



## CITY OF IOWA CITY

*REQUEST FOR PROPOSAL (RFP):*            **For Consulting Services**

*PROJECT TITLE:*                            **Senior Center Building ADA Assessment and Master Plan Project**

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**NOTE TO PROPOSERS:**

Additional information and/or clarification and Answers to questions may be posted in the documents section of the City of Iowa City Purchasing website, under Commodities, Services, and Bids: <https://www.icgov.org/purchasing-bids>. It is the responsibility of the proposer to periodically check this site for updates.

**DATES:**

- March 12, 2020, 2 p.m local time- **Pre-submission meeting**, see section 3.0
- March 23, 2020, 5 p.m. local time- Last date to submit questions, section 9.0
- March 25, 2020, 5 p.m. local time- Questions and Answers posted, section 9.0
- April 1, 2020, 5 p.m. local time- Proposal due, section 10.0

1.0 INTRODUCTION

The City of Iowa City intends to proceed with consultant services for an ADA building assessment and the creation of a Master plan for the Senior Center, located at 28 South Linn Street in Iowa City, Iowa.

The Center is a 24,348 square foot, multistory Neo-Classical Beaux Arts-style structure located since 1981 in a restored historic building on the corner of Linn and Washington in downtown Iowa City. The structure was originally constructed as a post office in 1904 and expanded in 1931 and remained the City's central post office until 1975, when after two-years of vacancy it was purchased by the municipality, and renovated for its current operation. The structure is built of Indiana limestone and has been on the National Register of Historic Places since 1979.

The Request for Proposals is for a comprehensive review to include the following:

- I. Provide an ADA compliance evaluation and Transition Plan
- II. Provide a comprehensive evaluation of the interior and exterior condition of the facility, including architectural, structural, mechanical and electrical and maintenance and equipment of associated systems.
- III. Make recommendations for updating systems for optimal building and equipment life cycle costs. This should include building system and structural equipment, and building furnishings, fixtures and equipment (FF&E).
- IV. Provide an evaluation of the facility comprehensively in regard to present and planned operational and programming uses and recommendations for interior improvements that achieve better space utilization, throughout the entire building. This includes an analysis of safety and security measures for guests and staff. Of specific interest to the City is a possible upgrade to the kitchen area that could facilitate innovative program opportunities, as well as rentals to community organizations, businesses and educational partners.
- V. An initiative of the City of Iowa City's strategic plan is to promote energy and environmental sustainability, the Master Plan should include a carbon emissions reduction effort, with specific options that will allow the facility and the City to achieve a 45% or greater reduction in carbon emissions as well as a feasibility study on achieving net-zero status.

The proposal and final assessment should prioritize and take into consideration the Senior Center's Purpose and Vision, outlined below in Section 2.0.

It is the intent of the City is to select one consultant for this project with an expectation that the work will be wholistic, the investigations and programming should inform and shape the other.

## 2.0 SENIOR CENTER STATEMENT OF PURPOSE AND VISION STATEMENT

### ***Statement of Purpose***

The Center is an age-friendly community hub where older adults can access a range of activities and services to improve their health, well-being, and independence. People of all ages can actively engage in their community by working with program staff and participants to build social and civic capital. The purpose of this request for proposal is to transform and update the Iowa City/Johnson County Senior Center that allow all older adults to experience stable health and age in place by continuing social involvement, promoting equity and reducing social isolation.

### ***Investment Area Background and Program Requirements***

The mission of The Center is to enhance quality of life by creating opportunities to support wellness, social connections, community engagement, and lifelong learning for a diverse and growing older adult population. Our passion is to connect people with resources and solutions as they age so we can all live, learn, work and take part in strong, healthy communities. We believe everyone deserves connection and that all basic needs in our communities are met through innovative and collaborative approaches. Iowa City is a place where when varied aspects of

diversity is valued, all our community and surrounding areas thrive, and people grow up and grow old with opportunity and dignity.

The Center works to explore and expand services for the older adults we currently serve as well as the significant increase of older adults that will come by the year 2035. With the help of inhouse agencies, community partners, including other public and nonprofit funders and service providers, we are working together to understand current and emerging older adult service, health and recreation needs, and to create and invest in a comprehensive and integrated approach that improves the health, safety and education of our residents. This project should include sustainability improvements, historic preservation considerations and additional features to increase accessibility and/or become more aligned with the ADA requirements.

***Services we provide and plan to provide in the future:***

*Health Promotion, Wellness, and Fitness*

Educate, support, and provide opportunities for people in making choices to improve health, well-being, and fitness. Examples include health screenings by inhouse agencies (blood pressure, Hepatitis C, foot clinic), brain health education, exercise classes, and weight lifting.

*Education, Recreation, Socialization, and Personal Growth*

Scheduled activities or opportunities led by a paid independent contractors or volunteer and designed to build relationships among participants and help them develop new skills. Examples include guest lectures, cultural activities, computer classes, card and board games, crafts, dances, classes/workshops, trips/excursions, and volunteer programs and opportunities.

### 3.0 INVITATION AND PRESUBMISSION MEETING

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 within existing buildings; further, firms with experience in aging communities, historic structures and commercial and educational kitchen designs will be prioritized.

There will be a recommended **Pre-submission Meeting at 2 pm on 12<sup>th</sup> of March, 2020 in room 208, in the Senior Center at 28 South Linn Street in Iowa City.** Note, there is limited metered parking neighboring the facility, and \$1/hour parking in the Tower Place and Parking ramp, at 335 Iowa Avenue, with first hour free.

### 4.0 SCOPE OF WORK

The scope of work will be to provide a detailed program and operational review, that will result in two documents: an ADA report and transition plan, and a Master Plan with projected project phasing and cost estimates.

The consultant shall make maximum use of existing plans, data, and condition surveys as available from the City. *Note: While a comprehensive inventory of record plans is available, the City does not have complete CAD, floor plans for the Senior Center.*

The project involves, but may not be limited to:

- A. An ADA Compliance Facility Evaluation & Transition Plan
  - 1. Complete a comprehensive standalone analysis of compliance with the latest ADA standards. Further prioritize improvements with suggested remedies and cost opinions.
    - i. Identify all areas within the Senior Center that are subject to the requirements of the ADA, and develop assessments, including but not limited to, path of travel and Barrier Assessment Surveys, listing each

item. This includes all areas of entry, the skywalk from the parking garage, all levels of the building, including but not limited to common areas, classrooms, fitness room, meeting rooms, restrooms and offices.

- ii. Conduct Barrier Assessment Surveys with field reviews of all public spaces that provide programs, services, or activities to the public, as appropriate. The Surveys will identify physical barriers that could limit accessibility and comparing to the State of Iowa ADA regulations and the Federal Department of Justice Guidelines for accessibility, the ADA Accessibility Guidelines (ADAAG).
  1. Based on the Barrier Assessment Survey, develop an Access Compliance Assessment Report (ACAR) in order to support the comprehensive assessment process, which shall include:
    - a. executive summary;
    - b. as-build verifications as it relates to ADA access;
    - c. barrier description and severity rating to measure relative impact to
    - d. access;
    - e. digital photograph(s) and documentation of each barrier;
    - f. reference drawings/maps showing the specific location of the barrier;
    - g. proposed solution(s) to eliminate the barrier; and
    - h. individual detailed cost estimates for each solution.
- iii. The consultant shall review all ACARs and develop a facility diagram, showing interior and exterior areas to be included in the ADA Transition Plan as appropriate, and provide a comprehensive report. The consultant shall summarize the ACARs and identify issues that may limit physical access to individuals with disabilities to public areas where program, services, or activities take place. Each section of the Self Evaluation Report shall include a feasible solution, cost estimate for eliminating each barrier and the priority level of the project.
  1. Prioritize from immediate, 3-5 years, or longer term/not-feasible due to limitations of building condition.

#### B. Facility Master Plan – 4 Section of Scope

##### 1. Inspection of Building Systems and Interior/Exterior

- i. Provide list of safety or hazardous conditions along with conditions that threaten the integrity of the building structure or systems within facility.
- ii. Recommendations for prioritizing replacements/improvements to preserve historic features while maximizing life cycle cost for major buildings systems: Architectural, Structural including the roof, building envelope including doors, windows and fenestrations, HVAC, BAS, Electrical, Mechanical and Plumbing, Roof, Elevator, and wayfinding.
- iii. Recommendations for interior fixtures, furniture, wall finishes, floor finishes with wayfinding and color scheme.
  1. Recommendations should consider ANSI/IES RP-28-16, Lighting for the Visual Environment for Seniors and the Low Vision Populations
  2. Recommendations should consider sustainable, green material choices, system designs, with a regard for durability, carbon footprint, low-VOCs and best life-cycle costs.
  3. Recommendations should consider appropriate heights and support, and durability in regard to moisture barriers, and material rub counts.

##### 2. Space Needs Assessment for Master Plan

- i. Meetings with staff, stakeholders, Senior Commission and user organizations, a minimum of 6 meetings should be included in the initial exploratory study

- ii. Recommendations for renovations to improve security, safety, access control and functionality of spaces.
    - 1. Lobby and points of entry for patrons and staff
    - 2. Offices
    - 3. Fitness Areas
    - 4. Classrooms
    - 5. Assembly spaces
    - 6. Kitchen
  - iii. Prior to finalizing the recommendations, the City shall review a minimum of three design plan alternatives with programming enhancements and operational considerations.
    - 1. If desired by the City, the consultant will facilitate public reviews of the three design alternatives prior to moving forward with final design work.
    - 2. The City will provide the consultant written feedback for direction on the final product.
  - iv. Evaluation and recommendations and feasibility of renovating kitchen space into a community kitchen.
  - v. Evaluate building wayfinding and signage for ADA compliance and ease of use by patrons and staff.
3. Carbon Emissions Reduction Review
- i. Provide a comprehensive list of energy efficiency strategies and items that could reduce the facility's carbon emissions for two goals:
    - 1. 45% reduction of Carbon Emissions
    - 2. Net Zero
  - ii. This will entail a report detailing current energy use and carbon emissions with a specific and fiscally responsible plan to achieve a 45% or greater reduction in carbon emissions. Develop a coordinated strategy for future actions.
  - iii. Coordinate strategy with existing City software
  - iv. Further complete a list of items for achieving net-zero status.
  - v. Rank items into potential for payback, and connection to other renovation needs. This should include energy efficient building strategies with information on costs, savings, revenue, return on investment and payback.
  - vi. Grants and rebates should be considered.
4. Provide phasing scenarios that group projects from each priority list in a manner that provides for several smaller projects, maximizes resources and limits impacts to public use of facility. Each phase shall have a cost estimate.

C. Additional Contracting Services

- 1. Upon the completion of 4.0 SCOPE OF WORK detailed above and 5.0 DELIVERABLES below, the City may choose, at its sole discretion, to retain and enter into a separate contract with Consultant to perform additional services, which may include but not be limited to the following:
  - i. Design Development
  - ii. Construction Documents
  - iii. Bidding and Negotiation
  - iv. Construction Administration
- 2. Contract Negotiations for these Additional Services will only be undertaken if the Master Plan phasing design and budget is approved by City Council.
- 3. The City also reserves the right to solicit proposals from other professional service firms.

5.0 DELIVERABLES

1. ADA Report and Transition Plan – Separate document from Master Plan.
2. Facility Master Plan
  - a. Report of inspection identifying items that present concerns and noting potential for each to also be an ADA concern or may have a replacement that would lower carbon emissions.
    - i. Safety Concerns
    - ii. Security Concerns
    - iii. Maintenance Concerns
    - iv. Age/Condition Concerns
    - v. Operational Concerns
  - b. Space Needs Master Plan
    - i. Summary of identified building programmatic/space needs for next 10 years.
    - ii. Kitchen Renovation Feasibility
    - iii. Entry/Lobby Area renovations for security and public use.
    - iv. Staff Offices
    - v. Public Meeting Spaces
  - c. Design board for interior flooring, lighting, signage, furniture and paint colors.
  - d. Carbon Emissions Reduction Review
    - i. Provide list of items that could reduce the facility’s carbon emissions for two goals
      1. 45% reduction of Carbon Emissions
      2. Net Zero
    - ii. Rank items into potential for payback and connection to other renovation needs.
      1. The design program for first steps shall include recommendations for phasing improvements that aligns with the currently adopted city budget.
  - e. Phasing scenarios that group projects from each priority list in a manner that provides for several smaller projects, maximizes resources and limits impacts to public use of facility. Each phase shall have a cost estimate.
  - f. The City will have an opportunity to review the report at 50%, 75% and 95% completion.
  - g. Provide renderings, virtual walk throughs, or other products suitable for fundraising.
  - h. The consultant will provide final presentations to Senior Commission, City Council and staff
  - i. The Master Plan is a guide for the City on the Senior Center’s building priorities and future goals, a document to be read by the public and stakeholders and an instrument for fundraising; thus, it should be comprehensive, graphically consistent, visually dynamic, legible and simple to navigate.

## 6.0 DESIGN TEAM PROPOSAL

Your design team’s proposal should include an introductory letter that includes:

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

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 involvement in the proposed project.

## 7.0 FEES

In a separate and sealed envelope, outline your expected fees and schedule of payments. Standard disbursement of costs will be billable to the City of Iowa City, if reasonable and approved for this type of project. All billable hours including client meetings and site visits should be included in a not to exceed fee.

As projects may be funded by different revenues, please break up the fees per phase to include the following scope:

- I. Phase I (fixed not-to-exceed fee)
  - An ADA Compliance Facility Evaluation & Transition Plan
  - Facility Study and Master Plan Recommendations
- II. Phase II (percentage of construction project estimate)
  - Design Development
  - Construction Documents
  - Bidding and Negotiation
  - Construction Administration

*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 may request to review comparative ADA reports/Transition Plans and Master Plans from short-listed firms as part of the selection process.

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.

A submission of a proposal implies acceptance of the evaluation technique and the consultant recognition that some subjective judgments shall be made by the City of Iowa City during assignment of points.

<b><u>EVALUATION CRITERIA</u></b>	<b><u>ASSIGNED POINTS</u></b>
1. <b>Firm Experience, Qualifications and Expertise</b> Experience, qualifications and expertise of firm and sub-consultant firms (Senior Center and facilities, ADA experience in Senior environments)	<b>20</b>
2. <b>Project Team and Resources</b> 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.	<b>20</b>
3. <b>Project Understanding and Approach</b> Project approach and understanding of the scope Competitive advantages and special capabilities Ability to meet budgets and schedules Proposed schedule Effective project management Technical alternatives Municipal or Government entity experience	<b>15</b>
4. <b>Green Design/Sustainability and Carbon Emissions Reduction projects</b> Experience, qualifications and expertise of firm and sub-consultant firms to sustainable or LEED design, and Carbon Emissions Reduction projects	<b>15</b>
5. <b>Project Fee and proposed project</b>	<b>15</b>
6. <b>Additional Factors</b> References City of Iowa City Municipal Design Experience Other related information Distance of travel from site	<b>15</b>
<b>Total Points</b>	<b>100</b>

9.0 QUESTIONS

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

Kumi Morris  
City Facility Manager  
City of Iowa City

410 East Washington Street  
Iowa City, IA 52240  
[Kumi-morris@iowa-city.org](mailto:Kumi-morris@iowa-city.org)

- Last time and date to submit questions is before 5:00 p.m. CST Monday, March 23, 2020.

- ❑ Questions and corresponding answers will be posted by 5 p.m. Wednesday, March 25<sup>th</sup> on the City of Iowa City Purchasing website, under Commodities, Services, and Bids: <https://www.icgov.org/purchasing-bids>
- ❑ Under the project title: **Senior Center Building ADA Assessment and Master Plan Project.**

#### 10.0 PROPOSAL SUBMISSION

- ❑ Three hard copies and one electronic copy (flashdrive) of the proposal must be submitted to the address listed below no later than **5:00 p.m. CST on April, 1, 2020.**
  - ❑ Additional Documents to include with submission, section 11:
    1. City of Iowa Wage Theft Policy
    2. Contract Compliance Document
- ❑ 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:

**“Senior Center Building ADA Assessment and Master Plan Project”**

with the consulting firm's name and address listed on the outside of the document.

#### 11.0 REFERENCE AND ADDITIONAL DOCUMENTS

The following required forms are attached to this document.

1. City of Iowa Wage Theft Policy
2. Contract Compliance Document

The following is posted on City of Iowa City Purchasing website, under Commodities, Services, and Bids: <https://www.icgov.org/purchasing-bids>

1. City of Iowa City Consultant Agreement (boilerplate)

## WAGE THEFT POLICY

It is the policy of the City of Iowa City, as expressed by City Council Resolution No. 15-364 adopted on November 10, 2015, not to enter into certain contracts with, or provide discretionary economic development assistance to, any person or entity (including an owner of more than 25% of the entity) who has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, for a period of five (5) years from the date of the last conviction, entry of plea, administrative finding or admission of guilt. (hereinafter "Wage Theft Policy")

- I. **Application.** The Wage Theft Policy applies to the following:
  - a. Contracts in excess of \$25,000 for goods, services or public improvements.
  - b. Contracts for discretionary economic development assistance.  
"Discretionary" economic development assistance shall mean any economic development assistance provided by the City of Iowa City that is not required by law.
- II. **Exceptions.** The Wage Theft Policy does not apply to emergency purchases of goods and services, emergency construction or public improvement work, sole source contracts excepted by the City's purchasing manual, cooperative/piggyback purchasing or contracts with other governmental entities.
- III. **Affidavit.** **The contracting entity must complete the attached affidavit showing compliance with the Wage Theft Policy and provide it to the Contracting Department prior to the execution of the contract.**

**Contract provision:** Any contract to which this policy is applicable will include the following contract provision: If the City becomes aware that a person or entity (including an owner of more than 25% of the entity) has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, within the five (5) year period prior to the award or at any time after the award, such violation shall constitute a default under the contract.

- IV. **Waivers.** If a person or entity is ineligible to contract with the City as a result of the Wage Theft Policy it may submit a request in writing indicating that one or more of the following actions have been taken:
  - a. There has been a bona fide change in ownership or control of the ineligible person or entity;
  - b. Disciplinary action has been taken against the individual(s) responsible for the acts giving rise to the violation(s);
  - c. Remedial action has been taken to prevent a recurrence of the acts giving rise to the disqualification or default;
  - or
  - d. Other factors that the person or entity believes are relevant.

The City Manager or Designee shall review the documentation submitted, make any inquiries deemed necessary, request additional documentation if warranted and determine whether a reduction in the ineligibility period or waiver is warranted.

Should the City Manager or Designee determine that a reduction or waiver of the ineligibility period is warranted the City Manager or Designee shall make such recommendation to the City Council. The City Council will make a final decision as to whether to grant a reduction or waiver.

# WAGE THEFT AFFIDAVIT

STATE OF \_\_\_\_\_

ss:

\_\_\_\_\_ COUNTY

I, \_\_\_\_\_, upon being duly sworn, state as follows:

1. I am the \_\_\_\_\_ [position] of \_\_\_\_\_ ["contracting entity"] and have the authority to execute this affidavit on behalf of said contracting entity and any person or entity with an ownership interest in said contracting entity of more than 25%.
  
2. Neither \_\_\_\_\_ [contracting entity] nor any person or entity with an ownership interest of more than 25% of said contracting entity has been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages in the last 5 years.

\_\_\_\_\_  
Signature

This record was acknowledged before me on \_\_\_\_\_ (date)

by \_\_\_\_\_, (name of individual)

as \_\_\_\_\_(type of authority, such as officer or trustee)

of \_\_\_\_\_(name of party on behalf of whom the record was executed)

\_\_\_\_\_  
Signature

Notary Public in and for the State of \_\_\_\_\_

## **CONTRACT COMPLIANCE**

### **SECTION I - GENERAL POLICY STATEMENT**

It is the policy of the City of Iowa City to require equal employment opportunity in all City contract work. This policy prohibits discrimination by the City's contractors, consultants and vendors and requires them to ensure that applicants seeking employment with them and their employees are treated equally without regard to race, color, creed, religion, national origin, sex, gender identity, sexual orientation, disability, marital status, and age.

It is the City's intention to assist employers, who are City contractors, vendors or consultants, in designing and implementing equal employment opportunity so that all citizens will be afforded equal accessibility and opportunity to gain and maintain employment.

#### **PROVISIONS:**

1. All contractors, vendors, and consultants requesting to do business with the City must submit an Equal Opportunity Policy Statement before the execution of the contract.
2. All City contractors, vendors, and consultants with contracts of \$25,000 or more (or less if required by another governmental agency) must abide by the requirements of the City's Contract Compliance Program. Emergency contracts may be exempt from this provision at the discretion of the City. Regardless of the value of the contract, all contractors, vendors, and consultants are subject to the City's Human Rights Ordinance, which is codified at Article 2 of the City Code.
3. Contracting departments are responsible for assuring that City contractors, vendors, and consultants are made aware of the City's Contract Compliance Program reporting responsibilities and receive the appropriate reporting forms.  
A notification of requirements will be included in any request for proposal and notice of bids.
4. Prior to execution of the contract, the completed and signed Assurance of Compliance (located on pages CC-2 and CC-3) or other required material must be received and approved by the City.
5. Contracting departments are responsible for answering questions about contractor, consultant and vendor compliance during the course of the contract with the City.
6. All contractors, vendors, and consultants must refrain from the use of any signs or designations which are sexist in nature, such as those which state "Men Working" or "Flagman Ahead," and instead use gender neutral signs.
7. All contractors, vendors, and consultants must assure that their subcontractors abide by the City's Human Rights Ordinance. The City's protected classes are listed at Iowa City City Code section 2-3-1.

## SECTION II - ASSURANCE OF COMPLIANCE

The following sets forth the minimum requirements of a satisfactory Equal Employment Opportunity Program which will be reviewed for acceptability. **PLEASE RETURN PAGES 2 THROUGH 3 OF THIS SECTION TO THE CONTRACTING DEPARTMENT PRIOR TO THE EXECUTION OF THE CONTRACT.**

With respect to the performance of this contract, the contractor, consultant or vendor agrees as follows: (For the purposes of these minimum requirements, "contractor" shall include consultants and vendors.)

1. The contractor will not discriminate against any employee or applicant for employment and will take affirmative efforts to ensure applicants and employees are treated during employment without regard to their race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, marital status, and age. Such efforts shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that it is an equal opportunity employer.

Note: Contracts that are federally funded are subject to Executive Order No. 11246, as amended, and the regulations (see generally 29 U.S.C. § 1608 et seq.) and relevant orders of the U.S. Secretary of Labor. The Secretary of Labor, and not the City, enforces said regulations and orders.

3. **Provide a copy of your written Equal Employment Opportunity policy statement.**

Where is this statement posted?

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4. What is the name, telephone number and address of your business' Equal Employment Opportunity Officer?

(Please print) \_\_\_\_\_

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

5. The undersigned agrees to display, in conspicuous places at the work site, all posters required by federal and state law for the duration of the contract.  
NOTE: The City can provide assistance in obtaining the necessary posters.

6. How does your business currently inform applicants, employees, and recruitment sources (including unions) that you are an Equal Employment Opportunity employer?

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The above responses are true and correctly reflect our Equal Employment Opportunity policies.

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Business Name

---

Phone Number

---

Signature

---

Title

---

Print Name

---

Date

## SECTION III - SUGGESTED STEPS TO ASSURE EQUAL EMPLOYMENT OPPORTUNITIES

### 1. COMPANY POLICY

Determine your company's policy regarding equal employment opportunities.

Document the policy and post it in a conspicuous place so that it is known to all your employees. Furthermore, disseminate the policy to all potential sources of employees and to your subcontractors asking their cooperation. The policy statement should recognize and accept your responsibility to provide equal employment opportunity in all your employment practices. In regard to dissemination of this policy, this can be done, for example, through the use of letters to all recruitment sources and subcontractors, personal contacts, employee meetings, web page postings, employee handbooks, and advertising.

### 2. EQUAL EMPLOYMENT OPPORTUNITY OFFICER

Designate an equal employment opportunity officer or, at minimum, assign someone the responsibility of administering and promoting your company's Equal Employment Opportunity program. This person should have a position in your organization which emphasizes the importance of the program.

### 3. INSTRUCT STAFF

Your staff should be aware of and be required to abide by your Equal Employment Opportunity program. All employees authorized to hire, supervise, promote, or discharge employees or are involved in such actions should be trained and required to comply with your policy and the current equal employment opportunity laws.

### 4. RECRUITMENT

(a) Let potential employees know you are an equal opportunity employer.

This can be done by identifying yourself on all recruitment advertising as "an equal opportunity employer".

(b) Use recruitment sources that are likely to yield diverse applicant pools.

Word-of-mouth recruitment will only perpetuate the current composition of your workforce. Send recruitment sources a letter annually which reaffirms your commitment to equal employment opportunity and requests their assistance in helping you reach diverse applicant pools.

(c) Analyze and review your company's recruitment procedures to identify and eliminate discriminatory barriers.

(d) Select and train persons involved in the employment process to use objective standards and to support equal employment opportunity goals.

(e) Review periodically job descriptions to make sure they accurately reflect major job functions. Review education and experience requirements to make sure they accurately reflect the requirements for successful job performance.

(f) Review the job application to insure that only job related questions are asked. Ask yourself "Is this information necessary to judge an applicant's ability to perform the job applied for?" Only use job-related tests which do not adversely affect any particular group of people.

- (g) Monitor interviews carefully. Prepare interview questions in advance to assure that they are only job related. Train your interviewers on discrimination laws. Biased and subjective judgments in personal interviews can be a major source of discrimination.
- (h) Improve hiring and selection procedures and use non-biased promotion, transfer and training policies to increase and/or improve the diversity of your workforce representation. Companies must make sure procedures for selecting candidates for promotion, transfer and training are based upon a fair assessment of an employee's ability and work record. Furthermore, all companies should post and otherwise publicize all job promotional opportunities and encourage all qualified employees to bid on them.

For your information is a copy of [Section 2 – 3 – 1 of the Iowa City Code of Ordinances](#) which prohibits certain discriminatory practices in employment can be found at: [http://www.sterlingcodifiers.com/codebook/index.php?book\\_id=953](http://www.sterlingcodifiers.com/codebook/index.php?book_id=953).

Please note that the protected characteristics include some not mandated for protection by Federal or State law. As a contractor, consultant or vendor doing business with the City of Iowa City you are required to abide by the provisions of the local ordinance in conjunction with your performance under a contract with the City.

## SAMPLE: EQUAL EMPLOYMENT OPPORTUNITY POLICY

To all employees of \_\_\_\_\_

This Company and its employees shall not discriminate against any employee or applicant for employment based on his or her age, color, creed, disability, national origin, gender identity, marital status, race, religion, sex, or sexual orientation. The anti-discrimination policy extends to decisions involving hiring, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Further, this Company and its employees will provide a working environment free from such discrimination.

All employees are encouraged to refer minority and women applicants and applicants with disabilities for employment.

The Equal Employment Opportunity Officer for the \_\_\_\_\_  
is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

NOTE: This is a **SAMPLE ONLY**. You may wish to confer with your EEO officer or legal counsel to formulate a policy which specifically meets the needs of your company.