



The City of Ida Grove, IA is requesting proposals for architectural services to assist with a project seeking funding under the Community Development Block Grant (CDBG) program through the Iowa Economic Development Authority (IEDA).

The proposed project includes both pre-award and post-award services and involves working with property owners within the target area to determine the project work activities, budgets, and preliminary renderings and working with the City on an application phase and implementation phases of the project. The project requires a complete understanding of the Iowa CDBG-CV program. The exact details of the project are yet to be determined. However, the city anticipates that the facades of nine buildings will be included as part of a CDBG Downtown Revitalization application.

Proposals to the City of Ida Grove should include the minimum information:

- Experience with IEDA's CDBG program
- Description of similar projects the firm has successfully completed
- Description of organizational capacity to complete all necessary activities, including an estimated project timeframe
- Names and professional experience of key personnel who will be assigned to this project
- References from previous clients of related work within the past five years
- Description of firm's professional errors and omissions coverage

Proposals must be submitted no later than 4:00 p.m. on Thursday, January 27, 2022. Proposals must be submitted to the City of Ida Grove, Box 236, 311 Barnes Street, Ida Grove, IA 51445.

Questions regarding this request for proposals should be directed to Kelly Young, 712-364-2428, deputyclerk@idagroveia.com.

Section 3 clause

This clause to be included in all RFPs/ RFQs & publications

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.



C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



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The following outlines work specifications and the request for qualifications:

I. Scope of Work: The scopes of services that the firm must be prepared and qualified to provide are as follows:

The City of Ida Grove, Iowa is requesting qualifications for architectural services to assist with a project seeking funding under the Community Development Block Grant (CDBG) – CV program through the Iowa Economic Development Authority. The proposed project includes both pre-award and post-award services and involves working with property owners within the target area to determine the project work activities, budgets, and preliminary renderings and working with the City on the application phase and implementation phases of the project. The project requires a complete understanding of the Iowa CDBG program. The exact details of the project are yet to be determined. However, the city anticipates that the facades of 9 buildings will be included as part of the CDBG-CV DTR application in spring of 2022.

II. Statement of Qualifications. Proposals to the City of Ida Grove should include the minimum information:

- Description of experience with IEDA’s CDBG program
- Description of similar projects the firm has successfully completed
- Description of organizational capacity to complete all necessary activities, including resumes of all employees who will be or may be assigned to this project.
- Description of the anticipated timeframe necessary to complete activities
- References from previous clients of related work within the past five years
- Description of the firm’s errors and omissions coverage, including amount of coverage

III. Evaluation criteria. The City of Ida Grove will evaluate and rank proposals received according to the following criteria:

	<u>Maximum</u>
Qualifications necessary to complete project:	30 points
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Experience with the state’s CDBG program:	<u>20 points</u>



Total: 100 points

- IV. Deadline for submission.** Proposals must be submitted no later than 4:00 p.m. on Thursday, January 27, 2022. Proposals should be submitted to the City of Ida Grove, Box 236, 311 Barnes Street, Ida Grove, IA 51445. Questions regarding this request for proposals should be directed to Kelly Young, 712-364-2428, deputyclerk@idagroveia.com.

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