



Governor Kim Reynolds
Lt. Governor Adam Gregg
Adam Steen, Director

March 26, 2021

This waiver is approved based on the justification provided in the request.

Adam Steen
Director
Department of Administrative Services
1305 E Walnut Fl 3
Des Moines, IA 50319


Adam Steen, Director
3/26/21
Date

REQUESTS FOR "WAIVER OR VARIANCE"

Pursuant to 11 IAC 118.16, the State Design and Construction Resource Bureau (SDCRB) requests a waiver to 11 IAC 118.5 (3), with respect to the requirement for a competitive solicitation for a service provider when the estimated value of the service contract is greater than \$5,000, related to architectural design services for increased security for the reception area at the IWD Building located at 1000 East Grand Avenue.

11 IAC 118.5 (3) specifically provides:

"118.5 (3) The requirement to use competitive selection to select a service provider when the estimated annual value of the service contract is greater than \$5,000 or when the estimated value of the multiyear service contract in the aggregate, including renewals, is greater than \$15,000 applies even when the state agency purchases services from a private entity and designates the contract it enters into with the private entity as a 28E agreement."

DAS Central Procurement has established informal processes for services between \$5,000 and \$50,000. However, Rule 11 IAC 117.10 prohibits the selection of architectural or engineering services based on price alone. As a result, a full RFP process is required for all architectural or engineering services greater than \$5,000.

1. *Request.* SDCRB is requesting a waiver for the competitive solicitation for design services for the IWD reception security project in order to have the design and construction documents completed by a time that allows for construction materials to be ordered, manufactured, and installed for IWD's requested completion date of August 2021.
2. *Justification.* The architectural design selection process needs to be shortened to allow for the proper lead time of construction materials. The full RFP process would adversely affect SDCRB's ability to complete the project in August 2021. The estimated cost of the design contract is \$12,000.
3. *Benefit.* The competitive solicitation waiver will allow SDCRB to hire a firm to begin work immediately. This would allow SDCRB to complete the project for IWD's requested completion date of August 2021. In addition, a design firm that has previously worked in the building could be hired. This design firm has extensive knowledge of the building and existing drawings, which would save time and expense.

Thank you in advance for your consideration of this request. Please do not hesitate to contact me if you need any additional information.

Charles Cross

3/26/2021

Charlee Cross – Division Director

Date