

Chickasaw County Iowa REQUEST FOR PROPOSAL

Issued: April 30, 2019

Chickasaw County Community Services Building and Chickasaw County Services Building: Office Remodel and Addition

Responses to this RFP shall be submitted by 4:00 p.m. on May 24, 2019

For further information, please contact:

Jacob Hackman
Chickasaw County Board of Supervisors | Chair
j.hackman@chickasawcoia.org
641-330-6841
April 30, 2019

Introduction:

The County of Chickasaw Iowa invites qualified and experienced firms to submit a Request for Proposal (RFP) response to remodel office space and an addition within the Chickasaw County Community Services building and Chickasaw County Services Building.

Chickasaw County has identified that in order to better accommodate the future needs of the County, it is necessary to relocate services and rethink space needs within the building.

Background:

The County has staff and many service functions are located at 260 E. Prospect Street and 910 East Main, New Hampton, Iowa. This site includes the following:

- Constructed in 1994;
- Approximate 4,388 ft²; and rescue garage
- Accommodates eight full-time positions & 10 part-time positions: Administrator, Public Health and Home care, County Social Services and Department of Human Services
- Provides public space, office space, meeting space, and storage space.
- Existing site size, parking stalls
- General building construction type

The County's goals/objectives are to provide:

- Quality work space for County Staff and the public;
- Equitable allocation of space according to industry standards;
- Strategic location of uses to foster inter- and intra-department communication and efficient public services; and
- Cost effective solutions for new space and infrastructure; and
- Hold County Elections

Scope of Work:

Based on the space needs identified by the County, the firm will provide consulting and remodeling services that include public space, office space, ancillary and accessory space (i.e. data and telecommunications; conference rooms; printer, file and storage space), and functional space (i.e. restrooms; mechanical space; vestibules; stairwells, elevators and hallways). The programming shall be analyzed by member, department and service function and formatted into use relationships for building purposes. The programming shall recommend standards for safety and security.

Proposal Content:

- Firm name, address, contact person and information;
- Firm overview;
- A statement of interest and qualifications for the project;
- A description of the firm's understanding of, capabilities and expertise applicable to carry out the project, including any concerns the firm may have regarding the availability of information, schedule, etc.;
- A description of the firm's proposed approach and methodology to perform the project, including a project timeline;
- List of key personnel to be assigned to the project including detailed resumes for each. The resumes should list the general project duties and experience that directly relates to the project;
- Three examples of the firm's specific knowledge, expertise and project experience relative to the project; and
- A cost estimate (Not-To-Exceed) to perform the project with a breakdown by project task and meeting.

Proposal Requirements:

- Hard copies shall be submitted within a single sealed envelope. The envelope should have the following notation: "Building RFP".
- Responses shall be received no later than 4:00 p.m. on May 24, 2019

Chickasaw County Auditor
 8 E. Prospect Street
 P.O. Box 311
 New Hampton, Iowa 50659

- Responses received after the above day and time will NOT be accepted and will be returned to the sender unopened.
- RFP's will be open on May 28, 2019 at the board meeting.
- Submit all questions in writing to Jacob Hackman using the contact information of j.hackman@chickasawcoia.org.
- Any restrictions on the use of information contained within your response must be clearly stated in the response itself. Any restrictions on the use of information in the response based upon confidentiality of information, proprietary interests, trade secrets, copyright information, or similar basis shall be clearly stated in the response. From the time responses are received until completion of negotiations with the selected firm, the contents of all responses will be confidential. Due to public records law considerations, nondisclosure cannot be guaranteed after completion of the negotiation phase of this procurement.
- The County of Chickasaw Iowa reserves the right to negotiate the terms of the contract, including the award amount, with the selected firm in order to establish the final scope of work and professional fee to be earned by the selected firm prior to Chickasaw County Iowa entering into a contract.
- The County of Chickasaw reserves the right to reject in whole or in part any and all responses, to waive all informalities, and to accept the responses determined to be in the best interest of the County of Chickasaw. This RFP may also be canceled in whole or in part if determined to be in the best interest of the County of Chickasaw.

Proposal Selection Process:

The following criteria will be considered in evaluating the responses:

- Firm's analysis of the project requirements;
- Firm's approach and methodology;
- Firm's qualifications, professional skills of key personnel, and assigned roles of same;
- Firm's previous work experience on related projects; and
- Firm's references (maximum of three).

Proposal Selection Process:

All responses received will be reviewed by Chickasaw County Board of Supervisors. The County Board of Supervisors reserves the right to modify the proposal selection process in the best interest of Chickasaw County Iowa.