



MONROE COUNTY BOARD OF SUPERVISORS

May 24, 2022

Notice of Request for Qualifications

Monroe County is issuing a Request for Qualifications for the architectural and structural design of a proposed facility upgrade for the Monroe County Public Health Department located at 1801 South B Street, Albia - Iowa. The Board of Supervisors will review the submissions at a future date. All information is attached.

Please send all responses to:

Monroe County Board of Supervisors
Attn: John Hughes, Chairman
10 Benton Avenue East
Albia, IA 52531

Or

supervisors@monroecounty.iowa.gov
-AND-
aharlan@monroecounty.iowa.gov

Please feel free to contact me with any questions.

Sincerely,

John Hughes, Chairman of Board of Supervisors

Request for Qualifications

Architectural and Structural Design Services for Monroe County, Iowa:

Project: Monroe County Public Health Facility Upgrade

Location: 1801 South B Street – Albia, IA 52531

1. BACKGROUND

Monroe County has been planning long-term facility upgrades to the County's Public Health Facility.

The Monroe County Public Health currently has a site located at 1801 South B Street, Albia IA 52531.

2. OBJECTIVE

The objectives of this request for qualifications are as follows:

1. Design and construct an upgrade to the Public Health Facility to accommodate a new Public Health entrance, bathroom, multipurpose room, and storage.
2. The upgraded facility would provide the citizens of Monroe County effective service and responsible management of County resources.
3. Develop a cost effective and efficient building design to meet the current and future needs of the Public Health Department.

3. SCOPE OF SERVICES

The County desires an architectural and structural design firm that will provide the following scope of services:

1. Provide assessment of existing building to determine if building is adequate to remodel and/or add-on to be more efficient and fulfill needs.
 - a. Assessment shall include at least:
 - i. Exterior walls
 - ii. Roofing
 - iii. Electrical
 - iv. HVAC
 - v. Utilities
 1. Electrical
 2. Gas
 3. Water/Sewer
 4. Others
 - vi. Windows/doors

- b. If the assessment reveals that it is not feasible to proceed with Options 1 or 2, noted below, Monroe County may not proceed with either Options 1 or 2 and may pursue other options.
2. Option 1: Remodel existing building/layout to be more efficient and fulfill needs.
 - a. Provide necessary improvements/repairs as identified from assessment of existing building.
 - b. Provide offices and amenities for current offices/departments and current amenities.
 - c. Provide separate entrance for Public Health Department.
 - d. Provide additional unisex bathroom for Public Health customers – approximately 100 s.f.
 - i. Sink
 - ii. Toilet
 - iii. Shower
 - iv. Storage
 - e. Provide additional storage near multipurpose/vaccine room – approximately 100 s.f.
 - f. Provide additional multipurpose room – approximately 1,000 s.f.
3. Option 2: Add-on to existing building (to the west and/or the south), approximately 1,200 s.f. and remodel existing to accommodate access to addition.
 - a. Provide necessary improvements/repairs as identified from assessment of existing building.
 - b. Maintain existing offices and amenities in existing building.
 - c. Provide separate entrance for Public Health Department.
 - i. This may be located in/through existing building.
 - d. Provide additional unisex bathroom for Public Health customers – approximately 100 s.f.
 - i. Sink
 - ii. Toilet
 - iii. Shower
 - iv. Storage
 - e. Provide additional storage near multipurpose/vaccine room – approximately 100 s.f.
 - f. Provide additional multipurpose room – approximately 1,000 s.f.
 - g. Depending on location of add-on, provide adequate parking.
4. All architectural, structural, mechanical, and electrical design elements shall be completed by licensed professionals in these fields as applicable per State of Iowa.
5. The approved firm shall comply with all requirements of the Iowa Code as it applies to public buildings in the State of Iowa.
6. Firm shall appropriately manage and coordinate all sub-consultants in all fields and disciplines related to the project.
7. Establish an estimated project schedule to complete the building design and construction for all options.
 - a. Include a time frame to bring the project to bid letting.
 - b. Also include estimated construction schedule post award to occupancy.
8. Designer/Owner Meetings;
 - a. Board of Supervisors and Public Health staff shall meet with design team:

- i. Minimum of four meetings in the preliminary development of the building layout and design.
 - ii. Minimum of two meetings in final design phase.
 - b. Design meetings will be led by consultant team with agendas and meeting reports.
 - c. Participation with planning and establishment for all Bid Packages, Bid/Award phases, Pre-Construction and, and attendance of one or two public Board of Supervisor meetings.
9. Provide hard and electronic copies of final as-built plans, including CAD files.

4. SUBMISSION REQUIREMENTS

The RFQ submittal response shall not exceed 20 pages, total (cover/back does not count toward total; printed both sides is acceptable, previous project examples will not count toward the 20-page maximum, and shall include the following:

1. Letter of interest.
2. Firm profile.
3. Description of at least three relevant projects that key project staff has played a central role in developing which demonstrates your firm's creativity and responsiveness to this type of facilities design. Include references for each of these similar projects. Include owner contact name and current phone number and email address.
4. General project approach and plan to lead design process.
5. Names and resumes of specific project team members that will play key roles in this project; the name and resume of the project manager must be included.
6. Additional information that will assist Monroe County in considering the Evaluation Criteria listed below.
7. Examples and/or description of how a practical design approach will yield a budget friendly building with efficient and sustainable qualities.
8. Estimated cost of design fees and estimate range of proposed building construction costs for calendar year 2023.
 - a. The costs for design fees and estimated range of proposed building construction costs for the initial assessment of the existing building, Option 1, and Option 2 are to be listed separately.
 - b. As noted in the Scope of Services, if the initial assessment of the existing building identifies that it is not feasible to remodel and/or build-on to the existing building, Monroe County may not proceed with Option 1 or 2 and may pursue other options.
9. One digital copy shall be submitted, if hard copies are sent please send two copies.

5. EVALUATION CRITERIA

Monroe County will review the submitted responses and evaluate each according to the following non-weighted criteria:

1. Experience with similar governmental projects from concept planning to design documents throughout construction.
2. Qualifications of staff in similar projects.
3. Quality, legibility, and organization of submitted documents.
4. Depth, experience, and demonstrated availability of project principal and team leaders assigned to the project.
5. Demonstrated ability to compare practical alternatives and options for energy efficiency and environmental sustainability.
6. Note that fees will be negotiated with Monroe County following the selection process. However, estimated fees will be part of the evaluation criteria.

6. DEADLINE AND TIMELINES

1. The deadline for submitting materials and qualifications package is **June 24, 2022**. Late proposals will not be considered.
 - a. Electronic submittals to supervisors@monroecounty.iowa.gov & aharlan@monroecounty.iowa.gov
 - b. Hard Copy submittals to:
Monroe County Board of Supervisors
Attn: John Hughes, Chairman
10 Benton Avenue East
Albia, IA 52531
2. The County will may start negotiations with the chosen firm, immediately following selection, estimated Summer/Fall 2022. If an agreeable fee is not negotiated the County may enter negotiations with the next firm.

7. ATTACHMENTS

- A) Location Map, City of Albia – Monroe County, Iowa
- B) Public Health Facility Property Overview
- C) Public Health Facility Building Layout

OGLE'S
GREENHOUSE

MONROE COUNTY
PUBLIC HEALTH
FACILITY

PARKING - MONROE COUNTY
PUBLIC HEALTH FACILITY

MONROE COUNTY
RECYCLING CENTER &
STORAGE

APPROXIMATE PROPERTY BOUNDARY

SOUTH B STREET

NO SCALE



AYM
INCORPORATED

19TH AVENUE WEST

MONROE COUNTY
LAW CENTER FACILITY

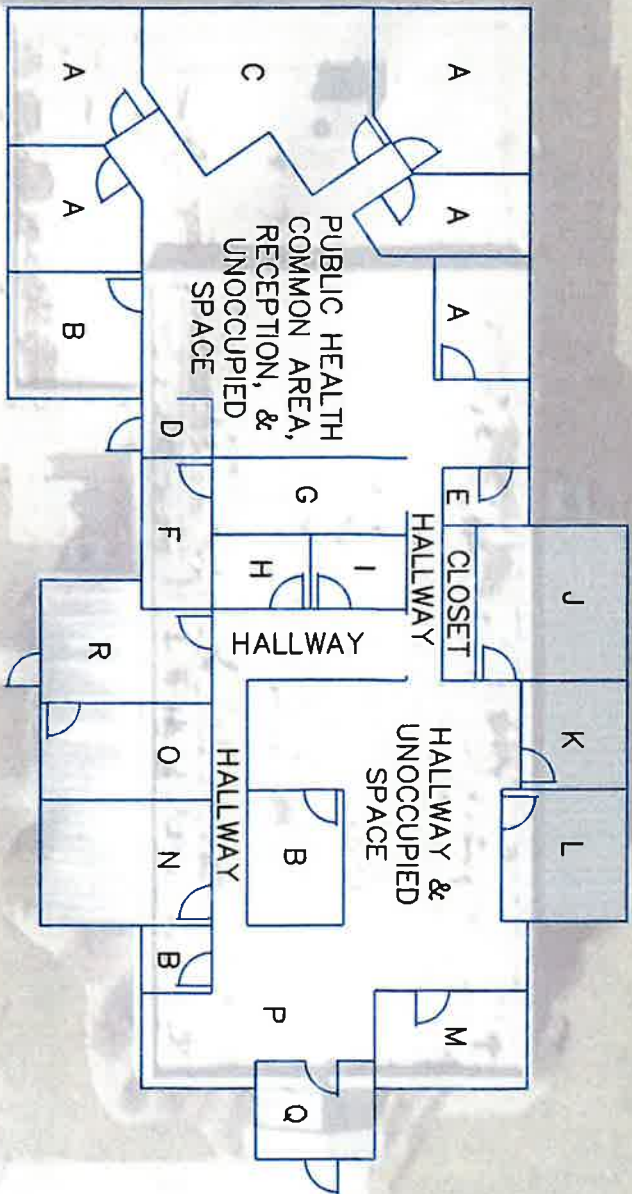
ATTACHMENT B:
PUBLIC HEALTH FACILITY
PROPERTY OVERVIEW

OGLE'S GREENHOUSE

BUILDING KEY:

- A: PUBLIC HEALTH STAFF OFFICE
- B: STORAGE/UNOCCUPIED OFFICE
- C: VACCINE ROOM
- D: BACK ENTRANCE/EXIT (EMPLOYEES ONLY)
- E: UTILITY/STORAGE ROOM
- F: UTILITY/LAUNDRY ROOM
- G: KITCHENETTE/BREAKROOM
- H: UNISEX PUBLIC RESTROOM (SINK/TOILET)
- I: EMPLOYEE RESTROOM (SINK/TOILET)
- J: CROSS MENTAL HEALTH OFFICE
- K: DHS OFFICE
- L: WELCOME HOME SOLDIER OFFICE
- M: VETERAN'S AFFAIRS OFFICE
- N: CONFERENCE ROOM
- O: STORAGE
- P: FRONT LOBBY/RECEPTION
- Q: FRONT VESTIBULE - MAIN ENTRANCE
- R: SIDE ENTRANCE/EXIT - TYP. NOT USED

* TOTAL BUILDING: 5,600 SQ.FT. APPROXIMATE



PARKING - MONROE COUNTY
PUBLIC HEALTH FACILITY



NO SCALE

ATTACHMENT C:
PUBLIC HEALTH FACILITY
BUILDING LAYOUT