REQUEST FOR PROPOSALS

OWNER'S REPRESENTATIVE SERVICES

SUBMISSIONS DUE NOVEMBER 20TH 2026 BY 4PM

Request for Proposals (RFP)

Owner's Representative Services – Master Agreement

Introduction

The City of Indianola, Iowa (population 16,829), located in the southern portion of the Des Moines Metropolitan Area and serving as the county seat of Warren County, is soliciting proposals from qualified firms to provide comprehensive Owner's Representative services through a multi-year master agreement. The City is embarking on several major facility improvement initiatives, including condition assessment and repair planning for the Indianola Public Library, merger of Activity Center programming into the Indianola Wellness Campus with a related needs assessment and concept design for a potential addition, and a concept design study addressing future City Hall and Public Safety facilities at municipal sites.

The selected Owner's Representative will serve as a strategic partner, trusted advisor, and advocate for the City—supporting financial responsibility, ensuring value and quality control, and helping align outcomes with expectations. The Owner's Representative will work collaboratively with City staff, City Council, and the community to advance all components of the Facility Improvement Plan (Exhibit A).

The City intends to select a qualified firm to enter into a Master Services Agreement for Owner's Representative services. Individual projects identified in the Facility Improvement Plan will be authorized through project-specific amendments, task orders, or addenda outlining the detailed scope, schedule, and compensation associated with each assignment. Individual projects must be authorized by the City Council prior to commencement of work. This structure allows the City to engage the selected firm consistently across multiple facility projects while tailoring scope and budget to each assignment. The City does not guarantee any minimum quantity or value of work.

Scope of Work

- Leading or supporting the development of Requests for Proposals (RFPs) for professional services, construction services, and related project needs.
- Assist with determining project delivery method including construction manager at-risk (CMAR).
- Drafting or assisting with bid specifications for identified projects, and assisting with compliance with Chapter 26 bidding procedures as needed.
- Serving on steering committees, providing guidance, and reviewing conceptual design reports.
- Assisting with onboarding architectural, engineering, construction, and consulting firms.
- Preparing and evaluating proposals and coordinating site due diligence.
- Developing and maintaining master design and project schedules.
- Establishing and overseeing master budgets, including contingencies and escalation.
- Managing and overseeing the design process.
- Providing constructability and value engineering recommendations.
- Assisting with project updates at each design milestone.
- Supporting public information and education planning. For any project subject to a ballot vote, the Owner's Representative shall limit public information to factual, informational materials which remain compliant with Iowa law.
- Overseeing facility construction projects to ensure adherence to schedule and budget.
- Provide assistance with grant and/or tax credit coordination.
- Provide project phasing support.

- Assistance with furniture, fixtures, and equipment (FF&E), to include information technology and move management.
- The Owner's Representative will act as an independent contractor and will have no authority to bind the City, approve change orders, waive irregularities, or direct the work of third-party contractors unless expressly authorized in writing. Final decision-making authority on the schedule, budget, and scope of work remains with the City.

Proposal Requirements

- History of the firm, years in business, and number of full-time employees.
- Resumes of personnel, including education, employment history, and years of experience. Identify the firm's primary point of contact.
- Description of the firm's experience providing the listed services for other clients, specifically as an owner's representative and preferably managing multiple capital improvement projects under a master agreement.
- List of relevant public-sector Owner's Representative projects, including: project name and location; project description, size, year completed, and cost; description of the firm's role; and client contact information.
- Conflict-of-interest disclosure for any past financial, ownership, or business relationship with any architect, engineer, contractor, or vendor likely to participate in the projects. The Owner's Representative will be barred from providing design or construction services on any project where it serves as Owner's Representative.
- Any subcontractors or consultants proposed, and their roles.
- A certificate of insurance or letter from proposer's carrier confirming the required coverages can be obtained.

Fees

- The proposal should clearly describe the firm's fee structure, including:
    - Hourly rates for all preliminary services, including concept design activities and design work performed prior to any voter-approved bond; and
    - A percentage-of-construction-cost fee for services provided after a bond has been approved and the project proceeds into full design and construction
- Hourly rates for all team members who may provide services under the agreement.
- List of reimbursable expenses (all reimbursements require prior written approval).

Insurance Requirements

Proposals must outline the firm's coverage levels and limits for professional liability, workers' compensation, and any additional policies applicable to performance of the requested services.

The Contractor shall obtain and carry insurance throughout the term with a reputable company, acceptable to the City and allowed to do business in the State of Iowa, with the following minimum limits:

- Workers Compensation as provided by law.
- Commercial General Liability of not less than $1,000,000 per occurrence and $2,000,000 aggregate, for bodily injury, personal injury, and property damage

- Commercial automobile liability in the amount of $1,000,000 for combined single limit for bodily injury and property damage.
- The Contractor shall furnish the City with proof of insurance before work begins. Each policy shall require a 30-day notice of cancellation.
- The City of Indianola and its elected officials, officers, and employees shall be named additional insureds on the general liability, auto, and umbrella policies, with coverage primary and noncontributory, and the contractor's insurers shall waive subrogation against the City. Subcontractors shall carry equivalent coverage.

Schedule

- RFP Release Date – October 28, 2026
- RFP Questions Due – November 5, 2026, 4:00 PM
- RFP Questions Answered – November 13, 2026, 4:00 PM
- Deadline for Proposal Submissions – November 20, 2026, 4:00 PM
- Shortlist Candidates – Week of November 23
- Interviews Conducted – Week of December 7, 2026
- Anticipated Council consideration on the Master Services Agreement and Notice to Proceed – December 2026
- The City may extend any deadline by addendum.

Contact and Requests for Clarification

All inquiries regarding this Request for Proposals must be submitted in writing to Jacob Meshke at jmeshke@indianolaiowa.gov. This is the sole point of contact during the RFP process. Answers to questions and any addenda will be posted on the City's website. Proposers shall not contact City Council Members or other City staff regarding this RFP. Violation may result in disqualification.

Response Delivery

Electronic proposals must be submitted to jmeshke@indianolaiowa.gov by the deadline. Late submissions will not be considered. Please submit as a single PDF no larger than 25 MB. The City will confirm receipt by email.

Proposals must not exceed 25 pages (minimum 11-point font), excluding appendices.

RFP Selection Process

The City will review submissions from qualified Owner's Representative firms. Proposals will be evaluated on the following:

- Qualifications and experience of the firm and team
- Relevant public-sector Owner's Representative experience and references
- Proposed approach
- Fees and rates
- Completeness of the proposal

Following evaluation, a shortlist of firms will be invited to participate in interviews.

Notice to Proposers

- This RFP is not a contract and does not obligate the City in any way.
- The City will not be responsible for any costs incurred in preparing or submitting a proposal.
- All proposals become the property of the City.
- Submittals become public record under Iowa Code Chapter 22. A proposer asserting that any portion of its proposal is confidential must identify that portion and cite the specific statutory confidentiality at the time of submission.
- The City reserves the right to amend or withdraw this RFP at any time.
- Submission of a proposal indicates acceptance of all conditions within this RFP.
- The City reserves the right to reject any or all proposals and is not bound to award based on lowest fee.
- The City may waive informalities, request clarification, negotiate terms, or proceed with services by other means as deemed in the City's best interest.
- The selected firm shall execute a Master Services Agreement in a form acceptable to the City.

Exhibit A – Facility Improvement Plan

FACILITY IMPROVEMENT PLAN

DIRECTION FROM CITY COUNCIL · OCTOBER 2026

A thoughtful, strategic approach to strengthen our facilities, leverage existing properties, and support our community.

LIBRARY
EXTEND USEFUL LIFE



- Conduct building condition assessment
- Identify maintenance & repair needs
- Make improvements to extend life 10 years

Investing now to preserve our library for the future.

ACTIVITY CENTER TO IWC
INDIANOLA WELLNESS CAMPUS



- Merge Activity Center programming into IWC
- Conduct needs assessment & concept design for possible multipurpose addition
- Future decision: build addition or maintain limited programming in current footprint

Enhancing wellness and creating space for programs and activities

CITY HALL OPTIONS



- Potential sites:
  - Activity Center property
  - Indianola Municipal Building site
- Options include renovation/addition or new construction
- Could co-locate with Fire or Police depending on configuration

Creating an efficient, welcoming space to serve our community.

PUBLIC SAFETY FACILITY OPTIONS
POLICE & FIRE



- Explore joint facility at Municipal Building site
- Or separate:
  - Police at Activity Center site
  - Fire at Municipal Building site
- Consider secure police vehicle parking and future expansion needs

Safe, secure facilities that support our public safety teams and operations

A STRATEGIC APPROACH · WHAT'S NEXT

NEAR-TERM TASKS
(IMMEDIATE)

- Library condition assessment
- Assemble project team

NEXT-STEP TASKS
(FOLLOWING NEAR-TERM)

- Concept design for Public Safety & City Hall facility options
- Concept design for IWC addition

This plan reflects City Council direction to invest wisely, plan strategically, and build facilities that meet today's needs and tomorrow's opportunities.

www.indianolaiowa.gov