



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

1. Project Description

- a. Jones County (“County”) is requesting proposals from Architectural/Engineering (A/E) firms for the County’s anticipated building of a new Public Safety Storage building which also includes a wash bay, restrooms, and meeting space. The goal of the County is to receive the highest level of quality that aligns with its needs at the lowest reasonable price from an experienced and qualified firm.
- b. The County is seeking an A/E Firm to represent the County in all aspects of the design process including:
 - i. Conceptional 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, at 9:00 AM – Deadline to submit RFP
- c. June 11, 2024 – Tentative Award Date
- d. June 18, 2024- Tentative Contract Execution Date
- e. November 5, 2024- Tentative Construction Bidding 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., June 4, 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. A detailed list of all expected costs and expenses with a not to exceed amount.
 - ii. The "cost plus a percentage of cost" and "percentage of construction cost" methods of contracting are prohibited.
 - 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 cost, references, and experience.
 - b. The County reserves the right to reject any and/or all proposals.