

REQUEST FOR PROPOSAL

WOODBINE PILOT MODEL GREEN COMMUNITY PLANNING AND DESIGN ASSISTANCE

IOWA DEPT. OF ECONOMIC DEVELOPMENT, COMMUNITY DEVELOPMENT DIVISION

SECTION A. — PURPOSE AND INTENT

IDED is seeking one or more contractors with extensive experience in working with small to mid-size rural communities on community development projects such as community gateways, streetscapes, stormwater best management practices, citizen participation, community visioning and planning, public art, policy development, and sustainable building design.

The purpose of this request for proposals is to identify and select an organization(s) to provide one, two or all three of the following services. An organization may submit a proposal for any or all services. Contract(s) may be awarded to single or multiple service providers at the discretion of IDED based on selection criteria.

- A. Facilitate a community visioning and planning session that results in a community-driven concept for integrating sustainable design practices into existing and potentially new community projects focused on enhancing the Woodbine Main Street District and adjacent area.
- B. Provide facilitation, architectural, engineering, and public art design services to further develop the concepts resulting from the community visioning and planning session above and subsequent conversations with representatives of Woodbine.
- C. Provide architectural, engineering, site, and mechanical design assistance to incorporate sustainable design practices into a new downtown building for Woodbine that will be a regional model for sustainable design and construction with an emphasis on energy efficiency and renewable energy. The building will be a one, two or three story structure on a lot of approximately 6000 sq. ft. The design should meet USBC LEED certification criteria.

SECTION B. — DEFINITIONS

Applicant or Bidder- An entity responding to this request for proposal.

Contract - The RFP, any addenda thereto, the bidders proposal, and the contractual agreement entered into between the Department and the successful Bidder(s). The contract constitutes the entire agreement between the Department of Economic Development and the Contractor in connection with this RFP.

Evaluation Committee Iowa Department of Economic Development staff and representatives of selected key partners will review applications.

Application Period -- **Deadline to apply is 4:00 PM Central Time, April 24, 2009.** The application period may be reopened if no proposals are received or if all proposals received are rejected. Successful proposals may be awarded as received and reviewed. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to IDED mishandling.

IDED or Department – Iowa Department of Economic Development

SECTION C. — INFORMATION TO BIDDERS

The purpose of this request for proposals is to identify and select an organization(s) to provide one, two or all three of the following services.

- A. Facilitate a community visioning and planning session that results in a community-driven concept for integrating sustainable design practices into existing and potentially new community projects focused on enhancing the Woodbine Main Street District and adjacent area.
- B. Provide facilitation, architectural, engineering, and public art design services to further develop the concepts resulting from the community visioning and planning session above and subsequent conversations with representatives of Woodbine.
- C. Provide architectural, landscape architectural, engineering, site, and mechanical design assistance to incorporate sustainable design practices into a new downtown building for Woodbine that will be a regional model for sustainable design and construction with an emphasis on energy efficiency and renewable energy.

IDED has selected Woodbine, Iowa as a pilot community for demonstrating an integrated approach to incorporating sustainable community practices into downtown revitalization activities. IDED is seeking one or more contractors with extensive experience in working with small to mid-size rural communities on community development projects such as community gateways, streetscapes, stormwater best management practices, citizen participation, community visioning and planning, public art, policy development, and sustainable building design.

Scope of Work:

Responders to this request for proposals may propose to provide one, two or all three of the following activities:

- A. **Community Visioning and Planning** - Facilitate a community visioning and planning session that results in a community-driven concept for integrating sustainable design practices into existing and potentially new community projects focused on enhancing

the Woodbine Main Street District and adjacent area. The community has undertaken a number of previous planning exercises. A goal of this facilitation process would be to integrate previous work into an overall focused vision for the community. The outcomes of some of these previous planning efforts are available for review. Please contact Bob Sullivan, Woodbine City Clerk-Administrator, at 712-647-2550 to receive copies of these studies/reports. The selected contractor is expected to become familiar with previous project development as well as current efforts occurring in the City of Woodbine. The contractor will facilitate the prioritization and synthesis of these existing efforts into a single community vision. It is expected that this process will involve a series of stakeholder meetings to identify and prioritize the Community Vision.

- B. **Community Design Assistance** - Provide facilitation, architectural, engineering, and public art design services to further develop the concepts resulting from the community visioning and planning session above and subsequent conversations with representatives of Woodbine. Work could include conceptual design, schematic design, design documents, construction documents, bidding assistance, and construction management. The goal of this design assistance is at least two fold: to further develop projects defined/identified during the Community Visioning (Scope of Work Item A) as well as create model/best practice case studies and practices for sustainability concepts that can be transferred to other communities.
- C. **Building Design Assistance** - Provide architectural, engineering, site, and mechanical design assistance to incorporate sustainable design practices into a new downtown building for Woodbine that will be a regional model for sustainable design and construction with an emphasis on energy efficiency and renewable energy. It is anticipated that for this component, the applicant would facilitate a design charrette and be available for a limited number of hours of consulting following the design charrette for additional schematic design development. The building is programmed as an office and workshop facility on the main floor. Additional upper floor residential or additional office space could also be incorporated. The site for this project is a corner downtown lot with approximately 75' east frontage and 100' southern frontage. The west end of the site abuts an existing alley. \

D. Expected Timetable for Delivery of Services:

- A. Community Visioning and Planning: To occur Spring/Summer 2009.
- B. Community Design Assistance: To begin Fall of 2009 into Spring 2010
- C. Building Design Assistance: Spring/Summer of 2009. Potential construction to begin by spring 2010.

SECTION D. — PROPOSAL PROCESS

1. **APPLICATION PERIOD**

Deadline to apply is 4:00 PM Central Time, April 24, 2009. The application period may be reopened if no proposals are received or if all proposals received are rejected. Successful proposals may be awarded as received and reviewed. Proposals received after the submission

deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to IDED mishandling. IDED reserves the right to reject any and all proposals and to select the proposal(s) that IDED believes is in the best interest of the state.

Please send proposals via e-mail to:

Jeff Geerts, Iowa Department of Economic Development
Jeff.geerts@iowalifechanging.com

2. ELIGIBLE BIDDERS Non-profit, for-profit, local government, state government, federal government organizations and individuals are eligible to apply.
3. SUBMISSION OF PROPOSAL One (1) copy of the proposal shall be submitted electronically either via e-mail to jeff.geerts@iowalifechanging.com or via electronic storage device such as a compact disk or flash drive to Jeff Geerts, Iowa Department of Economic Development, 200 E. Grand Ave, Des Moines, IA 50309. Another single copy of a double-sided originally signed proposal shall be mailed to the address above. Proposals, excluding the information requested in Section E, shall not exceed four pages. The proposal shall consist of the following parts as outlined in this RFP:
 - a) Applicant Information
 - b) Demonstrated Experience
 - c) Appropriate Representative
 - d) Proposed Approach
 - e) Proposed Activity Time Lines
 - f) Programmatic Capability

See #11 for specific evaluation criteria.

To be considered complete, a signed Assurances, Representations, and Authorization to Release Information form must accompany the response to this RFP.

4. REJECTION OF PROPOSALS. Proposals may be rejected and not reviewed by the Department for any of the following reasons:
 - a) The Bidder fails to respond to any part of this RFP or does not provide information in the format required.
 - b) The proposal is not signed by an authorized representative of the Bidder. Electronic signatures are acceptable.
 - c) There is evidence that the Bidder engaged in unfair bidding procedures.
 - d) Financial insolvency of the Bidder.
 - e) The Bidder fails to comply with the minimum eligibility requirements of Section D(2) above and is determined to be ineligible.

5. LIMITATION This RFP does not commit the Department to award a contract or to pay costs incurred by bidder in the preparation of a proposal to this RFP. The Department may waive minor informalities, and award a contract based only on the written proposal without any discussions with bidder. Issuance of a contract will be subject to the approval of IDED's Board of Directors.
6. REQUESTS FOR CLARIFICATION. Bidders are invited to submit written questions and requests for clarifications regarding the RFP. Bidders may also submit suggestions for changes to the requirements of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the IDED Contact Person. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, the page and section number(s) must be referenced. Written responses to questions, requests for clarifications, or suggestions will be sent on to vendors who received RFP's and posted on the IDED Web site, www.iowalifechanging.com. The Department's written responses will be considered part of the RFP.
7. AMENDMENTS TO RFP; DOWNLOADING FROM INTERNET.
 - (a) The Department reserves the right to amend the RFP at any time. The Bidder shall acknowledge receipt of an amendment in its proposal. If the amendment occurs after the receipt of a proposal, the Department may, in its sole discretion, allow Bidders to amend their bid proposals in response to the Department's amendment if necessary. The amendment must be in writing, signed by the Bidder. Bidders must notify the IDED Contact Person in writing if they wish to withdraw their proposals.
 - (b) All amendments will be posted on the Department's home page at www.iowalifechanging.com. Each Bidder is advised to check this home page periodically for amendments to this RFP, particularly if the Bidder downloaded the RFP from the Internet as the Bidder may not automatically receive amendments.
8. COPYRIGHTS. By submitting a bid proposal, the Bidder agrees that the Department may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records. The Bidder consents to such copying by submitting a bid proposal and warrants that such copying will not violate the rights of any third party. The Department shall have the right to use ideas or adaptations of ideas that are presented in the bid proposals.
9. CONTRACT.
 - (a) The Department reserves the right to either award a contract without further negotiation or to negotiate contract terms with the selected Contractor if the best interests of the State would be served.

- (b) The successful Bidder must, in a timely manner, enter into a contract with the IDED to implement the services contemplated by this RFP. This contract will include, but not be limited to terms and conditions that clarify the respective roles and responsibilities of the Bidder and IDED. Representative subjects that will be included in a final contract include, but are not limited to, the following provisions: payment limitations; work authorization procedures; default and termination terms; indemnification requirements; identification of key personnel; intellectual property rights; nonappropriation or reduction in funding; clarification that Iowa law will govern this contract.
 - (c) It is expected that a contract between the Bidder and IDED will be executed within approximately 30 days after the date of the notification of the award. Failure of the successful Bidder to agree to the terms of a contract within this time period may be grounds for the Department to award the contract to another Bidder.
10. RESTRICTIONS ON GIFTS AND ACTIVITIES. Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Bidders are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.
11. PROPOSAL REVIEW. The Department will initially review all proposals received for completeness. Completed proposals will be evaluated and rated by an appointed IDED evaluation committee comprised of individuals not competing for this award.

Proposals, excluding the information requested in Section E, shall not exceed six (6) pages

The following criteria and point evaluation will be used to evaluate responses to this request for proposals:

I. Demonstrated Expertise — 40 points

Degree to which the applicant demonstrates expertise and experience in sustainable community related principles and practices. This criterion will include evaluation of the applicant's familiarity with and breadth of knowledge of sustainable community concepts, demonstration of applied experience at the community and individual project level, and the range of experience available in a variety of disciplines such as architecture, engineering, landscape architecture, site design, public art, etc. Applicants shall provide a narrative describing the applicant's experience and capabilities to complete the project requirements. (Section E) Applicant's shall also include background and experience information for each personnel member proposed to be involved in the project, their role, and their amount of time dedicated to performance of the project.

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (ii) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this factor, the IDED will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant).

II. Appropriate Representative — 10 points

Degree to which the proposing organization is an appropriate representative for the issues dealt with in the assistance agreement, is likely to be viewed as an authority on the subject, or is partnering with an organization that meets these requirements. In evaluating this criterion, IDED will take into account the applicant's ability to reach and collaborate with property owners, tenants and residents of Woodbine and local utility service providers. The applicant should also be viewed as an authority by its peers so that work resulting from the pilot community efforts will be accepted by design peers and other applicable local governments.

III. Proposed Approach — 25 points

Degree to which the applicant demonstrates excellence with regard to the proposed approach for each scope of work activity area. This criterion aims at demonstrating success at accomplishing tasks associated with completing the scope of work in this RFP. The methodology proposed by the applicant for implementing one, two or all three components of the proposed scope of work will be evaluated for reasonableness, feasibility, timeliness, and method of evaluating the outcomes of the work performed. Applicants shall clearly address which of the three proposed components of the scope of work they are proposing to perform.

IV. Adequacy of Time Dedicated – 10 points

Degree to which the appropriate amount of resource time is dedicated to successfully perform the proposed scope work. This criterion will examine whether the applicant has proposed to dedicate a sufficient amount of resource time to successfully complete the scope of work within a reasonable time frame and budget.

V. Budget — 15 points

Present a budget showing the amount of talent resources, number of hours, cost per hour and total cost estimated to implement the proposed methodology for each of the three components of the scope of work the applicant is proposing to perform.

12. PERIOD OF PERFORMANCE The period of performance will be one year from the award date and renewed annually for the next two years at the option of IDED. In the event that the contractor selected through this RFP does not complete the contract, due to termination or any other reason, IDED reserves the right to negotiate with the next highest-ranking bidder(s) to complete the contract period without releasing an additional RFP.
13. OPTION TO EXTEND. Based on the availability of funds, effective contract performance and the needs of the Department, the contract may be extended for up to two (2) years, in one year increments based on availability of funds.
14. PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT.
- a) The Department may treat all information submitted by a Bidder as public information following the conclusion of the selection process unless the Bidder properly requests that information be treated as confidential at the time of submitting the bid proposal.
 - b) The Department's release of information is governed by Iowa Code chapter 22. Bidders are encouraged to familiarize themselves with chapter 22 before submitting a proposal. The Department will copy public records as required to comply with the public records laws.
 - c) Any request for confidential treatment of information must be included in the transmittal letter with the Bidder's bid proposal. In addition, the Bidder must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the Bidder to respond to any inquiries by the Department concerning the confidential status of the materials. Any bid proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential may be deemed non-responsive and disqualify the Bidder.
 - d) If the Bidder designates any portion of the RFP as confidential, the Bidder must submit one copy of the bid proposal from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in section 3 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible. The Department will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction. In the event the Department receives a request for information marked confidential, written notice shall be given to the Bidder seven calendar days

prior to the release of the information to allow the Bidder to seek injunctive relief pursuant to Section 22.8 of the Iowa Code.

- e) The Bidder's failure to request confidential treatment of material will be deemed by the Department as a waiver of any right to confidentiality, which the Bidder may have had.

15. DISPOSITION OF BID PROPOSALS. All proposals become the property of the Department and shall not be returned to the Bidder. At the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.
16. NONDISCRIMINATION The Department does not discriminate in the contract award process on the basis of sex, age, race, religion, color, national origin or disability.
17. SMALL BUSINESSES AND TARGETED SMALL BUSINESSES Under Iowa's targeted small business procurement program, State departments have established procurement goals for the purchase of goods and services supplied by small businesses and targeted small businesses. Certified targeted small businesses and small businesses are encouraged to respond to this RFP. The terms "small business" and "targeted small business" are as defined in Iowa Code (2003) section 15.102.
18. IDED CONTACT PERSON Any questions concerning this RFP should be directed to Jeff Geerts, at (515) 242-5907 or jeff.geerts@iowalifechanging.com.

SECTION E. — BASIC DATA ON BIDDER — Qualifications and Experience

All proposals must include the following basic data about the bidder:

1. Name, telephone number and address, including e-mail address, of bidder. Also include contact information of all partnering organizations.
2. Name and title of individual authorized to bind the bidder and submit the proposal.
3. Name, e-mail address and telephone number of person IDED may contact during the proposal evaluation process.
4. Form of business — Not-for Profit organization; for-profit organization; individual; 28E agreement; local, state, or federal government; organization agreement.
5. Whether the business is owned or controlled by a parent corporation. If yes, provide the name and address of the parent corporation, nearest offices and managing office where the project staff assigned to this project will be located.

6. A chart of the bidder's organization showing the level of organizational responsibility of key project staff member. Also chart how projects flow through the agency, using an example.
7. A list of personnel to be assigned to this RFP, their functions in the project, length of tenure, and a detailed resume of each.
8. Information concerning terminations, litigation and debarment. Bidder shall provide answers to the following questions:
 - (a) During the last five (5) years, has the Bidder had a contract for services terminated for any reason? If so, provide full details related to the termination.
 - (b) During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Bidder to engage in any business, practice or activity.
 - (c) During the last five (5) years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the Bidder to perform the required services. The Bidder must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the bid proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a bid proposal, and with respect to the successful Bidder after the execution of a contract, must be disclosed in a timely manner in a written statement to the Department.
 - (d) During the last five (5) years, have any irregularities been discovered in any of the accounts maintained by the Bidder on behalf of others? If so, describe the circumstances of irregularities.

SECTION F. — ADDITIONAL CONDITIONS

The successful bidder shall provide IDED with **monthly** reports relevant to the agreed upon scope of work. These reports shall be due by the 10th of month following the commencement of the contract and a final annual report at the contract year end detailing the year's prior work.

Please sign and date the next section to include with bid proposal.

ASSURANCES, REPRESENTATIONS AND AUTHORIZATION TO RELEASE INFORMATION

The Bidder hereby assures and represents with respect to this proposal that:

1. It possesses legal authority to submit this proposal; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Bidder's governing entity authorizing the submittal of this proposal, including all assurances, representations contained herein, and directing and authorizing the person signing

below to act in connection with the application and to provide additional information as may be required.

2. It will comply with all applicable federal and state equal opportunity and affirmative action requirements.
3. All statements and information made or furnished to the Iowa Department of Economic Development are true and correct in all material respects. Bidder has not knowingly made any false statements in its proposal. Bidder acknowledges that supplying any information determined to be false, misleading or deceptive will be grounds for disqualification from consideration.
4. Bidder hereby authorizes the Department of Economic Development to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Proposal. It authorizes IDED to research the company's history, make credit checks, contact the company's financial institution, contact former and current clients of the company, and perform other related activities necessary for reasonable evaluation of this proposal.
5. The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the IDED or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.
6. The Bidder hereby releases, acquits and forever discharges the State of Iowa, IDED, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by IDED in the evaluation and selection of a successful Bidder in response to this Request for Proposal.
7. The Bidder authorizes representatives of the IDED to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to this Request for Proposal.
8. The Bidder further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims,

demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to DED in the evaluation and selection of a successful Bidder in response to this Request for Proposal.

9. A photocopy or facsimile of this signed Authorization is as valid as an original.

Signature

Date

Type or Print Name, Title

This form must be signed by an authorized representative of the bidder and submitted to IDED along with bidder's proposal.

RFP:	Jeff Geerts for the IDED Business Development Division
DEPARTMENT:	Iowa Department of Economic Development
RFP RELEASE DATE:	March 2009