

24 Hour Crisis Line:
800 373 1043
www.dvipiowa.org
dvip@dvipiowa.org



1105 S. Gilbert Court, Suite 300
Iowa City, Iowa 52240
Business Line: 319 356 9863
Fax: 319-466-4624

Safety and Dignity ... A Promise We Must Keep.

REQUEST FOR PROPOSAL BID
DOMESTIC VIOLENCE INTERVENTION PROGRAM
RFP DEADLINE: AUGUST 29TH 5:00PM

Date: August 15th 2019

Dear Contractor:

Thank you for providing a bid on our upcoming project. Below you will find information about the project, documentation requirements from our funding providers, and a project timeline. Your contact person for this bid procurement is Ryan Holst, he can be reached by calling 319-351-1042 or by emailing ryan@dvipiowa.org.

Description of Project:

The Domestic Violence Intervention Program (DVIP) has issued this Request for Proposal (RFP) to evaluate and select a General Contractor to provide construction services for the renovation of a Youth play room, re-asphalting, and fence installation at DVIP's emergency shelter location. The shelter location is a multi-level building that provides temporary housing to victims of domestic violence (35-40 individuals daily). The Youth play room will require tile flooring, sink and counter to be replaced. We would like the flooring to be easy to maintain and appealing to children to create a safe and clean play environment. Square footage of the floor: 2750. The sink and cabinets in the youth play room should be replaced with a basin style sink with plenty of storage space for arts and crafts. The two lots to be asphalted are 26,865 s/f and 4,850 s/f. The fence will be 185' long of 6' high of chain link fencing. the lot in front of the building have many holes due to heavy use and will need to be filled and 2" of asphalt overlay. the larger of the lots have one large hole that will need to be filled and the lot will need a 2 " of asphalt overlay stop further decay of the lot. The large lot entrance will need to be replaced to meet city code and sidewalks will have to be installed to also meet city code. DVIP can schedule meetings, and potential walk-through appointments to facilitate RFP preparation. Scheduling requires three business days' notice, no drop-ins will be accommodated. Proposal deadline is August 29th 5:00pm

This project will be funded through a Community Development Block Grant from the City of Iowa City, requiring that special conditions related to federal funding be met, including but not limited to the Davis-Bacon Act wage requirements. Section 3 is also a federal requirement that applies to this project. Please see attached documentation from the City of Iowa City. DVIP

DOMESTIC VIOLENCE INTERVENTION PROGRAM

Providing Free and Confidential Victim Services to the following Iowa Counties:
Cedar, Des Moines, Henry, Iowa, Johnson, Lee, Van Buren and Washington
Burlington Office: 1616 Dill St., Burlington, Iowa 52601
Keokuk Office: 801 Main St. Suite 1D., Keokuk, Iowa 52362
Mt. Pleasant Office: 101 S. Cherry St. Mt. Pleasant, Iowa 52641



24 Hour Crisis Line:
800 373 1043
www.dvipiowa.org
dvip@dvipiowa.org



1105 S. Gilbert Court, Suite 300
Iowa City, Iowa 52240
Business Line: 319 356 9863
Fax: 319-466-4624

Safety and Dignity ... A Promise We Must Keep.

reserves the right to reject any or all proposals, to waive any informality in any proposals received and to be the sole judge of the merits of the respective proposals received.

Key considerations in the project will be the contractor's capacity to respond to the unique safety and confidentiality needs of the DVIP shelter location and residents. Due to the safety and security needs of the agency and clientele, employees and sub-contract employees must submit to criminal and Iowa Child Abuse Registry background checks. DVIP reserves the right to refuse any laborer with a violent criminal history or listing on the Iowa Child Abuse Registry. Under Iowa law (Iowa Criminal Code 915.20A) DVIP is required to keep confidential information regarding contact with victims of domestic violence. All personnel, and sub-contract personnel, of the winning bid will be required to sign confidentiality statements and attend a brief training (30 minutes) regarding the confidentiality needs of the DVIP shelter location and residents.

Deliverables Format for the DVIP construction project:

- Provide 2 hard copies by standard mail to the address listed near the end of this RFP.
- Provide all text and presentation source files in Microsoft Office format and in PDF format.
- Provide electronic data on labeled thumb or storage drive.

Timeline:

Begin Date: September 30th

Proposal Guidelines and Requirements:

- This is an open and competitive process. Sealed bids will be accepted at:
1105 S Gilbert Court Iowa City # 300,
Iowa City, IA 52240
- Proposals must be received at or before August 29th 5:00pm, proposals received after the deadline will not be considered. Sealed bids will be opened and reviewed on September 4th 3:00pm 1105 S Gilbert Court Iowa City # 300, Iowa City, IA 52240.
- The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.
- If you wish to submit alternate proposals, please do so.

DOMESTIC VIOLENCE INTERVENTION PROGRAM

Providing Free and Confidential Victim Services to the following Iowa Counties:
Cedar, Des Moines, Henry, Iowa, Johnson, Lee, Van Buren and Washington
Burlington Office: 1616 Dill St., Burlington, Iowa 52601
Keokuk Office: 801 Main St. Suite 1D., Keokuk, Iowa 52362
Mt. Pleasant Office: 101 S. Cherry St. Mt. Pleasant, Iowa 52641



24 Hour Crisis Line:
800 373 1043
www.dvipiowa.org
dvip@dvipiowa.org



1105 S. Gilbert Court, Suite 300
Iowa City, Iowa 52240
Business Line: 319 356 9863
Fax: 319-466-4624

Safety and Dignity ... A Promise We Must Keep.

- The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
- If the execution of work to be performed by your company requires the hiring of sub-contractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the name, address, and EIN of the sub-contractor. DVIP will not refuse a proposal based upon the use of sub-contractors; however, we retain the right to refuse the sub-contractors you have selected.
- DVIP will negotiate contract terms upon selection. All contracts are subject to review by DVIP legal counsel.
- Upon acceptance and negotiated contract terms, any fees or charges that will constitute more than a 10% increase over the original bid will require pre-approval by the DVIP Executive Director.

Selection Criteria:

- Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the project description.
- Demonstrated expertise or customer satisfaction.
- Value/Pricing Structure and Price Levels – The price is commensurate with the value offered by the bidder. As a non-profit institution, DVIP is able to accept pro bono service and recognize the provider to the full extent allowed by the Internal Revenue Service.

Submission Requirements:

Open format is acceptable, but please be succinct. All responses must be sealed. Please provide two (2) paper copies of the following documentation and an electronic copy via email to Ryan Holst at ryan@dvipiowa.org.

Interested firms are invited to submit proposals that include the following:

1. A brief profile of the firm's leadership/ownership and staff to be assigned to this project. Please include a description of experience and expertise of team members.
2. Sub-Contractor information, including, but not limited to, Name and location of firm; Staff assigned to project; Description of successfully completed projects similar to this project.

DOMESTIC VIOLENCE INTERVENTION PROGRAM

Providing Free and Confidential Victim Services to the following Iowa Counties:
Cedar, Des Moines, Henry, Iowa, Johnson, Lee, Van Buren and Washington
Burlington Office: 1616 Dill St., Burlington, Iowa 52601
Keokuk Office: 801 Main St. Suite 1D., Keokuk, Iowa 52362
Mt. Pleasant Office: 101 S. Cherry St. Mt. Pleasant, Iowa 52641



24 Hour Crisis Line:
800 373 1043
www.dvipiowa.org
dvip@dvipiowa.org



1105 S. Gilbert Court, Suite 300
Iowa City, Iowa 52240
Business Line: 319 356 9863
Fax: 319-466-4624

Safety and Dignity ... A Promise We Must Keep.

3. A summary of the firm's qualifications and capacity to meet the needs as outlined in the previous sections of this document.
4. An inclusive price quote for any part or the entire project. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
5. Include a schedule for the design and construction phases, including a total number of calendar days for each phase of the project.
6. Provide a minimum of three references, including name, address, email address and telephone number. At least two references from previous clients must be included.

Required grant documentation for completion of the project includes:

- Bid with detail expenses, service hours required
- Wage documentation (per Davis Bacon)
- Employee documentation
- Time-Sheet documentation
- Contractor EIN #

Thank you for your time and consideration of this matter. If you have any questions, please feel free to call your contact person listed above for assistance.

Sincerely,

Kristie Fortmann-Doser, Executive Director

DOMESTIC VIOLENCE INTERVENTION PROGRAM

Providing Free and Confidential Victim Services to the following Iowa Counties:

Cedar, Des Moines, Henry, Iowa, Johnson, Lee, Van Buren and Washington

Burlington Office: 1616 Dill St., Burlington, Iowa 52601

Keokuk Office: 801 Main St. Suite 1D., Keokuk, Iowa 52362

Mt. Pleasant Office: 101 S. Cherry St. Mt. Pleasant, Iowa 52641

