



Governor Kim Reynolds  
Lt. Governor Adam Gregg

Adam Steen, Director

April 16, 2021

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

This waiver is approved on the basis of the justification provided in the request.

Adam Steen, Director  Date 4/20/21

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 and engineering design services for the 3<sup>rd</sup> Floor Renovation at the Wallace Building located at 502 East 9<sup>th</sup> Street.

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 architectural or engineering services from ISG for the Iowa Department of Inspections & Appeals' 3<sup>rd</sup> Floor Renovation project at the Wallace Building.
2. **Justification.** In 2016, ISG provided architectural and engineering design services to renovate the Iowa Department of Inspections & Appeals' 3<sup>rd</sup> floor at the Wallace Building. Construction documents were completed on the 2016 project, but it was not built. The current project's design has changed from the 2016 project and, therefore, requires architectural and engineering design, bidding, and construction administration services. The estimated cost of the design contract is \$21,100.
3. **Benefit.** The competitive solicitation waiver would allow SDCRB to hire ISG, which has extensive knowledge of the building and existing drawings from the 2016 project, 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.

Charlee Cross pp Scott Gustafson

04/16/2021

Charlee Cross – Division Director

Date