

The Bremer County Board of Supervisors (hereinafter referred to as the Board) is seeking proposals from an architectural consultant or firm that will design a significant renovation and improvement project to the existing County Courthouse, located at 415 East Bremer Avenue in Waverly, Iowa.

The Board will select a firm that it feels is the most qualified based upon proposals submitted. Proposal evaluations will be completed by a Committee using the following criteria:

- Experience with similar projects and past performance record (firms must allow access to clients to: assess quality of work; demonstrate success and timely completion of prior work; and ability to stay within budget) (45 Points)
- Identification of key personnel, specifically their qualifications, who will be assigned to the project (20 Points)
- Project milestones, timeline, and ability to complete project by the contract deadline (20 Points)
- References from related work from the past five years (15 Points)

The Board will accept written questions from prospective vendors prior to proposal submittal. Question will be accepted by Brian Schoon via US mail or email at [bschoon@inrcog.org](mailto:bschoon@inrcog.org) no later than 1:00 PM CST on August 16, 2021. Answers to all questions posed by potential vendors will be posted on the INRCOG website ([www.inrcog.org](http://www.inrcog.org)) by 5:00 PM CST on August 23, 2021.

After evaluation of all submitted proposals and selection of a firm, negotiations between the Board and a firm will be initiated. If an agreement cannot be reached between the Board and the selected firm, the next most qualified firm will be contacted for negotiations. The Board does plan to conduct in-person interviews of prospective vendor(s) prior to selecting an organization or firm.

The awarded vendor shall maintain adequate liability insurance in form(s) and amount(s) sufficient to protect the Board, its agencies, its employees, its clients and the general public against loss, damage and/or expense related to performance under this agreement. Upon Board approval of a contract, the vendor shall provide a Certificate of Insurance pursuant to the requirements set forth in Attachment A of the procurement documents. In the event the insurance coverage is cancelled or modified in any way, the Board must be notified immediately. If at any time during the contract period the vendor fails to maintain the minimum insurance coverage, the contract may be cancelled at the Board's option. The vendor shall be obligated to reimburse the Board for any claims or damages or costs of certification.

Firms submitting proposals must be an Equal Opportunity Employer, as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number 34.

Requests for additional information, including the procurement documents, and vendor questions should be directed toward Brian Schoon, Iowa Northland Regional Council of Governments (INRCOG) at (319) 235-0311 or [bschoon@inrcog.org](mailto:bschoon@inrcog.org).