

# Van Meter

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## **Request for Proposal (RFP) for Architectural and Engineering Services**

**Issued by:  
City of Van Meter**

For further information regarding this RFP, please contact  
Elizabeth Faust at 515-996-2644 or [lfaust@vanmeteria.gov](mailto:lfaust@vanmeteria.gov).

Issue Date: August 14, 2024

## **REQUEST FOR PROPOSAL – ARCHITECTURAL SERVICES FOR VAN METER PUBLIC LIBRARY, POLICE STATION AND FIRESTATION**

- 1. Purpose:** The City of Van Meter, Iowa (City) is requesting proposals for architectural and engineering services for the City's anticipated renovation and addition to a property located at 601 Main Street, Van Meter, IA for the purposes of a new public library, police station and fire station which includes meeting & training space, apparatus bays, restrooms, an evidence room and office space in addition to library space. This request invites qualified Firms to submit proposals for accomplishment of the purpose of this project as defined herein. Once the Firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services, which shall be subject to the approval of Council.
- 2. Project History:** The City acquired the property located at 601 Main Street (and adjoining parcels) in July of 2024. The City will finance the project through a bond referendum, potential grant funding and fundraising efforts. The City anticipates the bond referendum to be placed on the ballot for voter approval in November of 2025. The City currently houses the public library, police station and fire station in one building located at 505 Grant Street, Van Meter, IA.
- 3. Project Description:** The intent of this project is to restore the as much of the original structure of the 1918 building while creating a larger, safe space for the public library, police station and fire station with adequate parking and accessibility. The City plans to use this project as a catalyst to drive additional restoration activities in downtown Van Meter. Through design workshops with staff, elected officials, focus groups and the Firm, needs and priorities will be defined. The City plans to use the output of the conceptual designs as the key education piece for the successful passage of the bond referendum. The conceptual designs will also be used in grant funding opportunities. The City will also rely on the Firm during the phases of construction documents, bidding, construction and close out.
- 4. Project Outcomes:** The desired outcome of this project is to provide citizens & staff of the City of Van Meter with a safe, modernized, welcoming space that increases functionality and efficiency of the public library, police station and fire station.

**5. Submission Process:** Responses to the RFP must be received by the City of Van Meter as follows:

Due Date: Tuesday, September 17, 2024

Time: No later than 11:00am

Deliver to: Elizabeth Faust  
City Administrator  
310 Mill Street  
Van Meter, IA 50261  
[info@vanmeteria.gov](mailto:info@vanmeteria.gov)

Submission: Please submit electronically to [info@vanmeteria.gov](mailto:info@vanmeteria.gov), provide a copy via USB or provide eight (8) hard copies with an electronic copy. Electronic submission preferred.

**6. Proposal Content:** To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized in the manner set forth below, separated into sections, and appropriately labeled.

All information and materials requested must be provided in the proposal under a single bound document. The proposal length must be limited to a maximum of 20 (twenty) double-sided pages, not including dividers and covers. Minimum font must be ten (10) point.

Failure to materially comply with these requirements may, at the City's sole discretion, lead to a loss of Selection Criteria points or result in rejection of a proposal.

- a. Business Organization. The full name and address of the Firm's organization and the branch office that will perform the services described herein shall be stated. The Principal-in-Charge of the branch office shall be identified.
- b. Technical Approach and Scope of Work. The Firm shall state its understanding of the project as outlined in the Scope of Services. The approach in rendering the services required, including the use of sub-Firms, shall be detailed in a proposed Scope of Services.
- c. Related Experience. Descriptions of a minimum of two (2) and a maximum of five (5) projects of similar nature shall be submitted. The project description must contain the scope of services performed, location and reference (contact person).
- d. Project Staffing and Organization. Qualifications of the project manager and personnel.
- e. Timely Completion of the Project. Discuss the Firm's current workload and its ability to complete the project in a timely manner. Include an estimated schedule to complete the project.

- f. **Work Elements.** Provide a matrix of work elements that would be included, personnel classifications and hours you feel would be appropriate for the work requested. Provide a range of total estimated fees for the professional services requested, including sub- Firms.

**7. Scope of Services:** The proposed Scope of Services is not intended to be a detailed scope of work that will be required as part of the final professional services agreement but is intended to provide general information to Firms wishing to submit proposals. The City reserves the right to modify the scope of services to be included in the final professional services agreement.

The City is seeking a team that has documented expertise and experience in downtown and historic preservation architecture as well as with municipal buildings. The Firm is to provide all necessary professional architectural services for this project.

Basic services for this proposal include:

- a. Architectural design
- b. Historic preservation
- c. Community outreach and engagement
- d. Stakeholder engagement
- e. Cost estimating

**8. Anticipated Timeline:**

- a. RFP for services & hire consultant – August/September 2024
- b. Conduct design workshops – Fall/Winter 2024
- c. Apply for grant funding – FY25
- d. Community Education – FY25/FY26
- e. Bond Referendum language to County Auditor – August 2025
- f. Election on Bond Referendum – November 2025
- g. Move out of conceptual design phase to schematic design – November 2025
- h. Bond Issuance – January/February 2026

**9. Selection Criteria:** The Evaluation and Selection Committee established by the City for this project will evaluate each proposal in accordance with the following criteria to identify the Firm best qualified to meet the City's needs on this project. The Firm(s) deemed best qualified by the Evaluation and Selection Committee will be invited for additional presentations and interviews. However, the City reserves the right to request interviews of any, all, or none of the Firms. If interviews are held, all interviewed proposals will be rescored based upon the above scoring criteria factoring in the interview as well.

<b>Item</b>	<b>Description</b>	<b>Rating Ranges</b>
1.	<i>Technical Approach and Scope of Work</i> Firm's understanding of the project objectives and scope of services. Firm's recommendations for modifications to the scope of services and/or modifications or improvements to the overall project. Firm's identification of potential problems perceived at this time. Firm's description of overall approach to efficiently complete the project.	(0 – 25)
2.	<i>Related Technical Experience</i> Firm's experience with similar projects. Firm shall include information on other organizations for which Firm has provided comparable consulting services. The Evaluation and Selection Committee may also consider any history of the Firm providing professional services for the City.	(0 - 25)
3.	<i>Project Staffing and Organization</i> Qualifications of the project manager and personnel, including anticipated sub-Firms, with specialized skills shall be highlighted.	(0 - 20)
4.	<i>Geographic Location of Firm</i> Firm's ability and readiness to timely serve the City.	(0 – 5)
5.	<i>Timely Completion of the Project</i> Firm's current workload and ability to complete the project in a timely manner. Firm shall include an estimated schedule for the project.	(0 – 10)
6.	<i>Work Elements</i> Appropriateness of estimated staff hours and cost in relation to objectives and methodology for project	(0 – 5)
7.	Example of past similar projects Firm should list 3-5 examples of similar projects with a description and location of each project.	(0 – 10)

**10. Submittal Questions:** All questions pertaining to this RFP shall be submitted to Liz Faust, City Administrator, City of Van Meter, Iowa, at 515-996-2644 or lfaust@vanmeteria.gov.

**11. Post Evaluation Notification of Firms:** All Firms submitting proposals will receive a written response from the City as to which Firm was awarded services relating to this RFP. All proposals submitted in response to this RFP become the property of the City and will not be returned.

**12. Award of Contract:** Award of contract by the City Council, if any, will be to the Firm deemed best qualified by the City, in accordance with the selection criteria defined herein, to perform the services outlined in this RFP.

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**ADDENDUM**

**1. QUESTION DEADLINE:** Questions pertaining to the RFP must be received by the City of Van Meter as follows:

Due Date: Tuesday, September 3, 2024

Time: No later than 11:00am

Deliver to: Elizabeth Faust  
City Administrator  
310 Mill Street  
Van Meter, IA 50261

[info@vanmeteria.gov](mailto:info@vanmeteria.gov)

Submission: Please submit electronically to [info@vanmeteria.gov](mailto:info@vanmeteria.gov).