

REQUEST FOR PROPOSAL FOR
Dubuque County Sheriff's Office 855 Central Roof
Dubuque County, Iowa

January 3, 2022

Dubuque County, Iowa ("County") seeks proposals and cost estimates for the Dubuque County Sheriff's Office 855 Central Roof as described in this Request for Proposal ("RFP").

The Vendor selected from the RFP will be engaged after competitive evaluation by a qualified committee based on the "Selection Criteria" set forth in this request.

This request invites Vendors to submit proposals for accomplishment of the items of work specified below under Scope of Work. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request.

Sealed proposals: Vendor will deliver one (1) hard copy and one digital format (CD or flash drive) to the following address:

Dubuque County Auditor's Office
Dubuque County Courthouse
720 Central Avenue
Dubuque, IA 52001

The envelope must be clearly marked "SEALED RFP - Dubuque County Sheriff's Office 855 Central Roof". The name of the firm and contact person must be listed on the outside of the envelope. Any restrictions on the use of data within proposals must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

Proposal Deadline: 4:30 p.m. Friday, January 28, 2022

Proposals received after the proposal deadline will be considered late and will not be accepted.

Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Request for withdrawal must be in writing by the contact person named on the outside of the envelope. Proposals that are resubmitted must be sealed and received prior to the submission deadline.

- Bids received after the time specified will not be considered or accepted. Amendments to bids will not be considered or accepted unless received prior to the time set for opening of bids, in the same format specified for submission of bids. Conditional bids will not be considered or accepted.
- Any bid not prepared or submitted in accordance with the Instructions to Bidders may be rejected, at the County's sole discretion.
- The County may, when in its best interest, reject any and all bids or waive any informalities in bids received.
- Any bid may be withdrawn prior to the scheduled time for opening of bids. Withdrawal of bids may be made via telephone call, fax, mail, or e-mail.

- No bid may be withdrawn within 60 calendar days after the opening of bids. ☐ Bid may remain valid beyond 60 calendar days, at the Bidder's option.

Scope of Services

The Vendor selected for this project will provide the following services in connection with, but not limited to, the design and code compliance associated with Dubuque County Sheriff's Office 855 Central Roof and Sally port. The roof is approximately 18,100 Square feet. This includes the roof of the 855 Central building and the connecting Sally port.

Vendors are invited to submit a proposal outlining experience and qualifications in performing work directly related to the services required.

Description of work:

- **Removal and disposal of the existing ballast river rock from the roof.**
- **Removal and disposal of the existing EPDM roofing and Isocyanurate to the concrete decking.**
- **Install a new ¼" slope (R-30min.) tapered isocyanurate system complete with all flashing and trim.**
- **Install a new black fully-adhered 60mil. EPDM roofing system complete with all necessary flashings.**
- **Install new 24ga. prefinished sheet metal coping and counterflashing**
- **Install 24ga. prefinished counterflashing**
- **Maintaining appropriate installation of all material for warranty purposes.**
- **Maintaining appropriate height of existing water drains for proper watering draining.**
- **Maintaining all required code for the existing Roof vents, Exhaust Fans, and all current equipment on the roof.**
- **Completion of work in a timely manner. Estimated timeline of 5-6 weeks.**

Qualifications:

Any combination of skills and experience that can successfully and effectively address the scope of services.

Submittal Requirements:

- Summary of qualifications, experience and availability. It should summarize qualifications, relevant experience, and availability to participate in the RFP process (including Interviews, if applicable) and provide services to Dubuque County.
- Proposed approach to the project, including a proposed schedule – must be no more than two pages.
- Proposed budget – include detailed project costs, by task, and estimated hours. Actual compensation is subject to contract negotiation.
- List of professional references – no more than one page listing most recent professional references and their contact information.

- A minimum of three examples of relevant work related to Scope of Services.
- Conceptual Plan addressing the following areas:
The Vendor shall provide a Conceptual Plan, including a detailed statement of work for the product/services believed to be appropriate for Dubuque County, addressing the Scope of Services detailed in this RFP.
- Vendor name, address, and names of primary contacts.
- Identify project manager.
- Pricing methods: lump sum with one alternative add.
- Schedule: when deliverables are required.
- Bid Forms

Instructions to Bidders:

Preparation of Bids □ Bids must be submitted in sealed envelopes bearing on the outside the name of the Bidder and their address.

- If forwarded by mail, the sealed envelope containing the bid, as directed above, must be enclosed in another envelope addressed as follows:

Dubuque County Auditor’s Office
Dubuque County Courthouse
720 Central Avenue
Dubuque, IA 52001 □ For Bidder's protection, mailed bids

should be sent by Registered Mail.

- In a separate envelope MARKED BID BOND Include bid bond or cashier’s check in the amount of 5% of total bid.

Bidder shall become fully informed prior to bidding as to all existing conditions and limitations under which the work is to be performed, and shall include in the bid a sum to cover all costs of all items necessary to perform the work as set forth in the Bidding Documents. No allowance will be made to any Bidder because of lack of such examination or knowledge. The submission of a bid will be construed as conclusive evidence that the Bidder has made such examination. It shall be the Bidder's responsibility to seek any necessary clarifications and interpretations prior to submitting a bid.

Submittal Process and Details

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted.

Dubuque County will be accepting written questions from January 3, 2022 until Wednesday, January 26, 2022 regarding this RFP. Please submit questions via email to Jay Gonzales Technical Operations Superintendent at jgonzales@dbqcosherriff.com. Written responses will be published on Dubuque County’s website at www.Dubuquecountyiowa.gov and distributed to those who submitted questions no later than Thursday, January 27, 2022.

Estimated Timeline:

January 3, 2022	Release RFP
January 26, 2022	Questions due to Dubuque County
January 27, 2022	Dubuque County responses published
	Pre-proposal meeting (if applicable)
4:30 p.m. January 28, 2022	RFPs Due
Tuesday, February 1, 2022	RFPs reviewed by Selection Committee
9:00 a.m. February 14, 2022	Board of Supervisors approves contract
To be determined	Effective start of contract
To be determined	Anticipated completion date

The above dates are subject to change at the option of Dubuque County.

Consultant Selection Procedures

A selection committee will analyze and evaluate all properly submitted proposals in response to this request. The selection committee using the “Evaluation Criteria” listed in this RFP will rank all vendors. Top scoring vendors will be chosen for further evaluation, which will include interviews by our selection committee with those firms. Each proposal will be evaluated based on the Evaluation Criteria listed below. Proposals will be ranked in order of the highest numerical score first. Dubuque County may select as many of the top ranked vendors as it deems necessary for inclusion within the negotiating list.

Evaluation Criteria

- Experience with related activities or programs.
- Availability and capability of staff.
- Technical and financial resources.
- Ability to complete the project in a timely manner and within budget.
- Integrity and compliance with public policy.
- Location of office. Preference may be given to those Vendors located within Dubuque County.

Proposal Terms and Milestones for Payment

Dubuque County reserves the right to reject any proposals received in response to this Request for Proposal. If a proposal is selected, it will be the most advantageous in terms of quality of service, the Vendor’s qualifications, and capabilities to provide the specified service, and other factors that Dubuque County may consider. Dubuque County reserves the right, at its discretion, to waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Dubuque County to be in the best interests of Dubuque County even though not the lowest bid.

The price quotations stated in the Vendor’s proposal will not be subject to any price increase from the date on which the proposal is opened by Dubuque County to the mutually agreed-to date of bid. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful Vendor to accept the obligation of the bid may result in the cancellation of any award. A service contract will be executed between Dubuque County and the awarded Vendor.

The selected Vendor may not subcontract any of the work specified in this RFP without prior written consent of Dubuque County.

Insurance

Vendor shall take out and maintain during service to the County under a contract such public liability and property damage insurance as shall protect Vendor, its subcontractors, and the County from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with the County, whether such operations be by Vendor or its subcontractor, or by anyone directly or indirectly employed by either of them.

Responsible companies who are acceptable to the County shall issue all insurance policies. The Vendor shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the County. Vendor shall indemnify and hold County harmless from any damages, cost, claims or expenses which may arise as a result of any failure on the part of the Vendor to provide accurate and/or complete data and information to the County as outlined and required by the terms and conditions of its contract with the County.

Insurance Schedule B

Class A:

Asbestos Removal	Earthwork	Piles & Caissons	Steel
Asphalt Paving	Electrical	Plumbing	Storm sewers
Concrete	Elevators	Retaining Walls	Structural Steel
Construction Managers	Fiber Optics	Reinforcement	Trails
Cranes	Fire Protection	Roofing	Tunneling
Culverts	Fireproofing	Sanitary Sewers	Water main
Decking	General Contractors	Sheet Metal	
Demolition	HVAC	Site Utilities	
Deconstruction	Mechanical	Shoring	
	Paving & Surfacing	Special construction	

Class B:

Chemical Spraying	Masonry	Stump Grinding
Doors, Window & Glazing	Vehicular Snow Removal	Tank Coating
Drywall Systems	Painting & Wall Covering	Tree Removal
Fertilizer Application	Pest Control	Tree Trimming
Geotech Boring	Scaffolding	Tuckpointing
Insulation	Sidewalks	Waterproofing
Finish Carpentry	Plastering	Well Drilling
Landscaping	Rough Carpentry	

Class C:

Carpet Cleaning
Carpet & Resilient Flooring
Caulking & Sealants
Acoustical Ceiling
Filter Cleaning
General Cleaning
Grass Cutting
Janitorial
Non-Vehicular Snow & Ice
Removal
Office Furnishings
Power Washing
Tile & Terrazzo Flooring
Window Washing

Insurance Schedule B (continued)

INSTRUCTIONS FOR INSURANCE SUBMITTAL:

1. Contractor shall furnish a signed Certificate of Insurance to the Dubuque County, Iowa for the coverage required in Exhibit I prior to commencing work and at the end of the project if the term of work is longer than 60 days. Providers presenting annual certificates shall present a Certificate at the end of each project with the final billing. Each Certificate shall be prepared on the most current ACORD form approved by the Iowa Department of Insurance or an equivalent. The issued certificate must clearly indicate the project number, project name, or project description for which it is being provided Eg: Project # _____ Project name: **Sheriff's Office Building 855** ___or Project Location at 855 Central Ave Dubuque, Iowa or construction of _____.
2. All policies of insurance required hereunder shall be with a carrier authorized to do business in Iowa and all carriers shall have a rating of A or better in the current A.M. Best's Rating Guide.
3. Each Certificate required shall be furnished to the Dubuque County Sheriff's Department.
4. Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the Dubuque County. Failure to obtain or maintain the required insurance shall be considered a material breach of this contract.
5. Subcontractor(s) and sub subcontractor(s) performing work or service shall provide a Certificate of Insurance in accord with its' respective classification. Dubuque County may request a copy of a subcontractor(s) Certificate of Insurance from the general contractor.

6. All required endorsements to various policies shall be attached to the Certificate of insurance.
7. Whenever an ISO form is referenced the current edition must be used.
8. Provider shall be required to carry the minimum coverage/limit, or greater if required by law or other legal agreement, in Exhibit I - Insurance Schedule B. If the provider's limit of liability is higher than the required minimum limit then the provider's limit shall be this agreement's required limit.

Insurance Schedule B (continued)

Exhibit I

A) COMMERCIAL GENERAL LIABILITY

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit (any one occurrence)	\$ 50,000
Medical Payments	\$ 5,000

- a) Coverage shall be written on an occurrence, not claims made, form. The general liability coverage shall be written in accord with ISO form CG0001 or business owners form BP0002. All deviations from the standard ISO commercial general liability form CG 0001, or Business owners form BP 0002, shall be clearly identified.
- b) Include ISO endorsement form CG 25 04 "Designated Location(s) General Aggregate Limit" or CG 25 03 "Designated Construction Project (s) General Aggregate Limit" as appropriate.
- c) Include endorsement indicating that coverage is primary and non-contributory.
- d) Include endorsement to preserve Governmental Immunity. (Sample attached).
- e) Include an endorsement that deletes any fellow employee exclusion.
- f) Include additional insured endorsement for:
 - Dubuque County, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers. Use ISO form CG 20 10. Ongoing operations.
- g) All contractors shall include Dubuque County (per the above verbiage) as an additional insured for completed operations under ISO form CG 2037 during the project term and for a period of two years after the completion of the project.

B) AUTOMOBILE LIABILITY

\$1,000,000 (Combined Single Limit)

C) WORKERS' COMPENSATION & EMPLOYERS LIABILITY

Statutory Benefits covering all employees injured on the job by accident or disease as prescribed by Iowa Code Chapter 85.

Coverage A	Statutory—State of Iowa	
Coverage B	Employers Liability	
	Each Accident	\$100,000
	Each Employee-Disease	\$100,000
	Policy Limit-Disease	\$500,000

Policy shall include an endorsement providing a waiver of subrogation to Dubuque County. Coverage B limits shall be greater if required by Umbrella Carrier.

D) Umbrella Liability

Umbrella liability coverage must be at least following form with the underlying policies included herein.

All Class A contractors with contract values in excess of \$10,000,000 must have an umbrella of \$10,000,000.

All Class A and Class B contractors with contract values between \$500,000 and \$10,000,000 must have an umbrella of \$3,000,000.

All Class A and B contractors with contract values less than \$500,000 must have an umbrella of \$1,000,000.

All Class C contractors are not required to have an umbrella.

E) Pollution Liability Coverage required: yes no

Pollution Liability coverage shall be required if project involves any pollution exposures including abatement of hazardous or contaminated materials including, but not limited to, the removal of lead, asbestos, or PCB's. Pollution product and complete operations coverage shall also be covered.

\$2,000,000 each occurrence
\$4,000,000 policy aggregate

- a) Policy to include premises and transportation coverage.
- b) Include additional insured as stated in Ae above.
- c) Include preservation of governmental immunity as stated in Ad above.

F) Railroad Protective Liability Coverage required: yes no

Any Contract for construction or demolition work on or within Fifty feet (50') from the edge of the tracks of a railroad and effecting any railroad bridge or trestle, tracks, roadbeds, tunnel, underpass, or crossing for which an easement or license or

indemnification of the railroad is required, shall require evidence of the following additional coverages.

Railroad Protective Liability:

\$ _____ each occurrence (per limits required by Railroad)

\$ _____ policy aggregate (per limits required by Railroad)

OR

An endorsement to the Commercial General Liability policy equal to ISO CG 2417 (Contractual Liability-Railroads). A copy of this endorsement shall be attached to the Certificate of Insurance.

Preservation of Governmental Immunities Endorsement

1. Nonwaiver of Governmental Immunity. The insurance carrier expressly agrees and states that the purchase of this policy and including Dubuque County, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the Dubuque County, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
2. Claims Coverage. The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time. Those claims not subject to Code of Iowa Section 670.4 shall be covered by the terms and conditions of this insurance policy.
3. Assertion of Government Immunity. Dubuque County, Iowa, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier.
4. Non-Denial of Coverage. The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the Dubuque County, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the Dubuque County, Iowa.

No Other Change in Policy. The above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

Attachment A

