



# REQUEST FOR QUALIFICATIONS

## PROFESSIONAL DESIGN SERVICES

CITY OF WEST DES MOINES

LEGACY WOODS HISTORIC CAMPUS & HERITAGE CENTER DEVELOPMENT PROJECT

## **PUBLIC NOTICE**

### **CITY OF WEST DES MOINES LEGACY WOODS HISTORIC CAMPUS & HERITAGE CENTER DEVELOPMENT PROJECT**

The City of West Des Moines, Iowa, is soliciting Statements of Qualifications from qualified firms for professional architectural, landscape architectural, engineering, planning, and related design services for the Legacy Woods Historic Campus & Heritage Center Development Project.

Electronically submitted Statements of Qualifications will be received through the City's online procurement portal at **wdm.ionwave.net** until **2:00 p.m. on July 15 2026**.

**Proposal Item: Professional Design Services for the Legacy Woods Historic Campus & Heritage Center Development Project.**

Specifications, submittal requirements, and related documents may be obtained from the online RFQ posting at **wdm.ionwave.net**.

Firms needing assistance with registration or electronic submission through IonWave should contact the City Clerk's Office at **515-222-3600** or **ryan.jacobson@wdm.iowa.gov**.

A pre-proposal site walk, and informational meeting will be held on **July 8, 2026, at 10:00 a.m.** at **Legacy Woods, 2280 Grand Avenue, West Des Moines, Iowa**. Attendance is encouraged but not mandatory. This will be the only scheduled pre-proposal site meeting.

The City reserves the right to reject any or all Statements of Qualifications, waive minor irregularities or informalities, withdraw this RFQ, and proceed in the manner deemed to be in the best interest of the City.

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## REQUEST FOR QUALIFICATIONS

### PROFESSIONAL DESIGN SERVICES

#### LEGACY WOODS HISTORIC CAMPUS & HERITAGE CENTER DEVELOPMENT PROJECT

The City of West Des Moines, Iowa, is soliciting Statements of Qualifications from qualified firms to provide professional architectural, landscape architectural, engineering, planning, public engagement, cost estimating, and related design services for the Legacy Woods Historic Campus & Heritage Center Development Project.

This RFQ is intended to identify the most qualified firm or team based on demonstrated experience, technical competence, project understanding, approach, staffing, availability, public-sector experience, stakeholder engagement capability, and ability to deliver a high-quality, budget-conscious, and maintainable public facility.

No fee proposal or price information shall be submitted with the SOQ unless specifically requested by the City at a later stage in the selection process.

Electronically submitted proposals will be received by the City of West Des Moines City Clerk's Office at [wdm.ionwave.net](http://wdm.ionwave.net) until 2:00 p.m. on July 15, 2026, for the following described public improvement project:

#### **Proposal Item: Professional Design Services for Legacy Woods Historic Campus and Heritage Center Development Project**

Specifications and requirements may be obtained from the online RFQ posting at [wdm.ionwave.net](http://wdm.ionwave.net).

If any firm needs assistance in registering within [wdm.ionwave.net](http://wdm.ionwave.net) or anything associated with the submittal of an electronic proposal, please contact the City Clerk's Office at 515-222-3600 or [ryan.jacobson@wdm.iowa.gov](mailto:ryan.jacobson@wdm.iowa.gov).

The City reserves the right to reject any and/or all proposals and to waive any and/or all technicalities and/or irregularities.

A pre-proposal site walk and informational meeting will be held on July 8, 2026, promptly at 10:00 a.m. at Legacy Woods, 2280 Grand Avenue, West Des Moines, Iowa. Attendance is encouraged but not mandatory. **This will be the only scheduled pre-proposal site meeting.**

# PROFESSIONAL DESIGN SERVICES

<b>TABLE OF CONTENTS</b>	<b>5</b>
GENERAL INFORMATION .....	5
PROJECT BACKGROUND.....	5
CITY BUDGET AND PROJECT GOALS .....	6
SCOPE OF SERVICES .....	7
SCHEDULE.....	12
<b>SUBMISSION REQUIREMENTS</b> .....	<b>13</b>
SOQ OUTLINE .....	14
<b>EVALUATION CRITERIA AND PROCEDURES</b> .....	<b>16</b>
SELECTION TEAM .....	16
SELECTION CRITERIA .....	16
<b>CONDITIONS OF REQUEST AND REQUIREMENTS</b> .....	<b>18</b>

## PROJECT OVERVIEW

### GENERAL INFORMATION

The City of West Des Moines is seeking Statements of Qualifications from qualified firms for professional design services for improvements at Legacy Woods, including the Legacy Woods Historic Campus and a proposed Heritage Center (“Project”).

The selected firm will work closely with the City’s Parks and Recreation Department, other City departments, the West Des Moines Historical Society, community stakeholders, and future project partners to guide planning, programming, design, cost estimating, funding strategy, and phased implementation.

Parks and Recreation will serve as the primary project owner for the Project.

The Project will prioritize environmental stewardship, historical preservation, community recreation, public access, long-term operational sustainability, and adaptability to future needs.

The plan will include evaluation and development of an indoor, rentable facility in partnership with the West Des Moines Historical Society’s Jordan House, to support community programming, historical interpretation, public gatherings, and preservation-related activities.

Once a firm is selected based on the criteria outlined in this RFQ, the City intends to negotiate a professional services agreement with the highest-ranked firm for the desired scope of services. The City reserves the right to modify its standard form of agreement to include provisions consistent with City policies, legal requirements, and project needs.

### PROJECT BACKGROUND

Legacy Woods is a transformational public space initiative centered on preservation, enhancement, and thoughtful activation of a significant natural resource area within West Des Moines. The long-term vision includes an arboretum-style landscape, nature trails, outdoor gathering areas, a great lawn, shelters, a nature playscape, a Heritage Center, and supporting amenities.

Over the past two years, more than 120 trees have been planted, reinforcing the City’s commitment to ecological stewardship, native landscape restoration, and long-term environmental value.

The Project is intended to balance passive recreation, environmental education, historic interpretation, community gathering, public programming, and preservation of the site’s natural and cultural character.

Legacy Woods will be developed over time. The City expects the selected firm to help establish a master-planned approach that supports phased implementation, realistic capital planning, future funding opportunities, infrastructure coordination, maintenance planning, and long-term operational sustainability.

The Historic Campus and Heritage Center must be planned in a manner compatible with the adjacent Legacy Woods Nature Sanctuary Master Plan and the Jordan House, while also accounting for site

constraints, access, parking, pedestrian circulation, ADA accessibility, utilities, stormwater management, public safety, and future maintenance.

## CITY BUDGET AND PROJECT GOALS

The budget for the Heritage Center and full buildout of the Historic Campus will be determined as part of the design development and programming.

The budget will ultimately include, but may not be limited to, design services, construction costs, site improvements, utilities, infrastructure, permitting, contingencies, furniture, fixtures, equipment, interpretive elements, technology, public engagement, and other program-based needs.

The final project budget will be refined incrementally as the program, phasing strategy, scope, funding sources, and design alternatives are developed and approved by the City.

The City anticipates an initial planning, programming, and design phase, followed by phased capital implementation. The selected firm will be expected to support budget discipline throughout the project and provide design options that align with available funding, lifecycle cost considerations, maintenance capacity, and long-term public value.

Primary project goals include:

- Establish the programmatic, spatial, operational, and functional needs of the Heritage Center.
- Plan the arrangement of cultural resources in proximity to the Jordan House.
- Ensure compatibility with the adjacent Legacy Woods Nature Sanctuary Master Plan.
- Create flexible outdoor gatherings, education, and event spaces.
- Develop a realistic project budget, cost model, and phased funding strategy.
- Integrate sustainable design, resilient infrastructure, and practical maintenance practices.
- Support strong public engagement and community ownership.
- Incorporate accessibility, universal design, and inclusive public use.
- Align the Project with the City of West Des Moines Comprehensive Plan and applicable City goals.
- Provide a plan that can be implemented in phases as funding becomes available.

## PROJECT STAKEHOLDERS AND CITY COORDINATION

The selected firm will be expected to coordinate with City staff, boards, elected officials, partner organizations, and community stakeholders as directed by the City.

Anticipated stakeholders may include, but are not limited to:

- Parks and Recreation Department
- Engineering Services
- Development Services
- Finance and Procurement
- Public Services
- City Manager's Office
- Parks and Recreation Advisory Board
- City Council
- West Des Moines Historical Society
- Nearby residents and property owners
- Community users and potential programming partners
- Accessibility and inclusion stakeholders
- Potential donors, grant partners, or funding partners

The selected firm shall coordinate all stakeholder engagement through the City's designated project manager. The selected firm shall not independently commit the City to any scope, design decision, schedule, funding strategy, partnership, or operational obligation without written direction from the City.

## SCOPE OF SERVICES

The City intends to select a qualified firm or team to provide professional architectural, landscape architectural, engineering, planning, public engagement, cost estimating, and related design services for the Legacy Woods Historic Campus & Heritage Center Development Project.

The selected firm's final scope of services will be negotiated after selection and may include all or a portion of the services listed below. The City reserves the right to add, remove, modify, or phase services based on project needs, available funding, City priorities, and negotiated agreement terms.

Basic services are expected to include usual and customary architectural, landscape architectural, civil, structural, mechanical, electrical, plumbing, cost estimating, and related professional services necessary to complete the approved scope.

The firm selected will be responsible for, but not limited to, the following:

### **Project Initiation, Existing Conditions, and Data Review**

The selected firm shall:

- Conduct a project kickoff meeting with City staff and key stakeholders.
- Confirm project goals, communication protocols, schedule, decision points, and deliverables.
- Review existing plans, studies, surveys, site information, master plans, available utility information, and other background materials provided by the City.
- Identify information gaps and recommend additional studies or investigations needed to support planning and design.
- Review site opportunities and constraints, including access, parking, pedestrian circulation, ADA routes, utilities, drainage, stormwater, grading, tree preservation, landscape conditions,

maintenance access, and constructability.

- Coordinate with City staff regarding infrastructure, site development, permitting, public improvement requirements, and technical review expectations.
- Prepare an existing conditions and opportunities summary.

### **Programming and Visioning**

The selected firm shall:

- Lead master planning and site programming efforts for the Historic Campus and Heritage Center.
- Establish programmatic, spatial, functional, operational, and maintenance needs for the Heritage Center and associated site improvements.
- Evaluate the relationship between the proposed Heritage Center, Jordan House, cultural resources, outdoor gathering areas, trails, parking, public access, and adjacent Legacy Woods Nature Sanctuary improvements.
- Assist the City in evaluating sustainable design goals, including whether to pursue LEED Silver, federal energy incentive programs, or other sustainability frameworks appropriate for the project.
- Identify preliminary permitting, zoning, code, accessibility, stormwater, utility, and regulatory considerations.
- Develop two preliminary site and building layout options, including related site infrastructure necessary to support the proposed program.
- Provide advantages, disadvantages, estimated cost implications, phasing considerations, maintenance implications, and operational impacts for each option.
- Support City decision-making through alternatives analysis and recommendation of the preferred direction.

### **Public and Stakeholder Engagement**

The selected firm shall:

- Develop a public and stakeholder engagement plan in coordination with the City.
- Conduct engagement activities appropriate to the project phase, budget, and schedule.
- Facilitate stakeholder discussions with City staff, the West Des Moines Historical Society, Parks and Recreation Advisory Board, City Council, and other stakeholders identified by the City.
- Attend, present, answer questions, and provide supporting information at public meetings, stakeholder interviews, workshops, open houses, or other engagement activities as directed by the City.
- Provide graphics, renderings, presentation boards, images, diagrams, written summaries, and other materials suitable for public communication.
- Prepare engagement summaries documenting themes, feedback, concerns, opportunities, and how feedback was considered in project development.
- Respondents should describe their recommended engagement approach, including type of meetings, stakeholder interviews, public input opportunities, and decision points they believe are appropriate for this project.



## **Conceptual Design and Preferred Plan**

The selected firm shall:

- Develop two conceptual design options for the Heritage Center and associated Historic Campus improvements.
- Provide conceptual site plans, floor plans, building massing, landscape concepts, circulation diagrams, parking/access concepts, and interior and exterior renderings.
- Identify proposed phasing strategies and potential early-action improvements.
- Prepare planning-level opinions of probable cost for each option.
- Identify assumptions, exclusions, contingencies, escalation, FF&E, infrastructure costs, soft costs, and other budget considerations.
- Evaluate long-term operations and maintenance impacts of each option.
- Prepare a preferred concept recommendation for City review and direction.

## **Schematic Design**

The selected firm may be asked to prepare schematic design documents based on the City-approved preferred concept. Schematic design services may include:

- Site plan
- Floor plans
- Building elevations
- Building sections
- Preliminary structural, mechanical, electrical, plumbing, civil, and landscape concepts
- Accessibility and circulation plans
- Stormwater and utility concepts
- Preliminary materials and systems recommendations
- Updated opinion of probable cost
- Updated phasing strategy
- Presentation materials for City review If revisions are required to align schematic design with the approved project budget, the selected firm shall work with the City to evaluate scope, phasing, design alternatives, and cost-control options.

## **Design Development**

The selected firm may be asked to prepare design development documents based on the approved schematic design. Design development services may include:

- 50% and 100% design development drawing packages
- Architectural, structural, mechanical, electrical, plumbing, civil, and landscape design documents
- Updated site, grading, utility, stormwater, access, parking, and circulation plans
- Updated material selections and systems narratives
- Updated sustainability and maintenance strategies
- Updated permitting and approval strategy
- Updated opinion of probable cost
- Provide Parks and Recreation Advisory Board and City Council presentation materials, as needed
- If revisions are required to align design development documents with the approved budget, the selected firm shall assist the City in evaluating cost-control options, phasing strategies, and scope adjustments.

## **Funding Strategy and Implementation Planning**

The selected firm shall support the City in developing a funding and implementation strategy. This may include:

- Phased implementation plan
- Planning-level project budget by phase
- Identification of potential public, private, philanthropic, grant, sponsorship, naming, or partnership funding opportunities
- Funding timing considerations
- Eligibility considerations for potential grant or incentive programs
- Recommended sequencing of design, permitting, funding, and construction activities
- Identification of long-lead decisions or approvals needed to maintain schedule

## **Operations, Maintenance, and Lifecycle Cost**

The selected firm shall evaluate long-term operations and maintenance implications throughout the planning and design process. This evaluation should include, as applicable:

- Facility staffing assumptions
- Building maintenance needs
- Landscape maintenance needs
- Trail, parking, and hardscape maintenance
- Utility and energy cost considerations
- Snow removal and seasonal operations
- Security and access control considerations
- Event setup and teardown need
- Storage needs
- Durability of materials
- Lifecycle cost considerations
- Replacement and renewal considerations
- Operational impacts of phased implementation

The selected firm shall coordinate with Parks and Recreation and other City departments as appropriate to ensure proposed improvements are practical, maintainable, and financially responsible over the long term.

## **Accessibility and Universal Design**

The selected firm shall incorporate accessibility, ADA compliance, and universal design principles into the planning and design process. The project should be designed to serve users of varying ages, abilities, and mobility needs.

Accessibility considerations should include, but are not limited to:

- Accessible routes from parking areas to buildings and outdoor amenities
- Accessible entrances, restrooms, gathering areas, and event spaces
- Accessible trail and pedestrian connections where feasible
- Inclusive wayfinding and signage
- Seating and gathering options for users with varying needs
- Accessible public engagement methods
- Practical maintenance of accessible routes during seasonal conditions

The selected firm shall identify accessibility opportunities, constraints, and cost implications as part of design alternatives and recommendations.

### **Historic Preservation and Interpretive Planning**

The selected firm shall evaluate the historic and cultural context of the site, including the relationship between the proposed Heritage Center, the Jordan House, and other cultural resources.

The selected firm shall consider:

- Compatibility with the Jordan House and surrounding historic context
- Preservation-sensitive site planning
- Interpretive opportunities
- Visitor experience
- Relationship between indoor and outdoor historical programming
- Placement and treatment of cultural resources
- Potential impacts to historic character
- Applicable local, state, or federal historic preservation review requirements, if any

The selected firm shall coordinate with the City and the West Des Moines Historical Society to ensure the planning and design process supports historical preservation, education, and public interpretation.

### **Other Services**

At the City's discretion, additional services may be negotiated with the selected firm, subject to City approval and available funding. Services may include:

- Construction documents
- Bidding or procurement assistance
- Construction administration
- Construction observation
- Additional public engagement
- Grant support
- Donor or fundraising graphics
- Interpretive planning
- Additional site planning or design services
- Other related professional services

The City reserves the right to procure future phases separately or negotiate additional services with the selected firm, as determined to be in the best interest of the City.

## SCHEDULE (ANTICIPATED)

The following schedule is anticipated and subject to change at the City's discretion:

- RFQ Issued: June 26, 2026
- Pre-Proposal Site Walk: July 8, 2026, 10:00 a.m.
- Questions Due: July 10, 2026, 2:00 p.m.
- Addendum Issued, if needed: July 13, 2026
- SOQs Due: July 15, 2026, 2:00 p.m.
- Selection Review Period: July 20-24, 2026
- Interviews, if conducted: Week of July 27, 2026
- Selection of Firm: July 31, 2026
- Scope and Fee Negotiation: August 3 – 14, 2026
- Tentative Council Contract Approval: September 8, 2026
- Tentative Start of Services: September 2026
- Programming and Visioning Completion: November 2026
- Conceptual Design / Preferred Plan: Winter 2026/2027
- Schematic Design or Design Development, as negotiated: Spring 2027

The City reserves the right to modify this schedule as needed.

## COMMUNICATION, QUESTIONS, AND ADDENDA

Questions regarding the process, interpretation, or requirements of this RFQ are due by **Friday, July 10, 2026, 2:00 P.M.** and can be directed via email only to:

**Marco Alvarez, Superintendent of Parks, at [marco.alvarez@wdm.iowa.gov](mailto:marco.alvarez@wdm.iowa.gov)**

Respondents shall not contact City elected officials, City staff, Parks and Recreation Advisory Board members, West Des Moines Historical Society representatives, or other project stakeholders regarding this RFQ except through the official question-and-answer process, unless specifically authorized by the City's designated contact.

Any attempt to obtain information, influence the selection process, or contact unauthorized individuals regarding this RFQ may result in rejection of the SOQ, loss of points, or disqualification, at the City's discretion.

Responses to questions and any changes to this RFQ will be issued only by written addendum through IonWave. Oral statements, informal communications, or verbal interpretations shall not be binding on the City.

Respondents are responsible for reviewing all addenda issued through IonWave and acknowledging receipt of all addenda in their SOQ.

## SUBMISSION REQUIREMENTS

SOQs shall be submitted electronically through the City's online procurement portal at **wdm.ionwave.net** no later than **2:00 p.m. on Wednesday, July 15, 2026**.

Hard copy, email, fax, or USB submissions will not be accepted unless specifically authorized by written addendum.

Respondents are responsible for ensuring their SOQ is submitted through IonWave before the deadline. Late submissions will not be accepted.

SOQs shall be organized in the same sequence as the SOQ Outline provided in this RFQ. Sections should be clearly labeled and easy to evaluate.

SOQs shall be limited to **20 single-sided, 8.5" x 11" pages**. The following items are excluded from the 20-page limit:

- Cover letter
- Title page
- Table of contents
- Required City forms
- Certificate of insurance

Failure to provide the requested information, follow the required format, or submit required forms may negatively impact the evaluation and may result in rejection of the SOQ.

Respondents shall not include fee proposals, hourly rates, price information, or cost proposals with the SOQ unless specifically requested by the City by written addendum or during contract negotiation.

### MANDATORY REQUIREMENTS (PASS/FAIL)

The following requirements will be reviewed on a pass/fail basis:

- SOQ must be submitted through IonWave on or before the due date and time stated in this RFQ.
  - Respondent must submit a complete SOQ in substantial compliance with the required SOQ Outline.
  - Respondent must provide no more than three relevant project examples completed or substantially completed within the last five (5) years that demonstrate experience with work of similar scope, complexity, or public-sector relevance.
  - Respondent must identify the proposed project manager and key personnel assigned to the project.
  - Respondent must disclose any actual, potential, or perceived conflicts of interest.
  - Respondent must disclose any contract termination for cause, debarment, suspension, professional discipline, or material claims/litigation related to professional services within the past five years.
  - Respondent must certify whether it has been assessed liquidated damages within the past twenty-four (24) months for failure to meet contractual deadlines.
  - Respondent must demonstrate the ability to meet the City's insurance requirements before contract execution.
  - Respondent must acknowledge receipt of all addenda.
- The City reserves the right to determine whether a submission is responsive and whether a respondent satisfies the mandatory requirements.

## SOQ OUTLINE

Respondents shall organize SOQs in the following order:

1. Cover Letter
2. Firm Description, Qualifications, and Project Team
3. Relevant Project Experience
4. Understanding of the Project
5. Project Approach
6. Project Management and Quality Control
7. Sustainability, Resilience, and Maintenance
8. Local Presence and Availability
9. Required Disclosures and Forms

### COVER LETTER

- Succinctly explain your firm's qualifications in being able to fulfill the project goals.

### FIRM DESCRIPTION, QUALIFICATIONS, AND PROJECT TEAM

- Firm name, address, telephone number, e-mail address, and website address (if available).
- The year the firm was established.
- Primary contacts within the company with title, telephone number, and email address for each.
- Indicate which person will be the contact for the RFQ process.
- Number of employees in the firm and office locations.
- List the type of work the firm specializes in and other consultant specialties, including but not limited to mechanical, plumbing, and electrical.
- An organizational chart describing the staff designated for the project and their area of expertise.
- Resumes for each team member, including a brief biography, education, professional registration/certifications, and relevant work experience.

Provide no more than three (3) projects your firm worked on within the last five (5) years that would be relatable to this project. Summarize the scope of work, provide the year the project was completed, and include the owner's name, address, phone number, and e-mail address. Other related experiences may be included. Please note that references will be contacted and factored into the final selection.

## RELEVANT PROJECT EXPERIENCE

- The different disciplines your firm has in-house versus which disciplines would be supplied through a subconsultant agreement.
- How your firm will leverage technology throughout your design and documentation process.
- Your firm's specialized expertise and relationship with industry experts will be of value to the City and this project.
- Experience with the CMAR process.
- Local presence and availability.

## UNDERSTANDING OF THE PROJECT

- A discussion of the respondent's understanding of the project. Include a list of the top five (5) considerations and your firm's approach to each of them.

## PROJECT APPROACH

- The tasks and narrative of how your firm will comply with fulfilling the project objective, what special services your firm has available to meet our needs while not exceeding the proposed project budget, and your firm's experience designing a project with a confined site, multiple stakeholders, and while maintaining an operational facility.
- A description of how innovative strategies and processes will be used for this project.
- A description of how the firm will fulfill stakeholder engagement.
- A public purpose statement, demonstrating alignment with public sector values and goals for taxpayer-funded projects.
- Details about the project team's communication and coordination with City staff and stakeholders.

## PROJECT MANAGEMENT AND QUALITY CONTROL

- Explain your firm's project management techniques and handling of special project constraints.

## SUSTAINABILITY, RESILIENCE, AND MAINTENANCE

- Explain your approach to evaluating and integrating sustainability practices.

## LOCAL PRESENCE AND AVAILABILITY

- Location owned or leased in West Des Moines = 5 points
- Location owned or leased in the Des Moines Metro = 3 points
- No local presence = 0 points

## REQUIRED DISCLOSURES AND FORMS

- The firm's certificate of insurance is to be provided to the City, demonstrating compliance before the start of services.

## EVALUATION CRITERIA AND PROCEDURES

The City will evaluate SOQs based on the qualifications, experience, competence, approach, staffing, availability, and project understanding demonstrated in each submission.

This is a qualifications-based selection process. Respondents shall not submit fee proposals or price information with their SOQ. The City intends to rank firms based on scoring and overall qualifications and negotiate scope and compensation with the highest-ranked firm.

SOQs will be evaluated using the following criteria:

<b>Evaluation Category</b>	<b>Points</b>
Mandatory Requirements	Pass/Fail
Firm Qualifications and Relevant Experience	25
Project Team, Key Personnel, and Subconsultants	15
Understanding of the Project	10
Project Approach and Work Plan	15
Project Management, Quality Control, and Schedule Management	10
Public and Stakeholder Engagement	10
Sustainability, Resilience, Accessibility, and Maintenance	10
Local Presence and Availability	5
Total	100

## SELECTION TEAM

The City may establish a selection team to review, score, and rank SOQs.

The City may also request input from subject-matter experts, stakeholder representatives, or technical advisors. Final selection authority shall remain with the City.

Evaluators will review SOQs based on the criteria stated in this RFQ. The City reserves the right to consider information obtained through references, interviews, clarification requests, past performance, or other due diligence.



## SHORTLIST, INTERVIEWS, AND FINAL RANKING

The City reserves the right to evaluate and rank firms based solely on submitted SOQs. The City also reserves the right to shortlist firms, conduct interviews, request presentations, request clarifications, contact references, request additional information, or conduct other due diligence before final ranking.

If interviews are conducted, the City may provide additional instructions regarding interview format, time limits, attendees, presentation content, and questions.

The City may use interview results, reference checks, SOQ scores, and other relevant information to determine the final ranking of firms.

## CONTRACT NEGOTIATION

After final ranking, the City intends to negotiate a professional services agreement with the highest-ranked firm.

Negotiations may include scope of services, project schedule, deliverables, staffing, fee, contract terms, insurance, and other matters deemed necessary by the City.

If the City is unable to negotiate a satisfactory agreement with the highest-ranked firm, the City may terminate negotiations with that firm and begin negotiations with the next highest-ranked firm. The City may continue this process until an agreement is reached or the City determines that it is in its best interest to cancel or reissue the RFQ.

No work shall begin until a written agreement has been approved and executed by the City.

## PUBLIC RECORDS AND CONFIDENTIALITY

SOQs submitted to the City may be subject to disclosure under Iowa public records law. Respondents should not assume that any portion of an SOQ is confidential merely because the respondent marks it as confidential, proprietary, or trade secret. The City will determine whether information is subject to disclosure in accordance with applicable law.

If a respondent believes that a specific portion of its SOQ contains confidential, proprietary, or trade secret information, the respondent must clearly identify the specific information claimed to be confidential and provide the legal basis for the requested confidential treatment.

General claims that an entire SOQ is confidential will not be accepted.

Respondents are encouraged to avoid submitting confidential or proprietary information unless necessary. The City reserves the right to disclose records as required by law.

## CONFLICT OF INTEREST AND DISCLOSURE REQUIREMENTS

Respondents shall disclose any actual, potential, or perceived conflict of interest that may affect the respondent's ability to provide impartial professional services to the City.

Disclosure shall include, but is not limited to:

- Current or prior financial relationships with the City related to this project.
  - Current or prior relationships with City officials, City staff, Park Board members, project stakeholders, or partner organizations that may create an actual or perceived conflict.
  - Any role in preparing, reviewing, or advising on this RFQ.
  - Any financial interest in property, development, funding, or business opportunities related to the project.
  - Any other relationship or circumstance that could reasonably be perceived as affecting impartiality.
- Respondents shall also disclose whether the firm or any proposed subconsultant has been:
- Debarred, suspended, or declared ineligible for public work.
  - Terminated for cause on a professional services contract.
  - Assessed liquidated damages within the past 24 months.
  - Involved in material claims, litigation, arbitration, or professional discipline related to professional services within the past five years.

The City reserves the right to request additional information and determine whether any disclosed matter affects the respondent's eligibility, score, ranking, or contract award.

## CONDITIONS OF REQUEST AND REQUIREMENTS

The City reserves the right to:

- Reject any or all SOQs.
- Waive minor irregularities, informalities, or technicalities.
- Withdraw, cancel, amend, or reissue this RFQ at any time.
- Modify the schedule.
- Request clarification or additional information from any respondent.
- Contact references and verify submitted information.
- Consider past performance and other relevant information.
- Shortlist firms or select based solely on submitted SOQs.
- Conduct interviews or presentations.
- Negotiate with the highest-ranked firm.
- Terminate negotiations and proceed to the next highest-ranked firm if satisfactory agreement cannot be reached.
- Award no contract if the City determines that doing so is in its best interest.

This RFQ is not a contract and does not bind the City to award a contract or pay any costs incurred in preparing or submitting an SOQ.

All costs incurred by respondents in preparing, submitting, presenting, or negotiating related to this RFQ are the sole responsibility of the respondent.

No oral statement, representation, clarification, or agreement by any City official, employee, consultant, or representative shall modify this RFQ or bind the City unless issued in writing by addendum or included in an executed agreement.

SOQs that are incomplete, inaccurate, late, or nonresponsive may be rejected. The City reserves the right to determine whether a respondent is responsive and responsible. Upon submission, SOQs become the property of the City.

Respondents are legally responsible for the accuracy of information contained in their SOQs. The selected firm shall comply with all applicable federal, state, and local laws, regulations, codes, ordinances, and City policies.

Insurance Requirements:

- Commercial General Liability: Minimum \$1,000,000 per occurrence, \$2,000,000 aggregate. The City must be listed as additional insured.
- Professional Liability: Minimum \$1,000,000 per claim, \$2,000,000 annual aggregate.
- Automobile Liability: \$1,000,000 combined single limit for bodily injury and property damage.
- Workers' Compensation: Statutory limits.
- Employer's Liability: \$500,000 for bodily injury and disease.
- Umbrella or Excess Liability: Minimum \$2,000,000 umbrella or excess liability coverage.
- Subconsultants must maintain the same insurance coverage as the prime firm, and certificates of insurance must be submitted for all subcontractors.