



## *MONROE COUNTY BOARD OF SUPERVISORS*

October 11, 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](mailto:supervisors@monroecounty.iowa.gov)  
-AND-  
[aharlan@monroecounty.iowa.gov](mailto: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 & Community Services' Facility to reconfigure the existing building layout to be more efficient.
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 engineering consultant team that will provide the following scope of services:

1. Reconfigure existing building interior layout to be more efficient and fulfill Public Health and Community Services' needs.
  - a. Provide plans and specifications to reconfigure existing building as identified on Attachment D: "Public Health & Community Services Proposed Building Layout" which includes:
    - i. Providing offices and amenities as shown on the proposed layout. Please note the proposed layout is based on approximate sizes and may require adjustments.
    - ii. Provide separate entrance for Public Health Department on south side.
    - iii. Move existing south-central side entrance and sidewalk 4ft-6ft west.
    - iv. Provide separate emergency exit on west side.
    - v. Existing drop-ceiling tile system to be replaced.
    - vi. Proposed new bathroom to include shower.

- vii. New lighting and plug-ins to accommodate proposed layout.
  - viii. Existing low-profile carpet flooring to be removed and new flooring installed.
  - ix. Existing siding (Dryvit) will need to be removed and new siding installed.
    - 1. New siding to be vertical steel siding (two-tone).
  - x. Existing windows and exterior doors to be removed and replaced.
    - 1. East entrance will not need to be replaced.
  - xi. Existing roof membrane (spray-foam) will not need replacement but will need recoated.
  - xii. Existing gutters to be replaced.
  - xiii. Site Improvements:
    - 1. New sidewalk installed to south-central side entrance as shown on Attachment D and as noted above; if needed, topographical survey of the sidewalk can be provided by the County.
    - 2. Add additional ADA compliant sidewalk entrance from existing parking.
  - xiv. Other notes and assumptions:
    - 1. Mechanical/electrical systems have no-known issues and will not need any major upgrades.
    - 2. Proposed layout to keep HVAC units, mechanical systems and electrical panels in current locations (Utility Rooms).
    - 3. Existing two-interior bathrooms and kitchenette are to remain in current locations.
    - 4. Concrete parking and sidewalks are new and will not need to be replaced, other than replacements noted above in "Site Improvements".
    - 5. Existing security cameras, fire alarm and motion sensors will need to be protected and reinstalled in new layout.
2. All architectural, structural, mechanical, and electrical design elements shall be completed by licensed professionals in these fields as applicable per State of Iowa.
  3. The approved firm shall comply with all requirements of the Iowa Code as it applies to public buildings in the State of Iowa.
  4. Firm shall appropriately manage and coordinate all sub-consultants in all fields and disciplines related to the project.
  5. 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.
  6. 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 one meeting in final design phase.
    - b. Design meetings will be led by consultant team with agendas and meeting reports.
    - c. This project will be a public bid project and participation will be required with planning and establishment for Bid Package, Bid/Award phases, Pre-Construction and, and attendance of one or two public Board of Supervisor meetings.

7. Provide hard and electronic copies of final as-built plans, including CAD files.
8. Design Team will provide cost opinion at 100% Design Development. Add alternates for Bidding may be required to ensure project costs do not exceed owners budget.
9. Provide typical bidding services and construction administration to complete the project. Including but not limited to:
  - a. OAC Meetings, Site visits and Site observation regularly during construction.
  - b. Punchlist and Project closeout
  - c. Submittal Review

#### **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 an estimated range of proposed building construction costs for the facility upgrade are to be listed separately.
  - b. As noted in the Scope of Services, if the reconfiguration of the existing building is not feasible, Monroe County may not proceed 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.

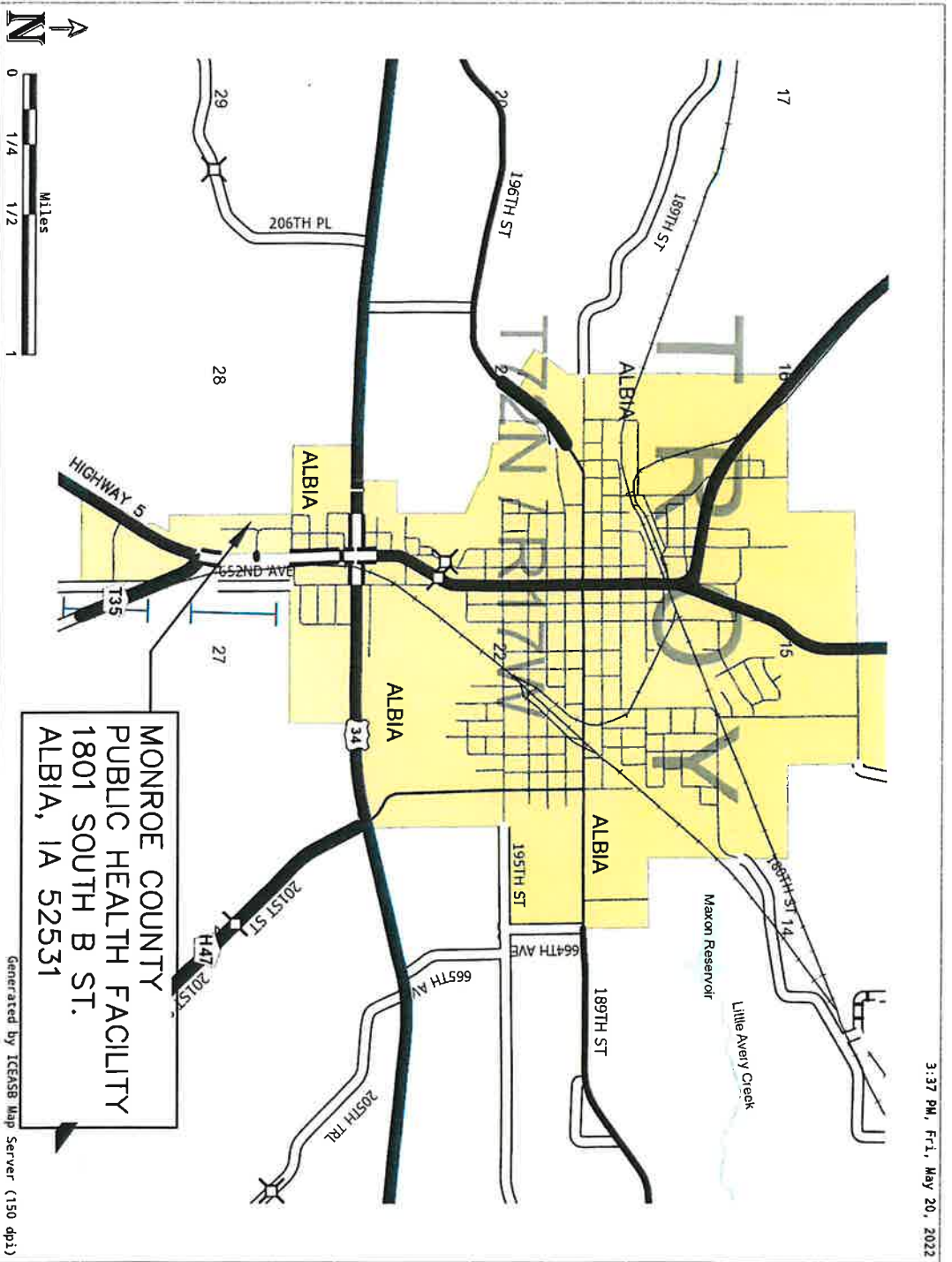
2. Qualifications of staff in similar projects.
3. Quality, legibility, and organization of submitted documents.
4. Depth, experience, and demonstrated availability of project principal and team leaders assigned to the project.
5. Demonstrated ability to compare practical alternatives and options for 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 November 18, 2022. Late proposals will not be considered.
  - a. Electronic submittals to [supervisors@monroecounty.iowa.gov](mailto:supervisors@monroecounty.iowa.gov) & [aharlan@monroecounty.iowa.gov](mailto: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 may start negotiations with the chosen firm, immediately following selection, estimated Winter 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 & Community Services Property Overview
- C) Public Health & Community Services Existing Building Layout
- D) Public Health & Community Services Proposed Building Layout
- E) Public Health & Community Services Existing Exterior Pictures
- F) Public Health & Community Services Existing Exterior Pictures



MONROE COUNTY  
PUBLIC HEALTH FACILITY  
1801 SOUTH B ST.  
ALBIA, IA 52531

Generated by ICEASB Map Server (150 dpi)

10/6/2022

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



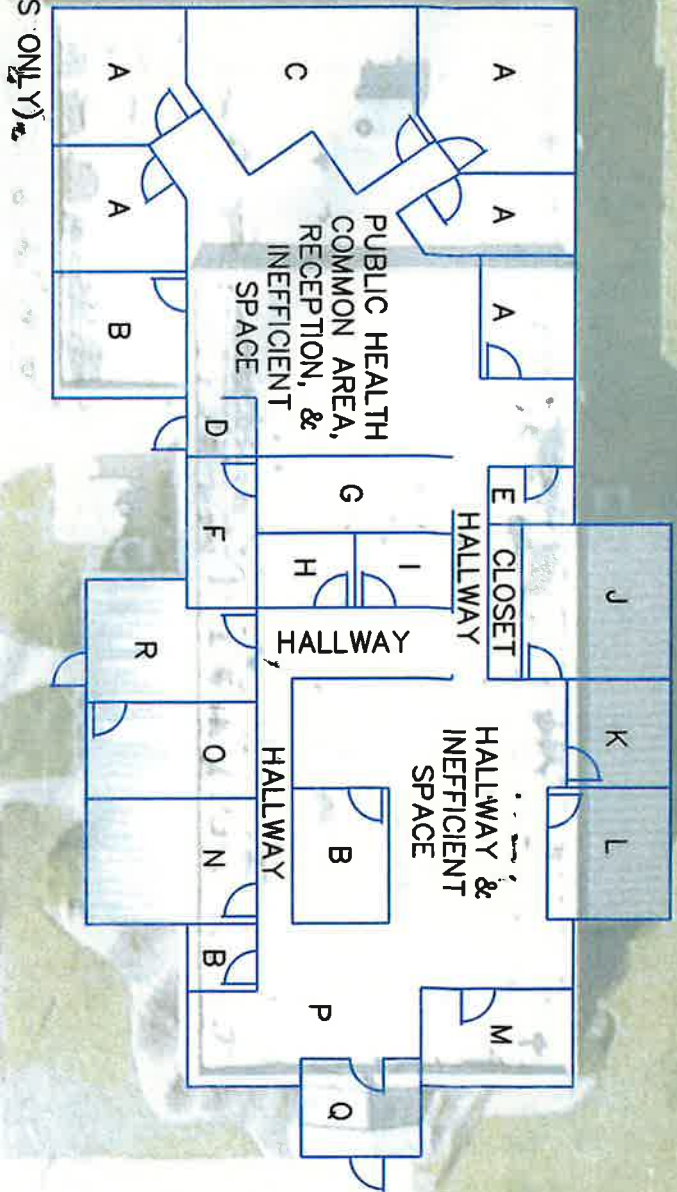
MONROE COUNTY  
LAW CENTER FACILITY

19TH AVENUE WEST

AYM  
INCORPORATED

ATTACHMENT B:  
PUBLIC HEALTH &  
COMMUNITY SERVICES  
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

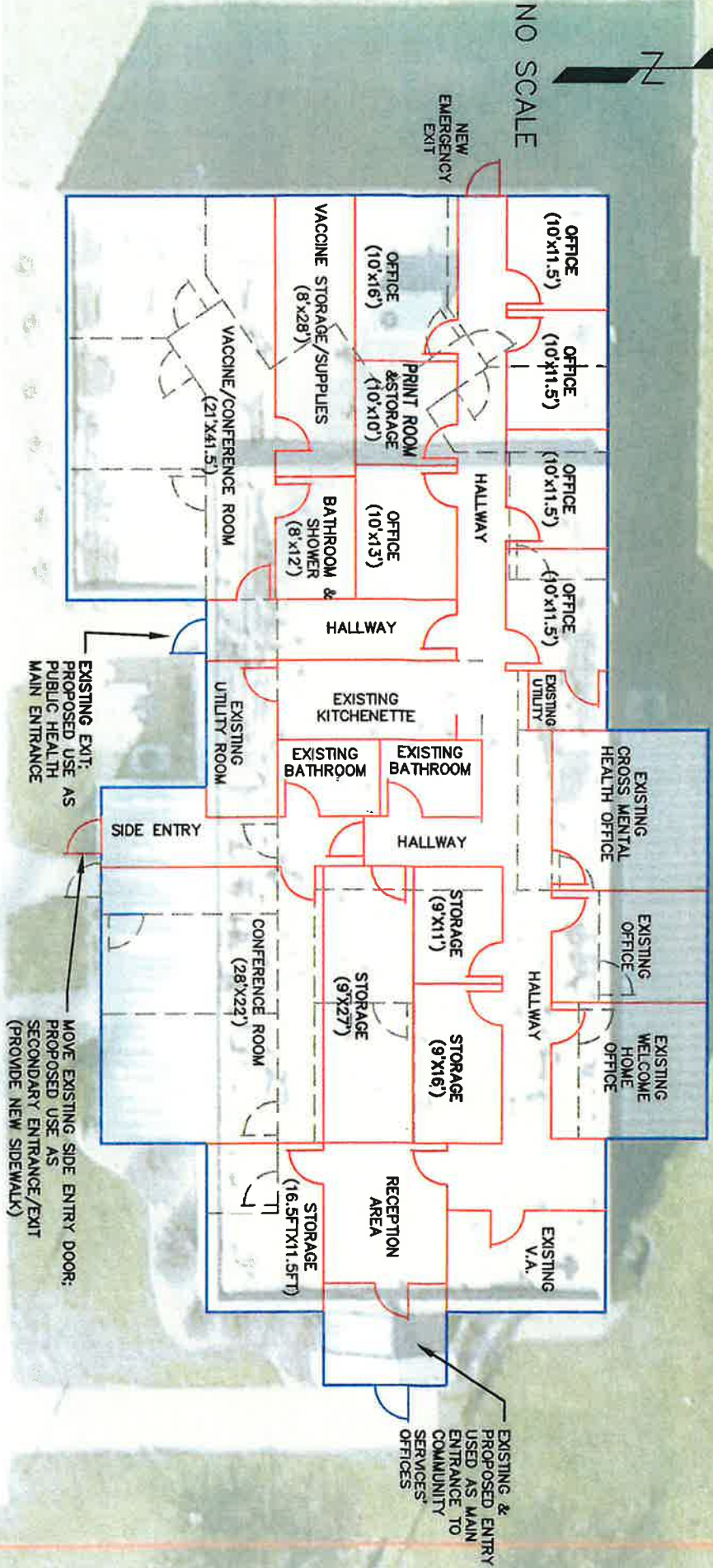
NO SCALE

ATTACHMENT C:  
PUBLIC HEALTH &  
COMMUNITY SERVICES EXISTING  
BUILDING LAYOUT





NO SCALE



EXISTING PARKING

EXISTING PARKING

— = EXISTING EXTERIOR BUILDING LAYOUT

- - - = EXISTING INTERIOR BUILDING LAYOUT

— = PROPOSED INTERIOR BUILDING LAYOUT

ATTACHMENT D:

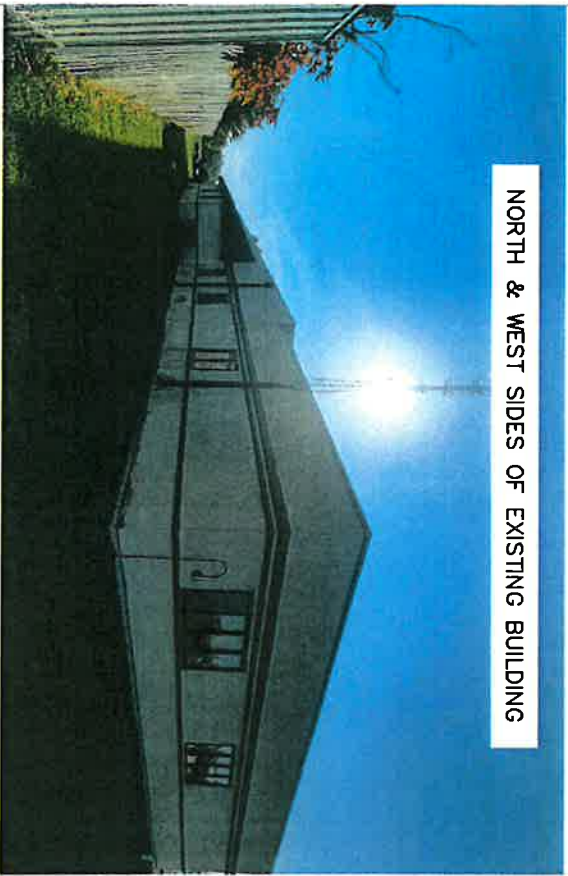
PUBLIC HEALTH FACILITY  
PROPOSED BUILDING LAYOUT

10/6/2022

EAST SIDE OF EXISTING BUILDING



NORTH & WEST SIDES OF EXISTING BUILDING

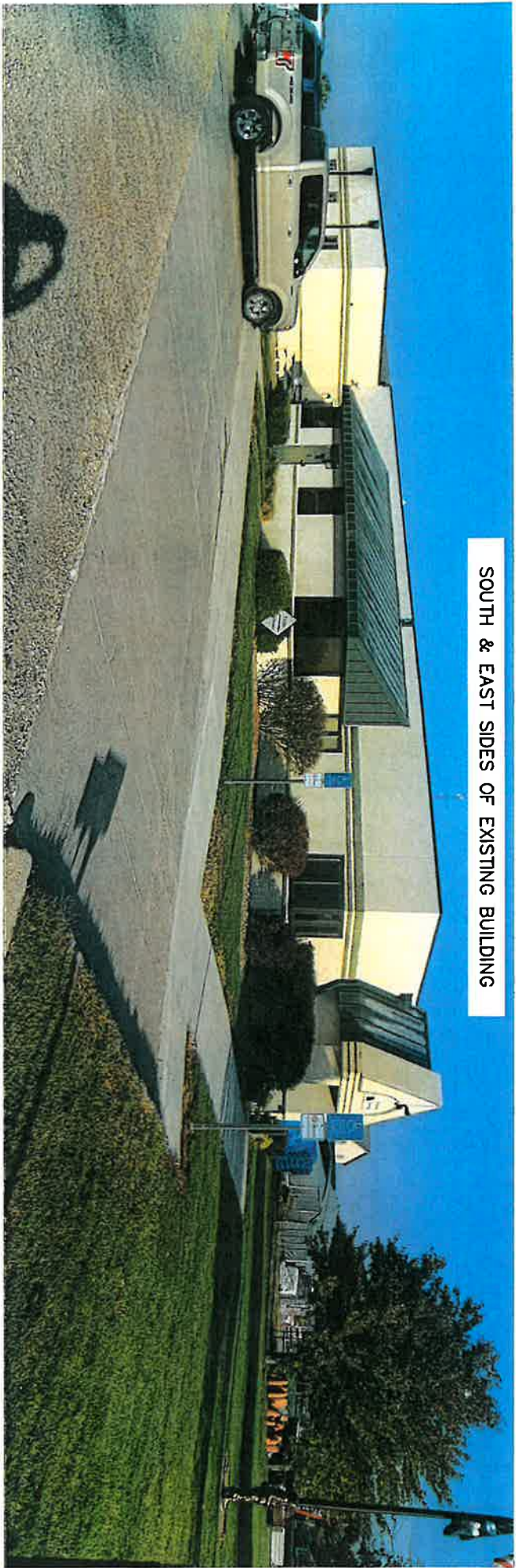


WEST & SOUTH SIDES OF EXISTING BUILDING



ATTACHMENT E:  
PUBLIC HEALTH &  
COMMUNITY SERVICES  
EXISTING EXTERIOR PICTURES

SOUTH & EAST SIDES OF EXISTING BUILDING



SOUTH SIDE OF EXISTING BUILDING



ATTACHMENT F:  
PUBLIC HEALTH &  
COMMUNITY SERVICES  
EXISTING EXTERIOR PICTURES