

REQUEST FOR PROPOSAL

Professional Design Services for Countywide Ambulance Facility

Purpose

Cedar County is requesting proposals for professional design services for a new countywide ambulance facility. Proposals should provide sufficient information for the County to evaluate the experience, qualifications, estimated timeline, and proposed fee for the services offered. Construction of the facility is not included in this Request for Proposals and will be awarded through a separate bidding process.

Requirements

Per Iowa Code the plans, specifications, and estimated construction cost of the proposed countywide ambulance facility shall be prepared by an architect licensed under Iowa Code chapter 544A or an engineer licensed under Iowa Code chapter 542B, as applicable. The completed plans, specifications, and cost estimates shall be prepared in sufficient detail and in accordance with applicable requirements to allow the County to obtain competitive bids for construction of the project.

Scope of Design Services

Professional design services are anticipated to include:

- Project planning and consultation with County representatives
- Site planning and layout (building, driveway, parking, utility, well and septic)
- Building design
- Construction plans and specifications
- Bid documents
- Construction cost estimates
- Assistance during the bidding and construction process, including responding to questions and providing clarification of the design documents

Proposal Contents

Please include the following with your proposal:

- General information about your business
- Experience with similar projects
- References
- Estimated timeline
- Proposed fee to provide design services
- Description of services included and services not included in the proposed fee

Questions

Questions regarding the proposed ambulance facility may be directed to:

James Dinsch, EMS Director

Phone: (563) 279-1166

Email: jdinsch@cedarcounty.iowa.gov

Proposal Submission

Proposals must be received no later than August 28, 2026 at 4:00 p.m.

Submit proposals to:

Cedar County Auditor's Office

400 Cedar Street

Tipton, IA 52772

Electronic submissions may be emailed to:

bos@cedarcounty.iowa.gov

The County will consider experience, qualifications, references, estimated timeline, proposed fee, preference to local businesses and the overall ability to meet the County's needs. Interviews may be conducted prior to selection.

Cedar County reserves the right to reject any or all proposals, request additional information, negotiate the scope of services and fees, and select the proposal determined to be in the best interest of Cedar County.

Preliminary Ambulance Facility Design Requirements

The County is seeking design services for a new countywide ambulance facility. The following preliminary requirements are intended to provide the design professional with an understanding of the County's operational needs. The final building layout, square footage, and design solution shall be developed by the selected firm in consultation with the County and EMS Director.

General Requirements

- Estimated building size: approximately 4,500–5,000 square feet. Final building size shall be determined based on the proposed design and operational needs.
- Electronic building access control system utilizing H10301 Wiegand format.
- Emergency generator backup power.
- Consideration of a zoned station alerting system compliant with applicable standards, including NFPA 72 and NFPA 1550.
- Parking accommodations for a minimum of eight (8) vehicles.
- Dedicated IT and mechanical rooms.

Public Entry Area

The facility shall provide a public entrance designed to:

- Allow visitors to be received without direct access to crew-only areas.
- Provide an ADA-compliant public restroom accessible from the entry vestibule.

Administrative / Work Area

The facility shall include:

- General office/work area with a minimum of two computer workstations.
- Separation between administrative/work areas and living quarters.

Living Quarters

The facility shall support 24-hour shifts with up to six (6) personnel present concurrently operating on three rotating shifts. Living quarters shall include:

- Full kitchen with dining area.
- Day room capable of accommodating six recliners arranged around a central television area.
- Individual sleeping rooms with storage for each shift's bedding.
- Unisex locker room with a minimum of fourteen (14) lockers.
- Minimum of two individual restrooms with showers located along the travel path between sleeping areas and the apparatus floor.

- Design features that minimize noise and provide separation between sleeping areas, living areas, and operational areas.
- Laundry facilities.
- Efficient pedestrian flow from both living areas and sleeping areas to the apparatus bay to support emergency response.

Apparatus Bay

The apparatus floor shall accommodate:

- Two ambulances parked side-by-side, with at least one bay designed to allow double-depth parking.
- Sufficient apron/pad area in front of apparatus bays to allow ambulances to be staged outside the building.
- Evaluation of drive-through bay configuration.
- High-speed roll-up overhead doors with indicator lights for open doors and safe passage.
- Climate control to prevent temperature extremes.
- Engine exhaust management system utilizing non-direct capture.
- Restroom with shower accessible from the apparatus floor.

Support / Storage Areas

The facility shall include:

- Decontamination room with laundry capability.
- Clean storage area for medical supplies and equipment, including consideration for a supply vending system.
- Oxygen storage area (may be incorporated into clean storage).
- Storage area for turnout gear lockers.
- General custodial storage.
- Transition areas between "dirty" operational areas and "clean" living areas.