

Addendum #1

For Qualifications for Design and Construction Administration

Date: Sept. 1, 2017

To All Plan Holders:

The following changes, additions, and/or deletions are hereby made a part of the RFQ for the documents for the above noted project, fully and completely as if the same were fully contained therein. All other terms, conditions and specifications of the original Invitation to Bid remain unchanged.

This amendment must be acknowledged in the space provided on the Bid Schedule.

The Submittal Date & Time is NOT changed. It remains September 13, 2017 at 10:00 AM.

The modifications directed by this Addendum #1 are described in this page and the following attachments.

1. Addendum Text 1 page
2. Attachments 10 pages

CHANGES:

1. **REPLACE** – Revised pages 6,7
2. **ADDED** - Bid Tabulation From (1 page)

END OF ADDENDUM #1

**Invitation to Submit Professional Qualifications for Design and
Construction Administration for:
Marshalltown Veterans Memorial Coliseum**

- For:** Architectural, Engineering, and related service collectively hereafter, "Professional Services".
- Description:** **Qualification Proposals** for services from qualified firms to provide final design services, prepare the site plans, provide the cost estimates for construction, prepare construction documents, supervise the bidding process, perform construction administration, inspection, and testing services.
- RFQ Issued:** **Wednesday, August 17th, 2017**
- Pre-Proposal:** **Wednesday, August 30th, 2017 at 10:00 A.M.**
- Meeting:** **Veterans Memorial Coliseum**
20 West State St., Marshalltown, Iowa
- Q&A Ends:** **Wednesday, Sept. 6th, 2017 10:00AM**
- Proposal Due:** **Wednesday, Sept. 13th, 2017 10:00 AM**
- Interview:** **Wednesday, September 20th, 2017** - Interviews will be conducted for selected firms at 10 West State St., Marshalltown, Iowa.
- Award Project:** **Monday, October 9th, 2017 at 5:30pm**, City Council Meeting

INTRODUCTION

The City of Marshalltown, Iowa (hereinafter “City”) is seeking qualified firms with expertise in Architectural Engineering, and related services collectively hereafter, “Professional Services”, whose firm acting individually or in partnership with another firm(s), has the proven ability to provide the complete scope of services specified in this RFQ. A feasibility study for the coliseum was completed this past spring and is available at: <http://ci.marshalltown.ia.us/media/getMedia/MediaID/6402>. It can be found under the resources section of the Parks & Recreation Homepage. The City liked these preliminary plans and would like to see final plans and specs similar to what has already been proposed.

The **Qualifications Proposal** is to provide Professional Services (Architectural, Engineering, and related services) for upgrades to the Marshalltown Veterans Memorial Coliseum. The firm selected for this project will provide final design services, prepare the site plans, provide the cost estimates for construction, prepare construction documents, and supervise the bidding process.

The City’s process to select a firm for the Professional Services is designed to identify the best qualifications to meet the City’s objectives, and to enable the City’s review panel to make a clear recommendation to the City Council. The City’s panel will be composed of City staff members who have experience in engineering, building construction and administrative services.

- Request for Qualifications (RFQ): The prospective firms are required to respond in writing to questions to provide the Professional Services to complete the project. The firm’s **Qualifications Proposal** will be reviewed by the City’s panel to determine which firm is selected.

TERMS AND CONDITIONS

The City reserves the right to request clarification of information submitted and to request additional information of any firm.

The City reserves the right, at its sole discretion, to terminate this process at any time or reject any and all proposals without penalty prior to the execution of an Agreement.

Any Agreement resulting from this process shall be on forms either supplied or approved by the City and shall contain, at a minimum, applicable provisions of the request for qualifications and subsequent fee proposal. The City reserves the right to reject any Agreement that does not conform to the request for qualifications or subsequent fee proposal, and any City requirements for an Agreement.

The City shall not be responsible for any fee incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications and any subsequent fee proposal, or oral presentation to or interviews with the City.

CALENDAR – RFQ PROCESS

- A. **Pre-Proposal Meeting:** All firms interested in this project are invited to attend a pre-proposal meeting to learn more about the scope of the project, and to ask initial questions. The pre-proposal meeting is not mandatory and will be held:

Wednesday, August 30th 10:00 AM

Marshalltown Veteran's Memorial Coliseum – 20 West State Street

Firms interested but unable to attend this pre-proposal meeting will need to access the question and answer posting on the website (See the next item). City staff will **not** meet with a firm, or answer phone calls or e-mails in lieu of the pre-proposal meeting or Question and Answer postings. Your cooperation is appreciated in advance.

- B. **Question and Answer Period:** Starting after the pre-proposal meeting, you may submit questions by e-mail regarding this RFQ to:

aselness@ci.marshalltown.ia.us It is anticipated that the questions and answers will be posted continuously to the web site as a separate document at www.ci.marshalltown.ia.us. The questions and answers will remain posted until the RFQ is due. The last day and time to submit questions is on:

Wednesday, Sept. 6, 2017 at 10:00AM

- C. **Qualification Proposals Due:** All Qualification Proposals must be received no later than **Wednesday, September 13, 2017 at 10:00 AM** by the City's clock. Submissions received after the due date and time will not be considered. Only those firms selected to interview based on the qualifications review will proceed further in this process. Firms are **required to submit 3 hardcopies and 1 electronic copy on a USB flash drive or CD**. Both the hardcopies and the electronic copy must be received by the date and time (Not per postmark). The City will not accept submissions by Fax.

Postal or Courier Service: To submit 3 hard copies and flash drive or CD, mail or deliver in a sealed package clearly marked on the outside as “Veterans Memorial Coliseum RFQ” to this address:

Anne Selness, Parks and Recreation Director
10 West State Street
Marshalltown, IA. 50158

If the Firm or a delivery courier for the firm is submitting the hard copy proposals, deliver the required quantity to the preceding address.

D. **Oral Presentation Interview:** It is anticipated that the oral presentation and interview will be held on Wednesday, Sept. 20, 2017.

QUALIFICATIONS PROPOSAL

The firm’s **Qualifications Proposal** submitted in response to this RFQ will be evaluated by City staff based on the written responses to the following 6 (Six) items, and the criteria stated in the **Scope of Project**. Please provide a straightforward, concise description of your firm’s capabilities to satisfy the requirements of this RFQ. Answer all items (1-6) in the order presented below: use at least 12 point font size, and limit your responses to 25 (twenty-five) or fewer typed single-sided pages. Our evaluation of your responses will determine if your firm will be selected to proceed further in this process: there is no intent to bring firms in to present at this qualifications stage in the process. Please see the RFQ **Calendar** section for the **Qualification Proposal** due date and time.

1. Detailed list of services to be provided by the firm. Include your firm’s understanding of the project and the key issues involved.
2. Identify any services to be provided by outside consultant(s).
3. An organizational chart indicating key personnel assignments and overall organization of the work effort. Identify any professional credentials of the project management, principals in charge, and any other primary personnel to be assigned to the project. The firm will also identify any specialty personnel to be utilized by the firm for this project. Please note that those individuals identified as the project team or primary outside consultant(s) must attend the oral

presentation and interview should the firm be selected for that phase (*We are most interested in the principals, rather than the support staffing*).

4. Identify up to 5 (Five) recent projects of similar nature or scope completed by the firm, project team or outside consultant(s). For each project include:
 - a. Client name, position, address, telephone, current e-mail address of primary contact
 - b. Project team; experience with large restoration and renovation projects "IS" required
 - c. Project description including the original date the project was to be completed, and the actual completion date
 - d. Gross and net square feet
 - e. Pre-Project fee estimate
 - f. Actual project fee awarded
 - g. Floor Plan and photograph or drawn rendering of the exterior elevations
 - h. Project teams part in assistance with bonding for the project
5. Describe your Firm's approach to establishing a fee for services and its preferred form of final Agreement. **Please include your standard form of agreement in the packet and provide a written paragraph about how you would establish a fee for services.**
6. Firm, name, telephone number, fax number and e-mail addresses shall be submitted.

SCOPE OF THE PROJECT

This project will provide for rehabilitation and renovation of the 1928 Veterans Memorial Coliseum building.

The following services are to be provided by the selected Firm:

1. The selected Firm will provide a range of services leading to the renovation and rehabilitation of the Veterans Memorial Coliseum.

These services shall include:

- a. **Preliminary Design Phase:** Meets regularly with City staff, Coliseum Board and Advisory Committee to prepare preliminary designs, schematic designs,

preliminary site plan, and preliminary cost estimates for construction and FFE; communicates regularly with the City's Code Officials during the design phases. Please mention how often you would recommend our internal group meets based on your typical timelines or milestones for the project.

b. Preliminary Cost Estimate: by Dec. 31, 2017 provides City staff with preliminary cost estimates for construction, FFE and conceptual sketches to share with the public to be used to determine fund raising needs. Please define what you view as preliminary.

c. Additional work is contingent upon cost estimates.

d. Revised Design and Cost Estimates: continues to meet regularly with City staff, Coliseum Board and Advisory Committee to prepare recommended final designs, recommended site plans, and revised cost estimates for construction and FFE, communicates regularly with the City's Code Officials during the design phases.

~~e. Recommended Final Cost Estimate: provides City staff with the final cost estimates for all construction components and estimated costs for FFE based on the recommended site plans and final designs.~~

f. City Council: presents the recommended plans and specifications which are necessary for the Council to order construction of the project. Contractor will help the City of Marshalltown to evaluate bids and answer technical questions during the bid process and will work with the general contractor as needed.

~~2. The construction management firm will provide all other services and materials needed to conduct this project award of construction contracts.~~

3. The selected firm will provide proof of insurance in at least these amounts:

- a. Comprehensive General Liability \$1,000,000/\$2,000,000
- b. Auto Liability \$1,000,000
- c. Worker's Compensation as required by law
- d. Professional Liability for Errors and Omissions \$1,000,000

Services to be provided by the City:

1. City staff, Coliseum Board and Advisory Committee will actively engage with the selected firm towards the development of the preliminary designs and a final design.
2. City Staff and the Director of Parks and Recreation will meet regularly and jointly with the selected firm during all phases through to project completion.
3. The Director of Parks and Recreation would be the “Point of Contact” and is the City’s representative authorized to sign construction and cost documents.

METHOD OF EVALUATION & EVALUATION

The proposals submitted in response to this RFQ will be evaluated by a panel of City staff using a two-step process. The City will initially evaluate the firm’s **Qualifications Proposals** based on the firm’s responses to the 6 (Six) items under that heading, and the criteria stated in the **Scope of Project**.

- a. **Qualifications Proposals** will be reviewed based on the following criteria:
 1. Experience with similar projects (Weighted at 40%)
 2. Project Team (Weighted at 40%) and;
 3. Ability to meet schedule (Weighted at 20%)
- b. Based on the **Qualifications Proposals** review, only the firm’s selected for an oral presentations and interview will be required to submit a **Fee Proposal** at the interview.
- c. After the oral presentations and interviews, and in consideration of the qualifications and fee proposals, the City will select one or more firms to enter into negotiations as to the terms of the Agreement.
- d. The firm’s final Agreement must include an official offer to undertake the proposed work at the proposed fee, which will include an estimate of the number of hours to be spent by the firm on the project. The form of the final Agreement shall be agreed upon by the City and the successful firm.
- e. The City reserves the right to accept the proposal based on its best interest with all aspects of the proposal taken into account.
- f. The proposed final Agreement will be submitted to the City Council for acceptance.

g.

Marshalltown Coliseum RFQ	Amount	Bidder at Pre-Bid Yes or No	Addendum #1	Bidder #1	Bidder #2	Bidder #3	Bidder #4
Item #							
1							
2							
3							
4							
5							
6							

2017

Invitation to Submit Professional Qualifications for Design and Construction Administration

Provide Architectural, Engineering and Related Services for the Design and Construction to Renovate and Rehabilitate the Marshalltown, Iowa Veterans Memorial Coliseum



**Invitation to Submit Professional Qualifications for Design and
Construction Administration for:**

Marshalltown Veterans Memorial Coliseum

- For:** Architectural, Engineering, and related service collectively hereafter, "Professional Services".
- Description:** **Qualification Proposals** for services from qualified firms to provide final design services, prepare the site plans, provide the cost estimates for construction, prepare construction documents, supervise the bidding process, perform construction administration, inspection, and testing services.
- RFQ Issued:** **Wednesday, August 17th, 2017**
- Pre-Proposal:** **Wednesday, August 30th, 2017 at 10:00 A.M.**
- Meeting:** **Veterans Memorial Coliseum**
20 West State St., Marshalltown, Iowa
- Q&A Ends:** **Wednesday, Sept. 6th, 2017 10:00AM**
- Proposal Due:** **Wednesday, Sept. 13th, 2017 10:00 AM**
- Interview:** **Wednesday, September 20th, 2017** - Interviews will be conducted for selected firms at 10 West State St., Marshalltown, Iowa.
- Award Project:** **Monday, October 9th, 2017 at 5:30pm**, City Council Meeting

INTRODUCTION

The City of Marshalltown, Iowa (hereinafter “City”) is seeking qualified firms with expertise in Architectural Engineering, and related services collectively hereafter, “Professional Services”, whose firm acting individually or in partnership with another firm(s), has the proven ability to provide the complete scope of services specified in this RFQ. A feasibility study for the coliseum was completed this past spring and is available at: <http://ci.marshalltown.ia.us/media/getMedia/MediaID/6402>. It can be found under the resources section of the Parks & Recreation Homepage. The City liked these preliminary plans and would like to see final plans and specs similar to what has already been proposed.

The **Qualifications Proposal** is to provide Professional Services (Architectural, Engineering, and related services) for upgrades to the Marshalltown Veterans Memorial Coliseum. The firm selected for this project will provide final design services, prepare the site plans, provide the cost estimates for construction, prepare construction documents, and supervise the bidding process.

The City’s process to select a firm for the Professional Services is designed to identify the best qualifications to meet the City’s objectives, and to enable the City’s review panel to make a clear recommendation to the City Council. The City’s panel will be composed of City staff members who have experience in engineering, building construction and administrative services.

- Request for Qualifications (RFQ): The prospective firms are required to respond in writing to questions to provide the Professional Services to complete the project. The firm’s **Qualifications Proposal** will be reviewed by the City’s panel to determine which firm is selected.

TERMS AND CONDITIONS

The City reserves the right to request clarification of information submitted and to request additional information of any firm.

The City reserves the right, at its sole discretion, to terminate this process at any time or reject any and all proposals without penalty prior to the execution of an Agreement.

Any Agreement resulting from this process shall be on forms either supplied or approved by the City and shall contain, at a minimum, applicable provisions of the

request for qualifications and subsequent fee proposal. The City reserves the right to reject any Agreement that does not conform to the request for qualifications or subsequent fee proposal, and any City requirements for an Agreement.

The City shall not be responsible for any fee incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications and any subsequent fee proposal, or oral presentation to or interviews with the City.

CALENDAR – RFQ PROCESS

- A. **Pre-Proposal Meeting:** All firms interested in this project are invited to attend a pre-proposal meeting to learn more about the scope of the project, and to ask initial questions. The pre-proposal meeting is not mandatory and will be held:

Wednesday, August 30th 10:00 AM

Marshalltown Veteran’s Memorial Coliseum – 20 West State Street

Firms interested but unable to attend this pre-proposal meeting will need to access the question and answer posting on the website (See the next item). City staff will **not** meet with a firm, or answer phone calls or e-mails in lieu of the pre-proposal meeting or Question and Answer postings. Your cooperation is appreciated in advance.

- B. **Question and Answer Period:** Starting after the pre-proposal meeting, you may submit questions by e-mail regarding this RFQ to:

aselness@ci.marshalltown.ia.us It is anticipated that the questions and answers will be posted continuously to the web site as a separate document at www.ci.marshalltown.ia.us. The questions and answers will remain posted until the RFQ is due. The last day and time to submit questions is on:

Wednesday, Sept. 6, 2017 at 10:00AM

- C. **Qualification Proposals Due:** All Qualification Proposals must be received no later than **Wednesday, September 13, 2017 at 10:00 AM** by the City’s clock. Submissions received after the due date and time will not be considered. Only those firms selected to interview based on the qualifications review will proceed further in this process. Firms are **required to submit 3 hardcopies and 1 electronic copy on a USB flash drive or CD**. Both the hardcopies and the

electronic copy must be received by the date and time (Not per postmark). The City will not accept submissions by Fax.

Postal or Courier Service: To submit 3 hard copies and flash drive or CD, mail or deliver in a sealed package clearly marked on the outside as “Veterans Memorial Coliseum RFQ” to this address:

Anne Selness, Parks and Recreation Director
10 West State Street
Marshalltown, IA. 50158

If the Firm or a delivery courier for the firm is submitting the hard copy proposals, deliver the required quantity to the preceding address.

D. **Oral Presentation Interview:** It is anticipated that the oral presentation and interview will be held on Wednesday, Sept. 20, 2017.

QUALIFICATIONS PROPOSAL

The firm’s **Qualifications Proposal** submitted in response to this RFQ will be evaluated by City staff based on the written responses to the following 6 (Six) items, and the criteria stated in the **Scope of Project**. Please provide a straightforward, concise description of your firm’s capabilities to satisfy the requirements of this RFQ. Answer all items (1-6) in the order presented below: use at least 12 point font size, and limit your responses to 25 (twenty-five) or fewer typed single-sided pages. Our evaluation of your responses will determine if your firm will be selected to proceed further in this process: there is no intent to bring firms in to present at this qualifications stage in the process. Please see the RFQ **Calendar** section for the **Qualification Proposal** due date and time.

1. Detailed list of services to be provided by the firm. Include your firm’s understanding of the project and the key issues involved.
2. Identify any services to be provided by outside consultant(s).
3. An organizational chart indicating key personnel assignments and overall organization of the work effort. Identify any professional credentials of the project

management, principals in charge, and any other primary personnel to be assigned to the project. The firm will also identify any specialty personnel to be utilized by the firm for this project. Please note that those individuals identified as the project team or primary outside consultant(s) must attend the oral presentation and interview should the firm be selected for that phase (*We are most interested in the principals, rather than the support staffing*).

4. Identify up to 5 (Five) recent projects of similar nature or scope completed by the firm, project team or outside consultant(s). For each project include:
 - a. Client name, position, address, telephone, current e-mail address of primary contact
 - b. Project team; experience with large restoration and renovation projects “IS” required
 - c. Project description including the original date the project was to be completed, and the actual completion date
 - d. Gross and net square feet
 - e. Pre-Project fee estimate
 - f. Actual project fee awarded
 - g. Floor Plan and photograph or drawn rendering of the exterior elevations
 - h. Project teams part in assistance with bonding for the project
5. Describe your Firm’s approach to establishing a fee for services and its preferred form of final Agreement.
6. Firm, name, telephone number, fax number and e-mail addresses shall be submitted.

SCOPE OF THE PROJECT

This project will provide for rehabilitation and renovation of the 1928 Veterans Memorial Coliseum building.

The following services are to be provided by the selected Firm:

1. The selected Firm will provide a range of services leading to the renovation and rehabilitation of the Veterans Memorial Coliseum.

These services shall include:

- a. Preliminary Design Phase: Meets regularly with City staff, Coliseum Board and Advisory Committee to prepare preliminary designs, schematic designs, preliminary site plan, and preliminary cost estimates for construction and FFE; communicates regularly with the City's Code Officials during the design phases.
 - b. Preliminary Cost Estimate: by Dec. 31, 2017 provides City staff with preliminary cost estimates for construction and FFE to be used to determine bond requirements and assist City staff and support groups with preparation for bond issuance.
 - c. Additional work is contingent upon bond proceeds.
 - d. Revised Design and Cost Estimates: continues to meet regularly with City staff, Coliseum Board and Advisory Committee to prepare recommended final designs, recommended site plans, and revised cost estimates for construction and FFE, communicates regularly with the City's Code Officials during the design phases.
 - e. Recommended Final Cost Estimate: provides City staff with the final cost estimates for all construction components and estimated costs for FFE based on the recommended site plans and final designs.
 - f. City Council: presents the recommended site plan and recommended final design to the City Council to authorize the RFQ for a Construction Management Firm.
2. The construction management firm will provide all other services and materials needed to conduct this project award of construction contracts.
 3. The selected firm will provide proof of insurance in at least these amounts:
 - a. Comprehensive General Liability \$1,000,000/\$2,000,000
 - b. Auto Liability \$1,000,000
 - c. Worker's Compensation as required by law
 - d. Professional Liability for Errors and Omissions \$1,000,000

Services to be provided by the City:

1. City staff, Coliseum Board and Advisory Committee will actively engage with the selected firm towards the development of the preliminary designs and a final design.
2. City Staff and the Director of Parks and Recreation will meet regularly and jointly with the selected firm during all phases through to project completion.
3. The Director of Parks and Recreation would be the “Point of Contact” and is the City’s representative authorized to sign construction and cost documents.

METHOD OF EVALUATION & EVALUATION

The proposals submitted in response to this RFQ will be evaluated by a panel of City staff using a two-step process. The City will initially evaluate the firm’s **Qualifications Proposals** based on the firm’s responses to the 6 (Six) items under that heading, and the criteria stated in the **Scope of Project**.

- a. **Qualifications Proposals** will be reviewed based on the following criteria:
 1. Experience with similar projects (Weighted at 40%)
 2. Project Team (Weighted at 40%) and;
 3. Ability to meet schedule (Weighted at 20%)
- b. Based on the **Qualifications Proposals** review, only the firm’s selected for an oral presentations and interview will be required to submit a **Fee Proposal** at the interview.
- c. After the oral presentations and interviews, and in consideration of the qualifications and fee proposals, the City will select one or more firms to enter into negotiations as to the terms of the Agreement.
- d. The firm’s final Agreement must include an official offer to undertake the proposed work at the proposed fee, which will include an estimate of the number of hours to be spent by the firm on the project. The form of the final Agreement shall be agreed upon by the City and the successful firm.

- e. The City reserves the right to accept the proposal based on its best interest with all aspects of the proposal taken into account.
- f. The proposed final Agreement will be submitted to the City Council for acceptance.