

**Questions and Answers for the Request for Proposal
for the
Senior Center Building ADA Assessment and Master Plan Project
March 23, 2020**

Please continue to check back to the proposal website: <https://www.icgov.org/purchasing-bids/senior-center-building-ada-assessment-and-master-plan-project> , with the rapidly changing situation and events in reaction to COVID-19, there may be modifications or a change in dates.

All questions are copied directly below, without any changes or editing. They are listed by order of receipt:

- 1. Is there a proposed form of contract that the city plans to use for the design services?
 - a. If so, can a copy of that contract be accessed somewhere?****

*Yes, the City of Iowa City has a standard consultant agreement for contracting design services. A copy of the boiler plate Consultant Agreement is available to view under **Documents** on the City of Iowa City, Commodities, Services and Consulting website for this project: <https://www.icgov.org/purchasing-bids/senior-center-building-ada-assessment-and-master-plan-project>*

- 2. Can you list the city's requirements for all types and specific limits of insurance for the design professionals that are selected for this project?**

The terms and conditions of the City's consultant agreement specify the following language regarding the required insurance for Design Professionals:

The Consultant agrees at all times material to this Agreement to have and maintain on a primary basis professional liability insurance covering the Consultant's liability for the Consultant's negligent acts, errors and omissions to the City in the sum of \$1,000,000.

- 3. Who will be on the selection committee?**

The selection committee has not yet been chosen, it will be pending on the firms that submit a proposal, and the committee will be selected to prevent conflicts of interest. However, it is likely that members of the committee will be selected minimally from four groups from the City: the Senior Center staff, the Parks and Recreation Department, the Engineering Division of Public Works, and City Administration.

- 4. I know some city buildings – including the senior center -- have closed. In light of these rapidly evolving times, I'm wondering if you have considered making any changes to the submission**

process for the senior center RFP. Would a digital only submission be acceptable or do you require printed copies?

Please continue to follow the guidelines under the Section 10 Proposal Submission in the Request for proposals. Though City Hall is closed, we are still receiving mail and parcels at this facility. In addition, the Clerk's office will still receive submissions directly. They have a sign on the interior door to their offices, from the lobby of City Hall, with a phone number to call for the Clerk's Office and one of the staff will come to the lobby and pick up the envelopes and stamp them in.

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