



REQUEST FOR PROPOSALAS – ARCHITECTURAL SERVICES  
VAN METER FACADE IMPROVEMENTS PROJECT

- 1. Purpose:** The City of Van Meter, Iowa (City) is requesting proposals for architectural services to carry out architectural design services as part of the City’s downtown revitalization and preservation efforts. This request invites qualified Consultants to submit proposals for accomplishment of the purpose of this project as defined herein. Once the Consultant 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 slogan for the City of Van Meter is “Tradition With a Vision.” To that end, this project seeks to help our downtown property owners envision the potential for their properties. Through various surveys, studies, and planning projects, downtown property owners and residents want to preserve Van Meter’s heritage in the face of suburban growth pressures. In support of this vision, the City Council authorized a grant application to the Iowa Economic Development Authority as part of their Rural Innovation Grant Program. In May of 2021, the City received notice of award for a Rural Innovation Grant.
- 3. Project Description:** The intent of this Rural Innovation Grant program will be to work with a consulting preservation architect to create renderings of our existing downtown commercial properties. Through design workshops and sensing sessions, the architect will help the community identify the downtown “brand”. The City will then use these renderings as the design standards for downtown redevelopment projects. These design renderings will be drafted into an overlay district for the downtown area and will be the basis for plan approvals and city incentives for future redevelopment efforts. Additionally, these renderings will be used to amend the City’s Urban Renewal Plan to allow for the creation of TIF funded programs specifically tailored towards downtown redevelopment. The proposed programs would be the creation of a façade improvement grant as well as an interior renovation grant to assist with Code compliance and ADA compliance issues.
- 4. Project Outcomes:** The desired impact of this program is to inject vibrancy and pride of place into our downtown corridor. Through leveraging TIF, the City will commit to investing in this corridor and assisting with redevelopment efforts. The City and Consultant will also collaborate with IEDA’s DTRC and the Iowa SHPO office to help identify design elements and best practices that can be found in other Iowa communities and emulated. An ancillary part of the project will be to use the research and renderings as a basis for potential consultation with the State Historic Preservation Office (SHPO) about potential listing of the downtown area or individual buildings to the National Register of Historic Places.
- 5. Submission Process:** Responses to the RFQ must be received by the City of Van Meter as follows:

Due Date: July 30<sup>th</sup>, 2021  
Time: No later than 4:00 pm  
Deliver to: Kyle Michel  
City Administrator  
310 Mill Street  
Van Meter, IA 50261  
# of Copies: Eight (8) hard copies and one electronic .PDF (on USB or submitted to kmichel@vanmeteria.gov)



- 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 Consultant'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 Consultant 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-consultants, 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 Consultant'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-consultants.
- 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 Consultants wishing to submit proposals. The City reserves the right to modify 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. The scope of this project includes designing façade renderings for up to sixteen (16) downtown properties or lots. The Consultant 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. Grant Program Overall Timeline:**

- a. Apply for FY22 grant funding - April 2021
- b. Receive notification of funding - June 2021
- c. Submit proposed RFP to Iowa DTRC for Comment - June 2021
- d. RFP for design services and hire consultant – July/August 2021
- e. Conduct design workshops and sensing sessions - fall/winter 2021
- f. Amend Urban Renewal Plan/Implement downtown grant programs - January 2022
- g. Present final design renderings and amend zoning code as necessary - January 2022
- h. Receive grant applications for FY23 façade grant - March 2022
- i. Award first grant for façade improvement - June 2022

**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 Consultant best qualified to meet the City’s needs on this project. The Consultant(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 Consultants. If interviews are held, all interviewed proposals will be rescored based upon the above scoring criteria factoring in the interview as well.

<u>Item</u>	<u>Description</u>	<u>Rating Ranges</u>
<b>1.</b>	<b>Technical Approach and Scope of Work</b>  Consultant's understanding of the project objectives and scope of services. Consultant’s recommendations for modifications to the scope of services and/or modifications or improvements to the overall project. Consultant’s identification of potential problems perceived at this time. Consultant’s description of overall approach to efficiently complete the project.	<b>(0 – 25)</b>
<b>2.</b>	<b>Related Technical Experience</b>  Consultant's experience with similar projects. Consultant shall include information on other organizations for which Consultant has provided comparable consulting services. The Evaluation and Selection Committee may also consider any history of the Consultant providing professional services for the City.	<b>(0 - 25)</b>
<b>3.</b>	<b>Project Staffing and Organization</b>  Qualifications of the project manager and personnel, including anticipated sub-consultants, with specialized skills shall be highlighted.	<b>(0 - 20)</b>
<b>4.</b>	<b>Geographic Location of Consultant</b>  Consultant’s ability and readiness to timely serve the City.	<b>(0 – 5)</b>



**5. Timely Completion of the Project (0 – 10)**

Consultant's current workload and ability to complete the project in a timely manner. Consultant shall include an estimated schedule for the project.

**6. Work Elements (0 – 5)**

Appropriateness of estimated staff hours and cost in relation to objectives and methodology for project

**7. Example of past similar projects (0 – 10)**

**10. Submittal Questions:** All questions pertaining to this RFQ shall be submitted to Kyle Michel, City Administrator, City of Van Meter, Iowa, at 515-996-2644 or [kmichel@vanmeteria.gov](mailto:kmichel@vanmeteria.gov).

**11. Post Evaluation Notification of Consultants:** All Consultants submitting proposals will receive a written response from the City as to which Consultant was awarded services relating to this RFQ. All proposals submitted in response to this RFQ 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 Consultant deemed best qualified by the City, in accordance with the selection criteria defined herein, to perform the services outlined in this RFQ.