



340 1st Avenue East, Dyersville, Iowa 52040 • Phone: 563-875-7724 • Fax: 563-875-8238

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REQUEST FOR PROPOSAL
FOR
BUILDING RENOVATIONS
PENNSYLVANIA HOUSE APARTMENTS
224 2ND AVENUE NE
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
FOR THE CITY OF DYERSVILLE, IOWA

Responses Due By:

3:00 PM Friday, May 5, 2023

City Administrator

City of Dyersville

340 1st Avenue East

Dyersville, IA 52040

563.875.7724

mmichel@cityofdyersville.com

1. GENERAL INFORMATION

1.1 Purpose of this Request for Proposal

The City of Dyersville (City), through this Request for Proposal (RFP), is seeking a bid for building renovations at Pennsylvania House Apartments, 224 2nd Avenue NE, Dyersville. The Pennsylvania House has anchored downtown Dyersville as a historical fixture since the middle 1800s. It was THE hotel for railroad travelers at the edge of Dyersville. Located directly across the street from the old train depot, this colonial-inspired building was the second hotel to open in the city.

The hotel structure is unique to the entire region and its name must be due to the regal appeal, since the Pennsylvania Railroad did not reach north or west of Keokuk. This \$1.4 million upper story renovation will resurrect that glorious styling, with dozens of windows and at least 5,000 square feet of living space.

First floor commercial development is committed and underway for a combination casual and fine dining restaurant. The former hotel lobby lends itself to a gift and collectibles shoppe. With first floor progressing, upper story housing was always the vision.

Some roofing already had to be redone and clearly restructuring all utilities is a must. Bringing this mixed-use northern entryway structure back into service seems essential, with 10 apartments.

The former hotel access space will offer a common entry to both commercial and residential. Tenants will have additional common areas.

The upper stories of the main structure have been vacant for over 50 years. The previous property owner was trying to complete a patch work rehab that included code issues. The more recent addition has always been industrial storage.

The building, built-in-stages over 100 years ago, presents diverse structural elements that are a housing blessing and curse.

The proposed building renovations will be mixed in income and dimension. Units in the original hotel will be one large market-rate, loft-style unit and another medium-size, unique 3rd floor dormer unit.

The layout and open floorplan on the “newer” construction lends to more economical/smaller apartments. The open space in this former storage area gives flexibility to add walls and insulation. It also provides the opportunity to stack utilities to match uses on 1st floor.

The previous property owner has altered much of the room-space in the former hotel section, with non-weight-bearing walls, and cheap fixtures. The bathroom is spacious but poorly designed. The current property owner is rewiring due to code violations.

Below are the elements of the building renovation project:

- Roofing
- Complete HVAC, Electrical, and Plumbing Installation
- Introduction of non-weight bearing walls to form affordable units.
- Raising floors for utilities, insulation, noise, and fire suppression
- New windows, and doors installation
- Drywall, millwork, and trim
- Complete construction for 10 kitchens, and baths (cabinets, countertops, etc.)

This RFP is award a qualified construction contractor to renovate this project as provided in the floorplan designs. This RFP, and the floorplan designs outline the expectations for this project.

The intent of this RFP is to comply with the City and federal qualifications-based procurement requirements specified in 40 CFR 200.317-326. The City reserves the right to waive any informalities or technicalities and to reject any and all proposals or parts thereof deemed to be unsatisfactory or not in the city's best interest. Furthermore, the city or the property owner(s) reserve the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions, and specifications of this request and/or contract.

1.2 Type of Contract and Contract Term

The City prefers to award a contract to one qualified construction contractor to implement this project. The contract will be consistent with the terms and conditions of Coronavirus State and Local Fiscal Recovery grant funds received by Iowa Economic Development Authority (IEDA), (Resolution 64-22) and the contract period will coincide with this grant period.

For implementation of any successful grants, it is assumed that the work will be specific and completed in accordance with the budget developed as part of the grant and subsequent work plan as approved by the city and/or IEDA.

1.3 Project Area

The project limit are the buildings, and land located at 224 2nd Avenue NE, Dyersville Iowa.

1.4 Payment Procedures

Payments will be made no more than monthly, for work specified and completed and in accordance with the budget developed and approved by the city and IEDA.

2. TECHNICAL SPECIFICATIONS

2.1 Activities Funded Under this Request for Proposal

This RFP is to solicit for a qualified construction contractor. The successful contractor is expected to perform many tasks including, but not limited to, the following:

- Roofing

- Complete HVAC, Electrical, and Plumbing Installation
- Introduction of non-weight bearing walls to form affordable units.
- Raising floors for utilities, insulation, noise, and fire suppression
- New windows, and doors installation
- Drywall, millwork, and trim
- Complete construction for 10 kitchens, and baths (cabinets, countertops, etc.)

2.2 Project Budget

The project budget grant is as follows:

Component	Total
Construction-Exterior Envelope	\$80,000.00
Construction-Windows/Doors	\$75,852.00
Construction-Roofing	\$45,000.00
Construction-HVAC	\$112,000.00
Construction-Plumbing	\$108,200.00
Construction-Electrical	\$175,000.00
Construction-Insulation	\$75,500.00
Construction-General Carpentry	\$195,000.00
Construction-Finishes (paint, carpet, fixtures, etc)	\$165,300.00
Site Preparation (staging, demo/clean-up, asbestos, etc)	\$55,000.00
Professional Services (architect, engineer, historic preservation consultant)	\$111,165.16
Fees and Permits	\$12,200.00
Other	\$22,400.00
Contingencies	\$123,818.42
Total	\$1,356,435.58

3. PROPOSAL REQUIREMENTS

3.1 General Expectations

Construction contractor must submit a lump sum proposal, Statement of Qualifications describing their capacity to perform, and manage projects, and their experience with similar projects. The proposal should include a clear outline of how the construction contractor will help the City implement the project for a successful completion to the project.

3.2 Proposals

Proposals should be prepared on standard size paper (8.5x11) and single sided pages. The proposal shall include information as included in Appendix A.

Construction contractor will be required to assume responsibility for all services offered in the proposal, including any service provided by subcontractors. Further, the city will consider the construction contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The construction contractor is responsible for adherence by the subcontractors to all provisions of the contract. If the construction contractor is using subcontractors, previous projects on which the two firms have worked together should be noted.

The construction contractor shall verify on the job site, all quantities, measurements, or dimensions, conditions, and verify the plans, or drawings prior to submitting the proposal. There will be no change orders based on mistaken quantity, county, measurements, or dimensions.

All discarded materials and construction debris shall be removed from the construction site in a timely manner. The job shall be left in a reasonably clean and safe condition daily. Before requesting final payment, the construction contractor must clean up and remove all rubbish and waste materials from the premises and leave the project "Broom Clean". All glass, woodwork, and hardware must be left reasonably clean (labels removed, paint removed, etc.).

All work shall be completed as per the product manufacturer's instructions or specifications and Standard Construction Trade Practices. Products specified are to be interpreted as a starting point for quality of materials and performance of work. Substitutions to specified products are welcomed. All substitutions must be approved by the City of Dyersville prior to proposal or usage.

The successful construction contractor shall be responsible for completion of each item as specified. If during the course of the work, the construction contractor uncovers unforeseen code violations or damage that wasn't apparent prior to the work, the contract price may be amended accordingly. All reasonable change order requests under these conditions will be considered. Final determination shall be made by the City of Dyersville or an Authorized Representative.

The City will review the proposals with the following criteria in mind: experience, project approach, familiarity with local communities, ability to complete the project, and cost. The city reserves the right to accept or reject any and all proposals on any basis it deems appropriate at its sole discretion.

3.4 Fees and Compensation

Following the requirements of the Federal Brooks Act, price will not be a sole determining factor in selecting a firm. However, please provide a detailed fee structure for the firm and any subcontractors.. The lump sum fee shall be submitted in a separate sealed envelope separately (**labeled: Pennsylvania House Project Fees**) that will be analyzed after a recommendation of award for this project contract has been made. Quotation of fees shall remain firm for a period of at least 90 days from the RFP submission deadline.

Upon the successful completion of the RFP review process, City Administrator will make a recommendation to Dyersville City Council, awarding of a contract to the highest ranked firm. The city will then negotiate with the recommended firm a final scope of work and fee structure for the project.

3.5 Terms and Conditions

The process of selecting a construction contractor for the city's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made.

1. The City of Dyersville and property owner(s) reserves the right to reject any all proposals, portions thereof, and/or all submissions without stated cause. The city reserves the right to re-issue any RFP. The city the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the City of Dyersville to award a contract, defray any cost incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the city as public records. All submissions may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a response thereto, each responding party agrees for itself, its successor and assigns to hold City of Dyersville, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFQ.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP. Submission of Responses to be considered, submissions must be received no later than Friday, May 5, 2023, at 3:00 PM CST. Questions about this RFP should be emailed to City Administrator at mmichel@cityofdymersville.com. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City and property owner(s) may also elect to reject all proposals and the City may re-issue a new RFP. Clarification of proposals: The city reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within 2 business days.
6. The City is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interest of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

3.6 Selection Criteria

Selection of a construction contractor to complete the Project as mentioned previously will be in accordance with the State of Iowa Procurement Code and 2 CFR Part 200.318 General Procurement Standards. The City of Dyersville will review and score all Qualification Statements received by the deadline.

1. Demonstrate your experience working with the City of Dyersville. List relevant projects and describe how that experience will benefit the current project.
2. Outline your vendors, and subcontractors as outlined in Appendix A. Relate previous experience and qualifications discussed in other parts of the proposal to their role on the team.

Project Scoring:

Criteria	Points
General Contractor Experience	35
Project Approach	15
Familiarity with Local Communities	10
Ability to Complete Project	25
Subcontractor Experience	15
Total	100

3.7 RFP Time Schedule

Proposals are due and must be received in the city office on or before May 5, 2023 by 3:00 p.m. (CT) at the following address:

City Clerk
City of Dyersville
340 1st Avenue East
Dyersville, Iowa 52040

Proposals will be reviewed following a qualifications-based selection process with the construction contractor's proposal being evaluated from a qualification standpoint. The City will then negotiate services in accordance with the City's grant agreement with the top qualified construction contractor based on the above the evaluation process.

If the City, for any reason, is unable to reach a final agreement with the finalist, the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal and so on until an agreement can be reached with the finalist.

Proposals are to be sealed in an envelope/box or emailed and labeled as:
Pennsylvania House Project– RFP.

3.8 Notification of Award

The city plans to select the construction contractor on or before May 15, 2023.

3.9 Number of Proposals to Submit; Deadline, Mail, and Hand Delivery Addresses

In the case of mail or hand delivery:

One (1) original copy of the proposal must be submitted by 3:00 p.m. CST on May 5, 2023.

The mailing and hand delivery address is: 340 1st Avenue East, Dyersville, IA.

3.10 Late Proposals

Proposals received after the deadline will not be considered.

4. VENDOR REQUIREMENTS

4.1 Contracting with Disadvantaged Business Enterprises

It is city's policy to award a fair share of contracts to disadvantaged business firms to federal grant projects. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. The city will ensure, to the fullest extent possible, that at least "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled socially and economically disadvantaged individuals, women, and historically black colleges and universities. The consultant shall agree to support the U.S. EDA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

1. Including qualified disadvantaged businesses on solicitation lists;
2. Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
4. Where the requirement permits, establishing delivery schedule which will encourage participation by disadvantaged businesses;
5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
6. Consultants are encouraged to procure goods and services from disadvantaged businesses.

4.2 Equal Employment Opportunity

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the city, the Proposer shall furnish a written affirmative action plan.

STATEMENT OF QUALIFICATIONS

INSTRUCTIONS: Please complete each item of this statement as accurately and to the best of your ability. The content of this statement will be considered confidential. The City, if not satisfied with the sufficiency of your responses, may revoke your placement on its list of prospective contractors, disregard the same, or require additional information. In addition, the City reserves the right to verify any or all of the information provided in this statement. Bids will not be considered unless the statement is completed and submitted with the bid.

Name of Firm _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Email _____

Is the above a: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship

Is the above: Licensed? ☐ Yes ☐ No Insured? ☐ Yes ☐ No Bonded? ☐ Yes ☐ No

Date the above firm was incorporated or organized: _____

List all owners, officers, and partners involved in this firm:

NAME	TITLE/POSITION	HOME ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Briefly state the company's history (types of work completed, previous experience with historic buildings, work force size, etc.):

Describe in detail any instances where your firm has defaulted or failed to complete any work awarded under contract:

Please provide the following information regarding your present insurance coverage:

AGENT/CARRIER NAME

ADDRESS

PHONE

Contractor Liability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Property Damage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bodily Injury?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Automobile?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Workers Compensation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

List primary vendors or suppliers:

NAME

ADDRESS

PHONE

List your usual subcontractors:

NAME

ADDRESS

PHONE

List any other information you feel pertinent to this statement:

CERTIFICATION: I certify that the knowledge provided in the proceeding statement is true and correct to the best of my knowledge. I understand that the inclusion of false or misleading information in this statement may disqualify my firm from participating in the program.

Firm Name: _____

By: _____ Title: _____ Date: _____

BUILDING
ELEVATIONS

PROJECT
BUILDING
RENOVATION

Pennsylvania House
APARTMENTS
224 2nd Ave NE Dyersville, Iowa

- 1

ORIGINAL BUILDING EXTERIOR TO REMAIN
- 2

NEW SIDING OVER BUILDING ADDITION
- 3

NEW DECK
PROVIDE CODE COMPLIANT RAILINGS
- 4

VERIFY ALL DIMENSIONS
- 5

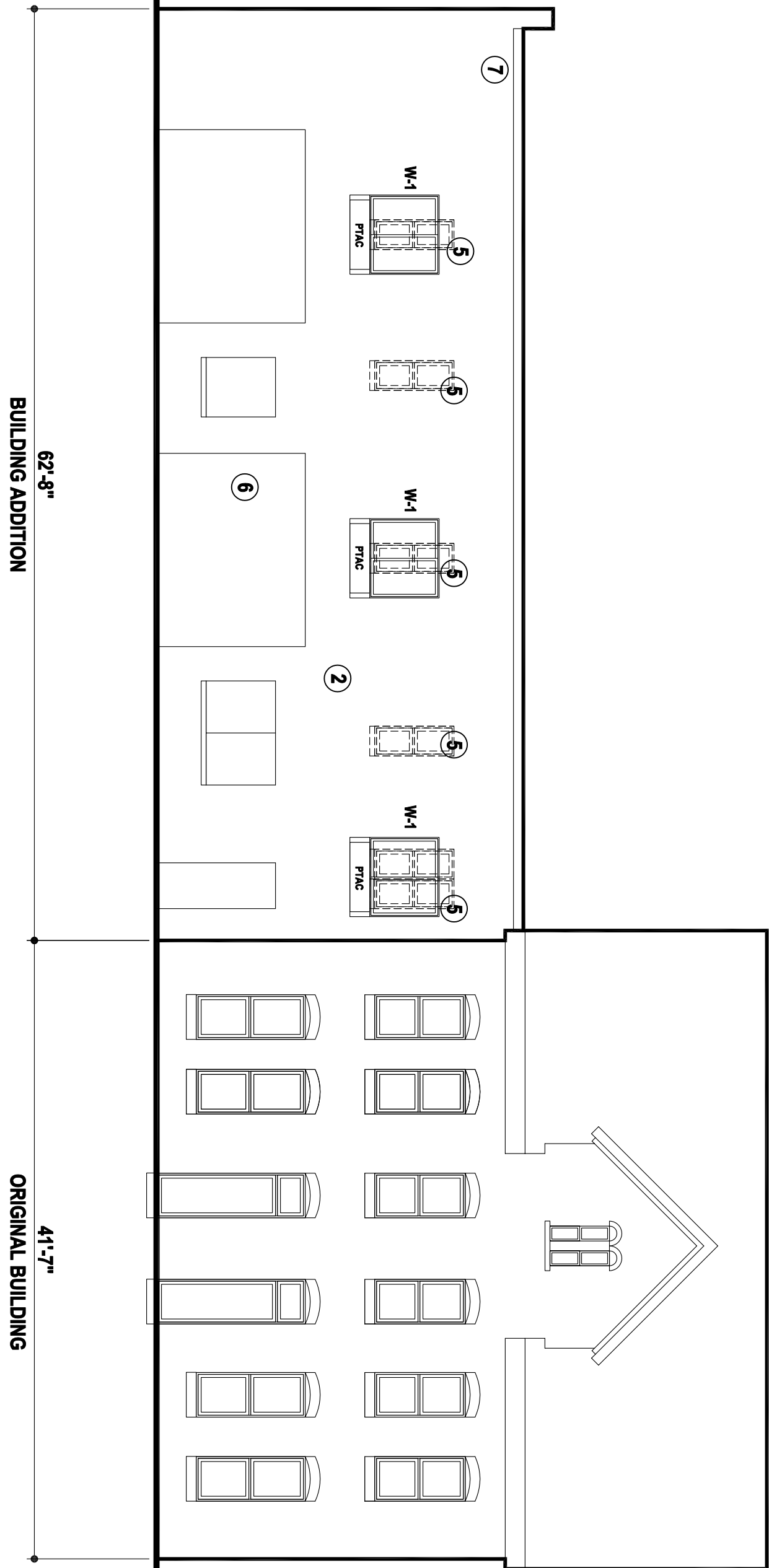
WINDOWS TO BE DEMO'D AND WALL INFILLED
- 6

EXIST OPGS TO REMAIN
- 7

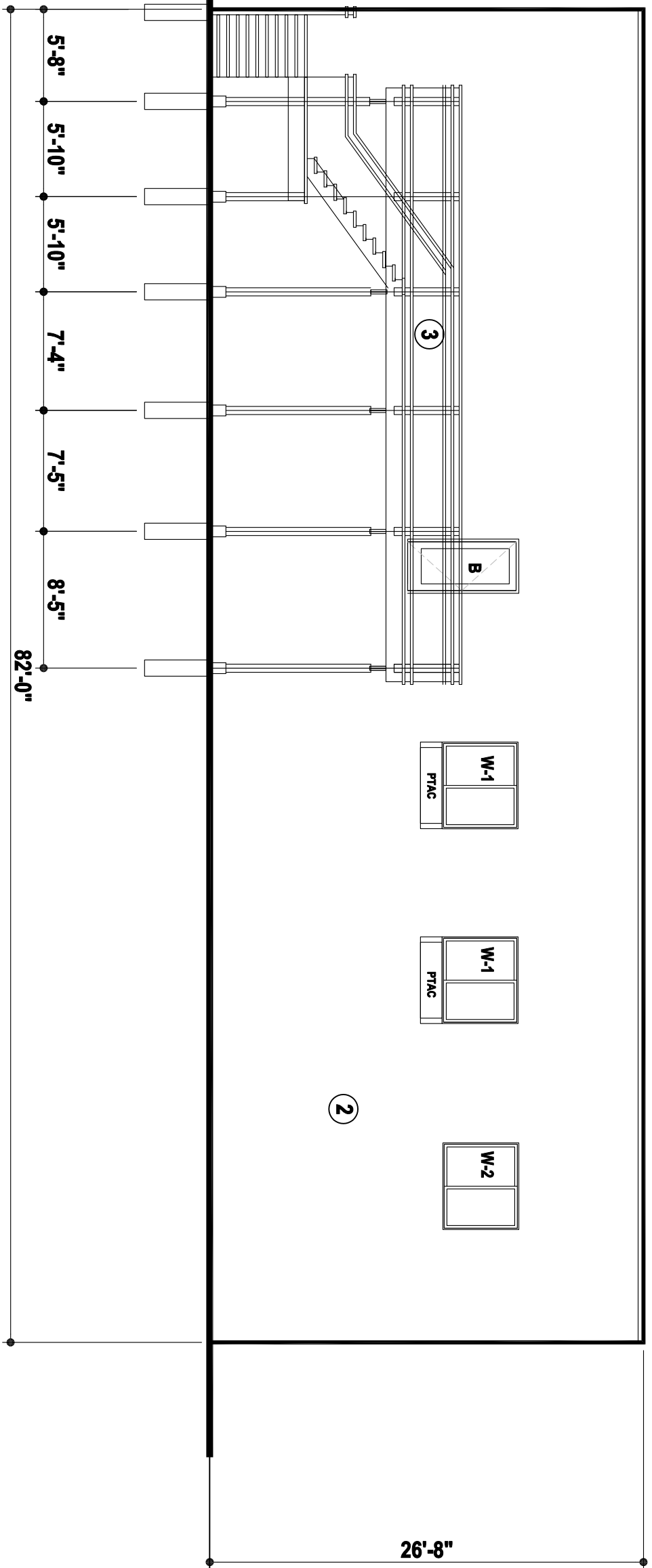
NEW GUTTER & DOWNSPOUTS

EXTERIOR ELEVATIONS NOTES

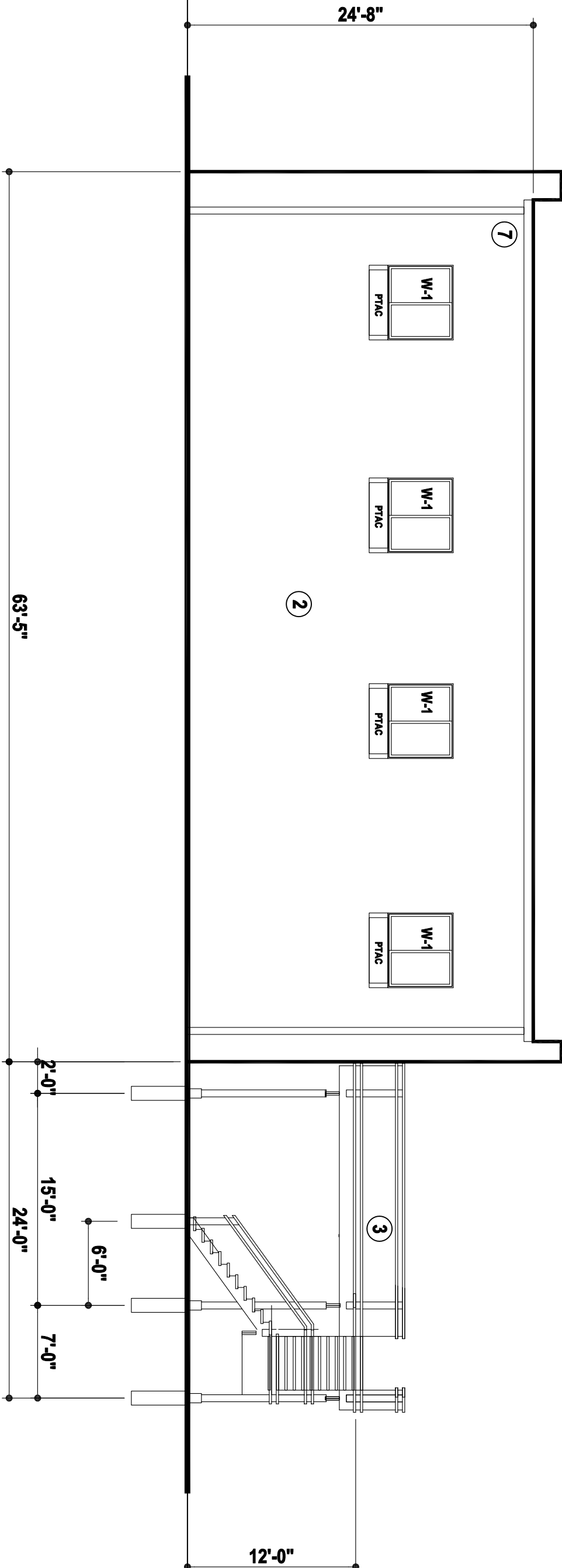
SCALE



6 SOUTH ELEVATION
1/8"=1'-0"



16 NORTH ELEVATION
1/8"=1'-0"



18 WEST ELEVATION
1/8"=1'-0"

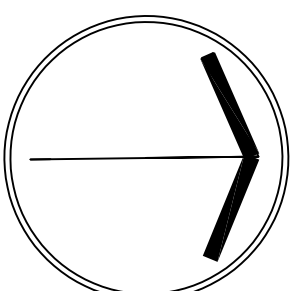
NOTICE OF COPYRIGHT
ULSTAD ARCHITECTS SHALL BE DENIED
ANY AND ALL RIGHTS, INCLUDING
SPECIFICATIONS AND SHALL RETAIN ALL
COMMON LAW & STATUTORY RIGHTS,
INCLUDING COPYRIGHTS, USE OF THESE
DRAWINGS OR ANY PART THEREOF
WITHOUT THE WRITTEN CONSENT OF ULSTAD ARCHITECTS
IS NOT TO BE CONSTRUED AS A WAIVER
OF THEIR RESERVED RIGHTS.

ULSTAD
ARCHITECTS
DUBUQUE, IOWA
52001
563.599.8983
Steven.Ulstad@yhoo.com

DRAWN BY:
SU
CHECKED BY:

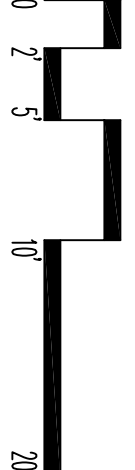
ULSTAD
DATE:
MARCH 10, 2023
REVISIONS:

FILE:
22011 PENNSYLVANIA HOUSE



SCALE:

1/8"=1'-0"



401

BUILDING CODE SUMMARY

	REQUIREMENT	NOTES
	REQUIREMENTS BASED UPON INTERNATIONAL BUILDING CODE 2015	
BUILDING	RENOVATED BUILDING, 10 UNITS, 3 STORY BUILDING THESE PLANS COVER RENOVATION OF SECOND FLOOR ONLY	
	SQUARE FOOTAGES 1ST FLOOR 2ND FLOOR TOTAL BUILDING	8,828 GSF 6,898 GSF 15,638 GSF
	BUILDING HEIGHT CONSTRUCTION TYPE NOT SPRINKLERED	24 FT TO EAVE 1-5
OCCUPANCY	OCCUPANCY	RESIDENTIAL GROUP R-1
SPECIAL DETAILLED REQUIREMENTS		
420.2	WALLS BETWEEN DWELLING UNITS	1/2 HR. SEE 708
420.3	FLOOR CEILING ASSEMBLIES	1/2 HR. SEE 711
420.4	AUTOMATIC SPRINKLER REQUIRED	NOT PROVIDED
420.6	FIRE ALARM & SMOKE REQUIRED	SEE 971, ...
BUILDING HEIGHT & AREAS		
T 504.4	MAXIMUM NUMBER OF STORES	3
T 504.4	MAXIMUM HEIGHT OF BUILDING	60 FEET
T 504.2	ALLOWABLE ARE	7,000 FLR
T 504.4	OCCUPANCY SEPARATIONS	NONE
TYPES OF CONSTRUCTION		
T 601	BLDG EXTERIOR FIRE RATINGS	
	PRIMARY STRUCTURAL FRAME	"V"
	EXT BEARING WALLS	"V"
	INT BEARING WALLS	"V"
	OPENING	"V"
	INT NON BEARING WALLS	"V"
	OPENING	"V"
	FLOOR/CEILING	"V"
	OPENING	"V"
	ROOF / ROOF CEILING	"V"
	OPENING	"V"
T 602	EXT WALL FIRE RATINGS	
	Mono S & Lines 1V	1 hr
	1V & Lines 3V	"V"
	more 3V	"V"
FIRE & SMOKE PROTECTION		
708.3	FIRE PARTITIONS, FIRE RESISTANCE	1/2 HR. EXCEPT #1
711.2	F.L.R. & ROOF ASSEMBLIES, FIRE RESISTANCE	1/2 HR. EXCEPT #1
T 716.5	FIRE DOOR RATINGS	1 1/2 HR. (20 min)
716.5.3.1	FIRE DOOR ASSEMBLIES	SMOKE CONTROL, RECD
INTERIORS/FINISHES		
	WALLS & CEILINGS	
803.4	EXITS & CORRIDORS	FLAME 0.5% SMOKE 0.450
803.4	OTHER ROOMS	FLAME 25-75% SMOKE 0.450
804.5.1	FLOORS	CLASS I
805.1	DRAWERIES	NON COMBUSTIBLES
MEANS OF EGRESS		
1004	OCCUPANT LOAD	12 PER FLOOR
T 1006.2	SPACES W/ 1 EXIT	10 OCCUPANTS
	MAX OCCUPANTS	125
1008	MAX TRAVEL DIST TO EXIT ACCESS	
	MEANS OF EGRESS ILLUMINATION	1 FC @ WALKING SURFACE
	ILLUMINATION REQUIRED	RECD
	EMERGENCY POWER	
1009	ACCESSIBLE MEANS OF EGRESS STAIRWAYS	NR
1009.2 EXP 2	48" STAIRWAY WIDTH	NR
1009.3 EXP 6	AREA OF REFUGE	36 CLR
1011.2	STAIRWAY RECD WIDTH LESS 50 OCC	RECD
1013	EXIT SIGNS, INT ILLUMINATE, EMERG POWER	1/2 HR
T 1020.1	FIRE RESISTANCE OF EXIT CORRIDORS	36" EXCEPT #2
T 1020.2	MINIMUM CORRIDOR WIDTH	20 FT
1020.4	DEAD END CORRIDOR	1 HR
1023	EXIT STAIRWAYS	

WALL & CEILING TYPES

[illegible]

DOOR SCHEDULE

[illegible]

WINDOWS

[illegible]