



REQUEST FOR PROPOSAL
ARCHITECTURAL and PLUMBING DESIGN SERVICES
RESTROOM UPGRADES
VARIOUS SCHOOLS
Des Moines, IOWA

Prepared by:
Des Moines Independent Community School District
2100 Fleur Avenue
Des Moines IA 50321

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

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

RFP proposals shall be submitted no later than 11:00 AM on Thursday, May 21, 2020. Proposals shall be emailed only. Submit copies to:

ATTN: Darrell Gierstorf darrell.gierstorf@dmschools.org
Dave Berger david.berger@dmschools.org
Mark Mattiussi mark.mattiussi@dmschools.org

Proposals shall be clearly titled as “PROPOSAL FOR (include specific group of schools) - ARCHITECTURAL and PLUMBING DESIGN SERVICES”.

A recommendation will be submitted to the school board at their regular meeting on June 2, 2020 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” or “DMPS”) to provide desired services as outlined in this RFP.

The District has identified the following objectives:

- There are thirteen schools scheduled to receive restroom/locker room upgrades in 2021. This includes finishes, fixtures, partitions and plumbing upgrades in chases. Project involves minor electrical upgrades.
- Projects are grouped as follows:

Group One – Project Budget - \$745,000

Morris Elementary School

1401 Geil Avenue, Des Moines, IA 50315

- School Budget \$200,000

Jackson Elementary School

3825 Indianola Avenue, Des Moines, IA 50320

- School Budget \$75,000

Willard Elementary School

2941 Dean Avenue, Des Moines, IA 50317

- School Budget \$210,000

Weeks Middle School

901 East Park Avenue, Des Moines, IA 50315

- School Budget \$260,000

Group 2 – Project Budget - \$715,000

Perkins Elementary School

4301 College, Des Moines, IA 50311

- School Budget \$265,000

Phillips Elementary School

1701 Lay Street, Des Moines, IA 50317

- School Budget \$240,000

Merrill Middle School

5301 Grand Avenue, Des Moines, IA 50312

- School Budget \$210,000

Group 3 – Project Budget - \$700,000

Windsor Elementary School

5912 University Avenue, Des Moines, IA 50311

- School Budget \$160,000

Hoover High School

4800 Aurora Avenue, Des Moines, IA 50310

- School Budget \$540,000
- Locker room renovation

Group 4 – Project Budget - \$750,000

Lincoln High School

2600 SW 9th Street, Des Moines, IA 50315

- School Budget \$430,000

Callanan Middle School

3010 Center Street, Des Moines, IA 50312

- School Budget \$320,000

Group 5 – Project Budget - \$750,000

Harding Middle School

203 East Euclid Avenue, Des Moines, IA 50313

- School Budget \$210,000

East High School

815 East 13th Street, Des Moines, IA 50316

- School Budget \$540,000

- Project budget is the total amount available which includes design fee, contract administration, permit fees, printing, and contractor costs plus a contingency factor. Designer shall work to this budget, creating alternates where necessary to assure budget is adhered to.
- Designer shall utilize time while school is out of session to field review and document current conditions. Designer shall prepare documents and specifications to meet code conditions.

II. To assist in providing an educational facility that supports the District’s educational vision “To be the model for urban education in the United States”.

III. **Scope of Services**

The following scope of design services, including architectural; plumbing; electrical and miscellaneous systems, shall be provided by the design team for the project as follows:

- **Schematic Design Phase (Phase I)**

This phase will involve meetings with District staff and local governmental officials for program development / refinement. Design team leader will be responsible to coordinate meetings with local government officials. Design team to site survey building for specific requirements. Design team to assist in establishing project budget in this phase. Light fixtures will be existing to remain.

- **Design Development Phase (Phase II)**

Design team will create detailed plans for material selections and plumbing fixtures for a final design. Several revisions of the plan may be needed as the project is developed during this planning stage.

- **Construction Documents (Phase III)**

After approval and acceptance of the end product from Phase II by the District, the design team will be responsible for preparation of the required architectural / plumbing drawings and plan documents.

The final construction documents shall include as a minimum: Code plan, Architectural upgrades, Plumbing Plans; Electrical Plans and necessary details and fixture schedules . Provide project specification manual including specifications in the CSI division format. DMPS will develop the division 00 and 01 to the specifications.

- **Bidding & Contract Award (Phase IV)**

The design team will assist the District in bidding the project to prospective contractors. Services will include assisting the distribution of plans and specifications, assisting with pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, and assisting the District with pre-construction meetings.

- **Construction Administration & Project Closeout (Phase V)**

The design team shall be a representative of the District and shall advise, consult and review all submittals for conformance during construction. The design team shall provide progress meeting minutes during the course of the project and electronic record documents to the District in both PDF and CAD format at the closeout phase of the project.

- a. Plan Approvals - The design team is responsible for the procurement of ALL plan approvals from the local and State Authorities Having Jurisdiction.
- b. Construction Related Services - The design team will provide on the District's behalf, construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, undertake construction observation, process certificates for payment to prime contractors, and facilitate preparation of final record documents, warranty follow-up and project closeout.

IV. **Design Guidelines**

The District will require the design team to integrate sustainable principles/design into the project.

The design team shall integrate the District's vision for teaching & learning concepts into the program and design of the project.

V. **Project Timeline – May 2020 through November 2021**

RFP issued for Restrooms and Locker Room Upgrade	May 6, 2020
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Last date/time to submit questions regarding RFP	May 15, 2020
Proposals due to District	May 21, 2020
Approval of A/E Agreement by DMICSD	June 2, 2020
Construction Bid	December 2020
Construction Administration and Record Documents	Up to Fall 2021

VI. Design Team Profile

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

- a. General qualifications: describe the general qualifications of Design Team.

VII. 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 other than plan/document printing costs (incurred during the bidding phase of the project).
- 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 for each Group of schools listed. Submit proposal on one or more groups.

VIII. Proposal Evaluation/Selection Process / Agreement Award

The responses will be reviewed by individuals selected by the District. Responding Designer will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria /elements:

- o Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP.

At the District’s discretion, to further assist in evaluation, some, one, or all of the responding firms 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.

Designer 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 design 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 design team 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 design team(s) eligible for discussions after review of RFPs
- g. Negotiate with any, all, or none of the design teams
- h. Solicit best and final offers from all, some, or one of the design teams
- 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 design team, shall be final and is NOT subject to appeal. Award will be made on individual Group 1-5 proposals and any one design 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 respondents of the selection and the successful design team(s) shall enter into the District's Standard Form of Agreement Between Owner and Architect/Engineer, included in these RFP Documents (the "Agreement").

IX. Submittal Requirements

Any questions concerning this RFP must be submitted via e-mail on or before May 15, 2020.

Darrell Gierstorf 515-554-4701 darrell.gierstorf@dmschools.org

Responses to RFP shall be received by the District no later than 11:00 AM on May 21, 2020. Email proposals to:

Darrell Gierstorf darrell.gierstorf@dmschools.org

Dave Berger david.berger@dmschools.org

Mark Mattiussi mark.mattiussi@dmschools.org

Proposal shall be marked “Proposal for Design Services” and shall clearly identify the Design Team submitting the proposal.

All proposals will become property of the DMICSD.

Attachments:

- **Fee Proposal Form**
- **Standard Form of Agreement Between Owner and Architect**
- **Base floor plan for each of the schools listed**

End of RFP Document

**DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT
Design Services RFP FEE PROPOSAL FORM**

Name of Design Team: _____

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 total amount based upon total project budget. The only allowable reimbursable will be City of Des Moines plan submittal fees and plan printing costs in the Bidding & Contract Award phase.

– all other costs are within the Fee of:

Group 1 \$ _____

Group 2 \$ _____

Group 3 \$ _____

Group 4 \$ _____

Group 5 \$ _____

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: _____