



Iowa City Community School District

Educational Services Center

1725 North Dodge Street • Iowa City, IA 52245 • (319) 688-1000 • Fax (319) 688-1009 • www.iowacityschools.org

[DATE]

Request for Proposal

Stephen F. Murley
Superintendent of Schools

The Iowa City Community School District is pleased to invite you and your firm to submit a proposal for design services on the [PROJECT NAME] Project.

David Dude, Ph.D.
Chief Operating Officer/
Chief Technology Officer

Our key dates for selecting and hiring the successful firm will be:

Rebecca Furlong
Chief Academic Officer

- [DATE/TIME], Submittal of proposals
- [DATE], Review of proposals
- [DATE], Notification of firm selected
- [DATE], Recommendation to the Board of Education
- [DATE], Design kick-off meeting with Site Team

Craig Hansel, Ph.D.
Chief Financial Officer

R. Chace Ramey, Ph.D., J.D.
Chief Human Resource
Officer

The highlights of the project and scope are as follows:

- The project will be started [DATE] with anticipated completion by the end of [DATE].
- The scope of the project will include [DESCRIPTION].
- [ADDITIONAL INFORMATION]
- This project will be funded using [FUND].
- The overall budget for the entire project is [BUDGET] which includes all hard and soft costs.
- The district will use independent firms for cost estimating and testing services.
- The district will provide a complete site survey and topographical map.
- The project is currently being proposed as Design-Bid-Build.

Your firm has been pre-qualified and your submission to the RFQ will be made available for our site team to review.

Please include the following items in your proposal to provide design services for this project:

- Letter stating your interest and ability to complete the project design and scope as described above.
- List of key team members, consultants and respective resumes.
- Consultants and team members may include but not limited to, firm principal partners, civil engineering, structural engineering, mechanical and electrical engineers, drafting or CAD managers, and specification writers.
- Description of your preferred design process.
- Description of cost containment method.
- Description of preferred construction administration procedures.

- Relevant new and/or major renovation project information (please limit to 5) the balance can be provided as a list.
- Include proposed contract fee based on schematic design, design development, construction documents, construction administration and reimbursable expenses.
- The district will not reimburse for travel expenses.
- List of relevant project references.

If you have not done so recently, we would recommend that you visit our website at <http://www.iowacityschools.org/pages/ICCSD/Departments/Operations/FMP> and review the latest documents and updates.

Please do not hesitate to contact me with any questions or concerns, office 319-688-1020, cell 515-564-9070 or via E-mail at vanhemert.duane@iowacityschools.org .

Congratulations and we will look forward to reviewing your proposals and possibly working with your firm on this significant project.

Duane Van Hemert
Director of Physical Plant

cc: Steve Murley, Superintendent
Becky Furlong, Chief Academic Officer
David Dude, Chief Operating Officer
Craig Hansel, Chief Financial Officer

SAMPLE