



CITY OF IOWA CITY

REQUEST FOR QUALIFICATIONS (RFQ): For Consulting Services

PROJECT TITLE:

**RFQ for Consultant Services- for City of Iowa City
Capitol Street Parking Ramp Façade Improvements
Project 2016**

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1.0 INTRODUCTION

The City of Iowa City is soliciting proposals from firms to provide architectural and engineering design and consulting services related to the preparation of design and bid documents for the **City of Iowa City Capitol Street Parking Ramp Façade Improvements Project 2016**.

The City of Iowa City intends to proceed with designs for a façade improvement project on the Capitol Street Parking Ramp, located at 220 South Capitol Street in Iowa City, Iowa. The project will involve designs for an exterior renovation and facelift to the Capitol Street Parking Ramp. The work will include design concepts from schematic through design development, construction and project estimates, and may include the preparation of technical specifications and drawings, final design and bid documents, bidding and construction administration related activities.

2.0 INVITATION

Subject to having experience relevant to the noted scope of work, the City of Iowa City invites architectural and engineering firms, individually or in collaborative teams, to submit proposals that best illustrate their respective qualifications. It is expected that the prime consultant or members of their team have significant experience in institutional projects, particularly involving remodeling of

municipal or institutional parking ramps. It is expected that the individuals overseeing and managing the projects are qualified Iowa licensed professionals.

3.0 SITE LOCATION AND FACILITY INFORMATION

The site of the existing structure is located on the southwestern edge of the Iowa City downtown business district, at the main entrance at the corner of Burlington and Clinton streets. The ramp was designed by Carl Walker and Associates, Inc. and construction complete in 1985. The garage is located north of Burlington Street, between Capitol Street and Clinton Street, and is directly adjacent to the Old Capitol Town Center, which serves both University of Iowa and downtown businesses and patrons.

The Capitol Street Parking Ramp structure consists of six total levels, with five supported levels. Each level includes three adjacent bays, oriented in the east-west direction. The two southern-most bays act as ramps between adjacent floor levels, while the north bay is predominantly flat. Vehicular access to the garage is available from both Capitol Street and Clinton Street. The parking ramp has approximately 875 parking spaces, and in excess of 280,000 square feet of supported floor structure.

The supported levels of the garage are predominately formed by 8 foot wide, precast, pre-stressed concrete double tees. The double tees are predominately pre-topped with cast-in-place concrete installed at pour strips over precast support beams, vehicular crossovers between adjacent bays, and along perimeter washes. North-south oriented expansion joints subdivide each supported level structurally independent segments.

The garage includes two stand-alone stair towers located along the south façade, as well as an integrated central stair tower, located between the middle and north bays. Another stair and elevator tower is located in the northern-most bay, and is directly connected to the adjacent Old Capitol Town Center facility on multiple levels. Stair construction is typically comprised of steel framing with concrete-filled metal pan treads, except for the central stair, which is a precast concrete framed structure.

The parking garage is naturally ventilated. The stair tower ventilation and heating only utilizes exhaust fans at the top of the stair tower, and include make-up air louvers near the base of each structure. Heating is provided via electric unit heaters. The stair towers are equipped with manual standpipes. Existing drainage for the parking decks appear to be piped to the City storm system. The Capitol Street Ramp is served from a utility company pad mounted transformer, and includes a main electric service room towards the west end of the garage.

Paving improvements are scheduled to occur in the summer of 2015. In the facility assessment study completed by THP Limited Inc., in March of 2013, considering the age of the facility, both the cast-in-place and precast concrete floor structure in the Capitol Street Ramp was noted to be in good condition.

Two large scale public projects are also taking place directly south and southeast of the existing Capitol Street Parking Ramp:

- The University of Iowa School of Music's Voxman Music Building, currently under construction is located on the southeast corner of Clinton and Burlington Streets. It is described in the University's website as, *the new building will anchor the southern side of downtown Iowa City... designed with a largely glass exterior façade and a second-floor balcony looking toward downtown*, this project projected to be complete the summer of 2016.
- The University of Iowa released a public announcement on October 22, 2014 that the institution is entering into contract negotiations for the design and construction of the future University of Iowa Museum of Art, the location is the southeast corner of Burlington and Clinton.

The intent is to transform the façade of the Capitol Street Ramp into a visual element that reflects the expanding vibrant environment of the Iowa City Downtown District (ICDD), the University of Iowa and the Iowa City community. An important objective is to create a symbolic marker that visually cues the entry to the Iowa City Downtown District and will strengthen that connection.

4.0 SCOPE OF WORK

This is a Request for Qualifications to provide architectural and engineering services for design, construction documents, cost estimates, bidding assistance and construction administration services to assist the City of Iowa City in remodeling of the Capitol Street Ramp façade, including limited exterior site and amenities.

The scope of work will be separated into two phases. The first phase will be schematic design and cost estimates. The second phase will include the remaining four basic service phases of the project:

Phase I

- Schematic Design
- Preliminary Project Phasing
- Preliminary Projected Cost Estimates

Phase II

- Design Development
- Construction Documents
- Bidding and Negotiation
- Construction Administration

It is the intent that this work will be completed in planned phases, to minimize disruption to the public and staff.

Costs and schedule control are to be maintained by the consultant throughout the process; any deviations from approved cost and schedule must be immediately addressed. The consultant will track all project costs, including soft costs, and other project charges as provided by the City, to ensure that overall budget guidelines are followed.

Meetings and building visits will be required with various staff members of the City. All building as-built documents will be available to the consultant; however, the documents are to be used as a reference only and all information will be site verified by the consultant.

All regulatory requirements of the Iowa City Building and Fire Codes, Workplace, Health and Safety, the State, OSHA and Controlled Product Standards and any other applicable codes/bylaws must be met.

The consultant will be required to represent the owner for technical questions during the Pre-bidding conference and walk through with the prospective contractors. Questions from the contractors about the project after the site visit will be handled in writing by the consultant as part of an addendum with the owner.

The consultant will review and evaluate the returned proposals and make a recommendation to the owner.

5.0 DESIGN TEAM PROPOSAL

Your design team's qualifications should have an introductory letter that includes:

- Primary consultant's name (show complete legal name)
- Contact person
- Contact information of Contact person, including phone number and e-mail address
- Number of years, Firm in business
- Type of business (sole proprietorship, partnership, corporation, other)
- Size of each firm (if collaborating in teams)

Your design team and related experience must be identified in a statement of relevant experience. Projects should be listed where similar work was completed.

List a minimum of three references of projects of similar scale that the proposed project manager from the design team has been the direct lead. Include client contact information.

List any and all companies that the Primary Firm will be subcontracting consulting work, such as structural, architectural, electrical, and percentage of fee involved in the proposed project.

The submissions will be evaluated by the team based on the criteria listed below:

- I. Firm Experience, Qualifications and Expertise
 - Experience, qualifications and expertise of firm and sub-consultant firms
- II. Project Team and Resources
 - Experience, expertise, qualifications and depth of key project team members who will be assigned to this project.
 - Firm workload and availability of resources and key personnel.
 - Ability of the project team to perform the work.
- III. Project Understanding and Approach
 - Project approach and understanding of the scope
 - Competitive advantages and special capabilities
 - Design Ingenuity, creativity and originality
 - Cost effectiveness in design
 - Ability to meet budgets and schedules (from example projects)
 - Proposed schedule
 - Effective project management
 - Technical alternatives
 - Municipal or Government entity experience
- IV. Green Design/Sustainability
 - Experience, qualifications and expertise of firm and sub-consultant firms to sustainable or LEED design
- V. Additional Factors
 - References
 - City of Iowa City Municipal Design Experience
 - Other related information
 - Distance of travel from site

6.0 PRESUBMISSION MEETING AND SITE

A pre-submission meeting will be held at 2 p.m. on Thursday, August 20, 2015. This meeting is to allow consultants ask questions and to view nonpublic areas of the building unencumbered and with staff present. The meeting will start at the Iowa City Public Library in Meeting Room D. The Iowa City Public Library is located at 123 South Linn Street, in Iowa City, Iowa. A tour of the Capitol Street Parking Garage will follow the presubmission meeting in the library. The ramp is located at 220 South Capitol Street in Iowa City, Iowa, a few blocks from the library. *NOTE: This tour includes a significant amount of walking.*

7.0 FEES

Within a separate sealed envelope enclose a letter, outlining your expected fees and schedule of work. All billable hours including client meetings and site visits should be included in a not to exceed fee for the phase I and a percentage of construction costs in phase II, should the City continue in a Phase II contract.

Note: Items such as travel, accommodation and meal costs, for out of town consultants are to be covered by the proposed basic fee.

8.0 SELECTION & AWARD

Interviews may be conducted as part of the selection process.

The City of Iowa City may require clarification from applicants to assist in making its evaluation.

The City of Iowa City reserves the right to either select the proposal that in its view constitutes the best overall value for the City or to not select any proposal.

The responses and accompanying documentation submitted by Consultant Firms become the property of the City of Iowa City and will not be returned.

The Consulting Firm is obliged to inform the City of Iowa City, in a timely manner, of any changes to key personnel, ownership, financial position or any other information related to this project.

The City of Iowa City reserves the right to contact owners, owner's representatives and/or consultants on any construction projects that have been carried out by the proponent, as well as the references provided in this Statement.

It is the intent of the City of Iowa City to enter into a contract or a signed proposal with the selected team. The City of Iowa City reserves the right to conduct negotiations in the areas of scope of work and the identified deliverables, with the selected team. It is not the intent of the City to negotiate lower pricing nor is it the intent of the City to allow for new or significant altered proposals, but rather to ensure the City has the flexibility it needs to arrive at a mutually agreeable final contract.

9.0 QUESTIONS

All questions arising during this proposal period must be directed as follows:

Kumi Morris
Architectural Services Coordinator
City of Iowa City
Engineering Division
410 East Washington Street
Iowa City, IA 52240
Phone: (319) 356-5044
Fax: (319) 356-5007
Kumi-morris@iowa-city.org

- Before 12 p.m. (noon) on Friday, August 28, 2015
- All questions and answers will be posted on the **Capitol Street Parking Ramp Façade Improvements Project 2016 RFQ website**: <https://icgov.org/purchasing-bids/request-qualifications-capitol-street-parking-ramp-facade-improvements-project-2016> by 5 p.m. on Wednesday, September 2, 2015.
- It is the responsibility of any company/or party submitting a proposal to reference the **Capitol Street Parking Ramp Façade Improvements Project 2016 RFQ website**: <https://icgov.org/purchasing-bids/request-qualifications-capitol-street-parking-ramp-facade-improvements-project-2016> prior to submittal.

10.0 PROPOSAL SUBMISSION

- ❑ 6 electronic flash drive copies and one paper copy [A single original, marked “original”] of the proposal must be submitted to the address listed below no later than 5:00 p.m. Friday, September 18, 2015.

- ❑ Deliver proposals to:

City Clerk’s Office
City of Iowa City
410 East Washington Street
Iowa City, IA 52240

- ❑ The proposal documents shall be sealed in an envelope clearly marked:

“Capitol Street Parking Ramp Façade Improvements Project 2016”

With the consulting firm’s name clearly listed on the front of the envelope.

11.0 ATTACHMENTS ON THE RFQ website [this is informational and pictorially represented, field verification will be required]

- ❑ Existing Photographic images of the Capitol Street Parking Ramp Façade
- ❑ Architectural plans and elevations

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