



REQUEST FOR QUALIFICATIONS (RFQ)
Architectural and Engineering Services for 1414 Walnut Street Renovation

Issuing Entity: City of Dallas Center, Iowa

Project Title: 1414 Walnut Street Municipal Conversion and Renovation Planning

Date of Issue: December 10, 2025

Submission Deadline: January 5, 2026 at 4:00 PM CST

Contact: John Cook, City Administrator, jcook@dallascenter.com (515) 992-3725

1. Project Overview

The City of Dallas Center has recently acquired the property located at **1414 Walnut Street** with the intent to convert the structure into the primary municipal administrative facility, including space for City Hall, administrative support, and potentially flexible space for other services. This project is a foundational component of the City's comprehensive Downtown Revitalization Plan (The Walnut Walk Initiative).

The City requires a qualified architectural and engineering firm to provide the necessary planning and design services to evaluate the existing structure, assess current and future municipal operational needs, and develop a phased renovation plan.

2. Scope of Services

The selected firm will be contracted for Phase 1: Planning, Assessment, and Schematic Design. This scope includes, but is not limited to, the following tasks:

Task 2.1: Building Inspection and Historic Assessment

- Conduct a thorough physical inspection and structural assessment of the existing facility (1414 Walnut Street).
- Evaluate all major building systems (HVAC, Electrical, Plumbing, Roofing) for current condition, remaining useful life, and required code compliance upgrades.
- **Historic Review:** Based on the age of the building, the firm must assess the building's historical characteristics and identify any potential constraints or opportunities related to historic preservation guidelines.

Task 2.2: Municipal Needs Assessment & Programming

- Meet extensively with the City Administrator, City Clerk, Utility Billing staff and other key stakeholders.
- Analyze current and projected departmental workflow, staffing levels, and public interaction requirements to determine exact spatial and functional needs.
- Develop a detailed **Space Needs Assessment Report** identifying required square footage for offices, conference rooms, public service counters, secure records storage, and a potential Council Chambers/Community Meeting space.

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Task 2.3: Conceptual Design and Cost Estimation

- Prepare multiple schematic conceptual design alternatives for the adaptive reuse and renovation of the building.
- Provide a preliminary estimate of probable construction costs (EPCC) for each design alternative, including both hard and soft costs.
- Identify necessary zoning or permitting actions required for the change of use.

Task 2.4: Deliverables

At the end of this phase, the city expects the following minimum deliverables:

- Building Inspections Report
- Space Needs Assessment Report
- Concept floor plan
- Concept level budget
- Presentation of plans to Council

3. Minimum Qualifications and Specialized Experience

Proposing firms must demonstrate the following qualifications:

1. **Iowa Licensure:** The firm must be properly licensed and registered to practice architecture and engineering in the State of Iowa.
2. **Municipal Experience (Mandatory):** Extensive, verifiable experience (minimum five years) working with municipal government entities on administrative, public works, or City Hall renovation/new construction projects.
3. **Historic Structure Experience (Mandatory):** Demonstrated expertise in working with historic commercial or public buildings, particularly related to structural integrity review, adaptive reuse, and integrating modern municipal functions into older structures.

4. Required Submittal Content

Firms interested in this project must submit a proposal containing the following sections:

1. **Letter of Transmittal (Maximum 2 Pages):** Briefly summarize the firm's understanding of the project, commitment to the timeline, and why the firm is uniquely qualified.
2. **Firm Qualifications and Experience:**
 - Firm profile, size, and location.
 - Detailed description of experience with **municipal projects** and **historic building renovation/adaptive reuse** (specifically addressing the integration of modern technology and code).
3. **Project Team and Expertise:**
 - Identify the Project Manager and all key personnel (Architects, Engineers, Structural Specialists).
 - Provide CVs/resumes demonstrating their individual experience with similar projects.

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4. **Relevant Project Examples (Maximum 3):** Provide brief descriptions of three (3) relevant projects completed within the last seven (7) years, including:
 - Client Name (Municipal contact is preferred)
 - Project Scope and Budget
 - Challenges encountered and innovative solutions provided.
5. **Project Approach:** A detailed narrative outlining the firm's proposed approach to fulfilling the Scope of Services (Tasks 2.1 through 2.3), including a proposed timeline for Phase 1 completion.
6. **Evaluation and Selection Criteria**

Submittals will be evaluated based on the following criteria:

Criteria	Weight
Demonstrated Experience with Municipal Facilities	30%
Demonstrated Experience with Historic Structures/Adaptive Reuse	30%
Qualifications and Expertise of Key Personnel	20%
Clarity and Feasibility of Project Approach/Timeline	10%
References from Past Municipal Clients	10%

7. **Phase 2 Construction:** Upon approval by the City Council of the space needs report, conceptual design and conceptual budget, it is the intent of the City to enter into a separate agreement with the design team to provide full design services through construction administration.

8. Phase 1 Timeline

RFQ Issued: December 10, 2025

RFQ responses due: January 5, 2026

City Council approval of Phase 1 contract: January 13, 2026

Work to commence: January 14, 2026

Preferred (but negotiable) dates:

Deliverables due: February 6, 2026

Council approval of deliverables: February 10, 2026

The City of Dallas Center reserves the right to negotiate a final contract that is in the best interest of the City and to reject any or all submittals.

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