mounted paper towel dispenser. Install ADA compliant grip bars.
- Plumbing and commercial fixtures associated with relocating of men's washroom (minimum of one commercial toilet (including stall with locking door and mounted commercial toilet paper holder), one urinal, two faucet sink, mounted soap dispenser, mounted hand dryer and mounted paper towel dispenser). Install ADA compliant grip bars.
- Remove current flooring and replace with commercial no slip low maintenance high traffic flooring (New training room/relocated men's washroom and lady's washroom)
- Remove four doors and replace with steel security doors (Room1/driver's office/storage room/lady's washroom)
- Painting of walls with Kelly-Moore Matte 1600 DuraProxy paint or paint of similar quality that is easily washable and stain and mildew resistant.
- Installation of commercial floor/door trim (training room/both washrooms)

Attachment A (Continued)

Existing



Proposed

