



JONES COUNTY • IOWA

Request for Proposal (RFP) for Architectural and Engineering Services

Issued by

Jones County Board of Supervisors

For further information regarding this RFP, contact Whitney Hein at
319-462-2282 or auditor@jonescountyiowa.gov

Issue Date: May 8, 2024

Revision Date: June 4, 2024

Sections Revised and/or Added on June 4, 2024:

- Section 1. A.
- Section 2
- Section 5. d.
- Section 6
- Appendix A

1. Project Description

- a. Jones County (“County”) is requesting proposals from Architectural/Engineering (A/E) firms for the County’s anticipated construction of a new Public Safety Storage building which also includes a wash bay, restrooms, and meeting space. The project is expected to be publicly bid in accordance with Iowa Code Chapter 26 and the County desires to select a firm with the best value and experience in similar type projects relating to scope, cost, and complexity. The project will be funded using American Rescue Plan Act funding. See appendix A for building specifications.
- b. The County is seeking an A/E Firm to represent the County in all aspects of the design process including:
 - i. Conceptual Design
 - ii. Schematic Design
 - iii. Design Development
 - iv. Construction Documents
 - v. Bidding, Construction, and Close Out Phases

2. Scheduled Timeline

- a. May 8, 2024 – RFP advertisement
- b. June 4, 2024- Revised RFP advertisement
- c. July 2, 2024, at 9:00 AM – Deadline for A/E firms to submit proposals
- d. July 2-22, 2024 – Evaluation committee reviews submitted proposals and potential interviews with A/E firms
- e. July 30, 2024- Tentative Notice of Award
- f. December 3, 2024- Target date for final design approval
- g. August 31, 2026 – Tentative Construction Completion Date

3. Preparing and Submitting Proposal

- a. The County is not liable for any cost incurred by proposers replying to the RFP.
- b. Each bidding firm will submit two (2) hard copies of its bid by the deadline of 9:00 a.m., July 2, 2024, to the Jones County Auditor’s Office. Bids are to be mailed or delivered to:

Jones County Auditor
500 W Main Street
PO Box 109
Anamosa, Iowa 52205

- c. Firms submitting hard copy bids should indicate on the outside of the sealed envelope that it is a bid for Architectural/Engineering Services and the name of the firm. Faxed and emailed bids will not be accepted.

4. Questions Regarding this Project
 - a. For inquiries about the RFP, contact Whitney Hein, Jones County Auditor, 319-462-2282, auditor@jonescountyiowa.gov

5. Data to include in Proposal
 - a. Cover Letter - A cover letter which briefly outlines the firm's understanding of the work, general information regarding the firm, and the firm contact person with their information is required.

 - b. Summary of Firm Background
 - i. Names of professionals that will be working on project.
 - ii. Description of firm in terms of size, range and types of services offered
 - iii. Firm's principal officers and length of time each officer has performed in their field of expertise.

 - c. Summary of Work and Processes
 - i. Summary of timeline and work to be completed.
 - ii. Describe process your firm will use to develop, maintain, and adjust work schedule plan to meet the County's project schedule.

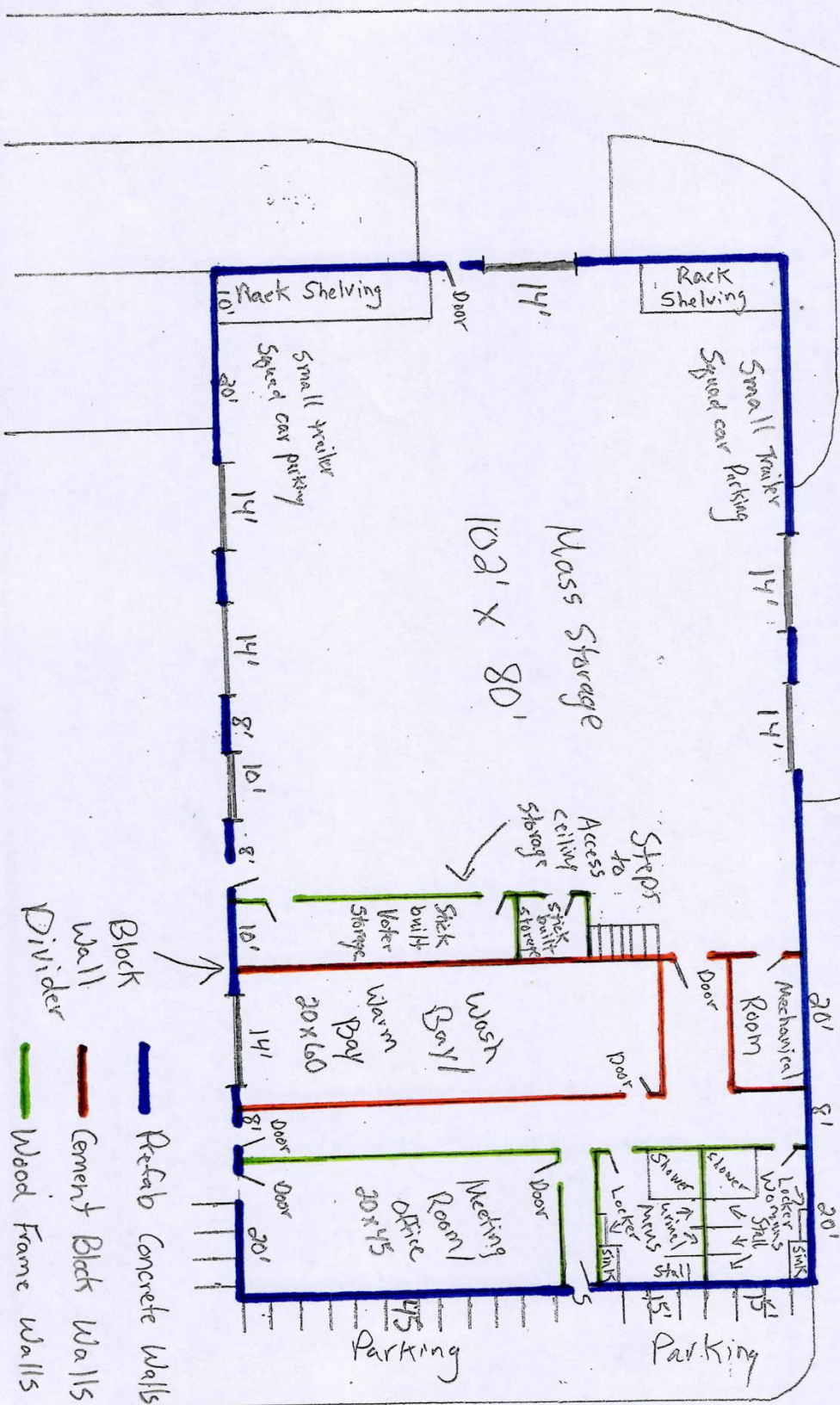
 - d. Cost Proposal
 - i. An hourly rate sheet of professionals to be working on project.

 - e. References
 - i. Provide the names, addresses, and phone numbers of at least three past governmental clients in Iowa capable of explaining and confirming the A/E Firm's capacity to successfully complete the project referenced.

6. Evaluation of Proposals
 - a. Award will be recommended to the firm that has the best combination of cover letter, summary of firm background, summary of work and processes, hourly rate sheet, and references from similar type clients.
 - b. Evaluation committee will consist of the Auditor, Sheriff, Emergency Management Director, and two Board of Supervisor members.
 - c. The County reserves the right to reject any and/or all proposals.
 - d. Scoring Rubric = maximum of 100 points total
 - i. Cover Letter = maximum of 10 points
 - ii. Summary of Firm Background = maximum of 30 points
 - iii. Summary of Work and Processes = maximum of 30 points
 - iv. Cost Proposal = maximum of 20 points
 - v. References = maximum of 10 points

Appendix A

Public Safety Storage Facility (150' x 80')



- Items to be stored in the mass storage area:
 - Emergency Vehicles
 - Emergency Operations Trailer
 - Traffic Control Trailers
 - Mobile Generator Trailers

- This building will NOT have a fueling station or auto mechanical lifts.

- The approximate budget for the project is \$1,400,000 to \$1,700,000.

- Location of the building
 - <https://beacon.schneidercorp.com/Application.aspx?AppID=164&LayerID=2107&PageTypeID=2&PageID=1056>
 - Use the above web address and search for the following parcel numbers.
 - 0535476008
 - 0535476009
 - 0535476005