

REQUEST FOR PROPOSALS
FOR
ENGINEERING SERVICES RELATED TO APPLICATION
DEVELOPMENT, COST BENEFIT ANALYSIS, DESIGN, BIDDING, AND
CONSTRUCTION OBSERVATION SERVICES
RELATED TO THE CONSTRUCTION OF FLOOD MITIGATION
INFRASTRUCTURE AND RELATED COMPONENTS

The City of Hartley, Iowa (“City”) is soliciting statements of qualifications / proposals (“Proposal(s)”) from qualified consultants and engineering firms interested in certain pre-application and post-award engineering services for and on behalf of the City, all as described in this Request for Proposals (“RFP”). The City is issuing this RFP in accordance with federal guidelines and requirements for procurement of engineering professional services (2 CFR Part 200 section 320, especially subsection b.2 “Proposals”) as such engineering services are needed for a project for which funding is being sought from the Federal Emergency Management Agency (FEMA). If the City is successful in securing a FEMA grant, construction of the project will be funded in part by FEMA funds through an agreement administered by the State of Iowa’s Homeland Security and Emergency Management Department (Iowa HSEMD).

BACKGROUND AND PROJECT SCOPE

The City of Hartley frequently experiences flash flooding during large rain events resulting in flood damage to buildings and much expense and inconvenience to the property owners as well as the City.

The City of Hartley proposes a flood mitigation project which may include storm water run-off detention or storage, stormwater diversion, and/or other flood mitigation methods to temporarily hold excess rain runoff and streamflow and allow it to infiltrate into the ground and slow its flow downstream. These various project components should be designed in compliance with all State of Iowa and Federal government regulations.

The engineering services to be carried out under this RFP shall be split out into three phases, and each phase shall be subject to independent authorization from the City of Hartley before any work or costs may be incurred on that specific phase. Engineering firms may submit a proposal to perform engineering services for one phase, two phases or all three phases. Criteria and selection for each phase are separate for each phase. A single firm may be selected for all phases or different firms may be selected for each of the different phases, depending on how each firm ranks or scores in relation to the selection factors for each particular phase; the firm that ranks highest in each phase shall be selected to complete the work for that phase (so long as a contract

with the firm can be executed, which is subject to negotiation of fair and reasonable compensation).

Phase 1 Scope

Phase 1 services shall include pre-application work as it relates to helping the City develop and prepare an application for submittal to Iowa HSEMD for state or FEMA funding opportunities. The City anticipates that this work will include preparation of preliminary concept drawings, preliminary design, cost estimates, and other engineering and design work pre-requisite to development of a cost benefit analysis (BCA). The BCA determines the difference between likely pre- and post-mitigation flood damages to the City's infrastructure and/or residents and businesses, and compares that difference (aka losses avoided, or "the benefit") to the cost of the project. Specifically, the engineering firm selected for Phase 1 will complete analysis tasks 1-4 below and provide a report that documents the analysis with the 15 elements listed below:

Engineering Analysis Tasks

1. Document and list all buildings that would flood at the determined elevations, and for each building determine and list how many feet above finished floor elevation would be inundated with floodwater for each determined flood elevation.
2. Based on current hydrology and hydraulics, document the recurrence intervals at which floodwaters reach the elevations determined in task 1 (the elevations at which floodwaters inundate buildings with one foot or more of floodwaters).
3. Determine how much storage is technically feasible and available in upstream areas. While this will necessitate some engineering design work, full design is not anticipated in the scope of work for this first phase; the engineer need only provide enough design details in order to perform the calculations and analysis for the next item and to write the report with elements listed below.
4. *[Either a or b]:*
 - a. Calculate the new recurrence intervals, after construction of proposed storage basins and other structures, at which floodwaters will reach that same elevations determined in task 1 that flood buildings with one foot or more of water over the finished floor elevation.
 - b. For the same recurrence intervals at which flooding occurs in the pre-mitigation scenario (as determined in task 2), calculate the new flood elevations after construction of proposed storage basins and other structures. For each recurrence interval, document how much lower (in feet) flood inundation will be for each building that floods in the pre-mitigation situation.

Engineering Analysis Report

The selected firm must provide a report that documents the analysis to make the above determinations and calculations, with said report including the following:

1. Clear, concise description of the location and components of the flood mitigation facility (detention basin and/or any diversion structures), including the system's

interaction with the community's structures, infrastructures, and geography. Include latitude/longitude. *(FY13-HMA Unified Guidance- Part V-H.1)*

2. Identification of all parties and agreements necessary to complete the project (e.g., access and construction easements from public and private entities, related construction projects, etc.) *(FY13-HMA Unified Guidance- Part V-H.1)*

3. Identification of all specific applicable model codes/edition and engineering standards used that are required for the activity, application and jurisdiction; explanation of how the proposed project will satisfy these accepted engineering practices. *(FY13-HMA Unified Guidance Parts II-B;IV-D.4;V-J and VI-A.3)*

4. If applicable, explanation and documentation of any deviation from standard procedures, methods, techniques, technical provisions of the applicable codes or best practices. *(FY13-HMA Unified Guidance Parts V-H.1)*

5. Proposed activity completion timeframe, and description of all anticipated phases of a project schedule, with explanation of how all timeframes are reasonable and consistent with the scope of work. *(FY13-HMA Unified Guidance Parts V-H.4 and VII-B.4)*

6. Summary and enumeration of past damages and risk(s) to people, structures or infrastructure that the planned mitigation activity is designed to avoid in the future.

(Provide source documentation and calculations to support identified damages associated with historic events (e.g. annual damage to property, loss of service intervals and the population with service loss). Provide source documentation, engineering assumptions/models and calculations to support estimated historical damages if based upon identified natural hazard return intervals, hazard severity and risk (e.g. a facility's exposure to damage due to its flood elevations or design & load limitations). (FY13-HMA Unified Guidance Parts IV-D.4;V-J and VI-A.3) (References and/or supporting documentation: reports, studies, schematics, drawings, codes, engineering standards, and accepted standards of practice, etc...should be from qualified, credible and recognized sources identified by name, position/title, organization and professional license, if applicable.)

7. Ways that the risks of damage or harm will be reduced or eliminated. *(Provide source documentation, engineering assumptions/models/field data and calculations that were used to determine the reduced frequency and/or severity of damage.) (FY13-HMA Unified Guidance Parts IV-D.4;V-J and VI-A.3) (References and/or supporting documentation: reports, studies, schematics, drawings, codes, engineering standards, and accepted standards of practice, etc...should be from qualified, credible and recognized sources identified by name, position/title, organization and professional license, if applicable.)*

8. Quantification of the level of protection that the project will provide to existing structures and infrastructures with explanation and referenced engineering documentation, assumptions/models/field data and calculations. *(FY13-HMA Unified Guidance Part V-J) (References and/or supporting documentation: reports, studies, schematics, drawings, codes, engineering standards, and accepted standards of practice, etc...should be from qualified, credible and recognized sources identified by name, position/title, organization and professional license, if applicable.)*

9. Explanation of the residual risk to the facility, site, and/or system after project implementation with referenced engineering documentation, assumptions/models/field data and calculations. *(FY13-HMA Unified Guidance Part V-J) (References and/or supporting documentation: reports, studies, schematics, drawings, codes, engineering standards, and accepted standards of practice, etc...should be from qualified, credible and recognized sources identified by name, position/title, organization and professional license, if applicable.)*

10. If the project includes any replacement of existing structures, utilities or systems that do not contribute to the reduction of risks to people structures or infrastructure, then

an explanation must be included as to why these are necessary for the project. (FY13-HMA Unified Guidance Part IV-D.2)

11. Estimate and description of anticipated initial project costs, how they are consistent with the scope of work; and an estimate of operations and maintenance costs, annualized over the project's useful life. [Cost estimates must include a line-item breakdown of all anticipated costs including, as applicable: Labor, materials, equipment, and subcontractor costs; costs for anticipated environmental resource impact treatment or historic property treatment measures; costs for engineering designs/specifications including hydrologic and hydraulic studies/analyses required as an integral part of designing the project; construction/demolition/relocation costs, such as survey, permitting, site preparation, and material/debris disposal costs.] (FY13-HMA Unified Guidance Parts V-H.5 and V-H.5.1)

12. Explanation of how the cost estimate was developed. [Cost estimates certified as established using an identified nationally published or local cost estimating guides must include appropriate documentation demonstrating how the national published standard or local cost estimating guide was used (e.g. type of construction and use, facility components included, square footage, capacity, etc...). Cost estimates based on a contractor's bid or historic costs from another activity require documentation demonstrating how the comparison was made (e.g. comparable type of construction and use, facility components included, square footage, capacity etc...)]. (FY13-HMA Unified Guidance Part V-H.5)

13. List and description of any existing or resulting materials to be salvaged; if applicable, cite credits applied in the project cost estimate. [i.e. if any salvaged material is sold, the proceeds from the sale need to go toward lowering the total project cost.] (FY13-HMA Unified Guidance Parts V-H.5.1 and HMA addendum A.7)

14. Indication of items for which cost may change, such as a price quoted by a contractor that is valid for a specific period of time or activities that might trigger changes in the overall project cost. (FY13-HMA Unified Guidance Part V-H.5)- (Neither contingency nor escalation cost are permitted as individual line items in the cost estimate.)

15. Additional information/comments to help clarify or justify project feasibility and effectiveness.

Phase 2 Scope

Phase 2 services shall be authorized by the City prior to any work being done by the selected consultant, and such authorization will be contingent upon funding availability, as determined by the City. This work is anticipated to include the development of construction plans and specifications for the official project. Included as part of this work is any related work to ensure adequate engineering and design, which may include, but are not limited to, soil borings, Archeological Phase 1 services, permit acquisition as needed, and other testing, monitoring, modeling, or subconsultant type work. As part of this phase of work the selected consultant shall work with Iowa DNR to ensure that the design of the project and related parts are in compliance with state and federal regulations. Additionally, the engineering firm shall work with Iowa HSEMD and FEMA officials to ensure compliance with all FEMA regulations. Phase 2 services shall also include services up to the bid letting process, and so will include preparing bid packets for bid letting. Depending upon contract negotiations with the firm selected to perform Phase 2 engineering services, the work of this phase may also extend to include assisting the City in review of bids and selection of one or more contractors to do construction or other necessary work to complete the project.

Phase 3 Scope

Phase 3 services shall include all construction observation and monitoring services following the bidding process including, but not limited to, conducting a pre-construction conference, regular progress meetings, construction site observation (sufficient to ensure a successful project), review and approval of pay applications, monitoring of any relevant requirements (if applicable), and other normal construction observation services. Depending upon contract negotiations with the firm selected to perform Phase 3 services, the work of this phase may also include assisting the City in review of bids and selection of one or more contractors to do construction or other necessary work to complete the project.

The selected firm(s) shall work with City/County staff and the City's selected grant administrator throughout all three phases of the project.

TIMELINE

The City desires to proceed with Phase 1 and development of a Hazard Mitigation Assistance grant application immediately for the potential to submit a project grant application to Iowa HSEMD by September 30, 2023. All Phase 1 work outlined above will need to be completed by the 31st of August, 2023, at the latest.

Proposals must be submitted no later than noon on February 10, 2023.

Proposals will then be evaluated by a review committee who will score the proposals per the selection criteria, and rank them from highest scoring to lowest, for each phase.

The Committee's rankings will be transmitted to an authorized City representative(s) who will then begin contract negotiations with the highest ranked firm(s).

Contracts will be drafted and then presented to the City Council for approval.

Upon approval of the City Council for the contract with the firm to perform Phase 1 work, work will begin immediately on Phase 1. If the firm selected for Phase 1 is not chosen to perform the work for phase 2, then contract negotiations with the firm(s) to perform the work for phases 2 and 3 may be delayed until the City has secured necessary funding. (If the City is not able to allocate and/or secure funding, no contract for phase 2 or phase 3 may be executed.)

Following submission of the application in September 30, 2023 Iowa HSEMD will submit the application to FEMA upon final review and funding availability. Phase 2 and Phase 3 will not be initiated until approved by City Council.

PROPOSAL FORMAT

Every consultant that desires to submit a proposal for this work shall do so in compliance with this section of this RFP. Variances from these regulations may result in the proposal being

disqualified. The City reserves the right to modify these requirements in the best interest of the City.

All Proposals Shall:

- Be formatted on 8.5 x 11 sized paper.
- Be limited to not more than 10 pages (duplexed) or 20 single-sided pages not including the cover page and cover letter (limited to two pages).
- Not include any font less than 11 point.
- Include two paper copies with original signatures and one digital copy either on a USB Flash Drive or emailed to erica@tcaexpress.net prior to the deadline.
- Submitted prior to the deadline of February 10, 2023, at noon Central Standard Time.

All proposals shall include the following information:

Section 1 – Consultant Overview:

- Experience with FEMA Hazard Mitigation Assistance grant programs (HMGP, PDM, BRIC, and/or FMA)
- Description of similar projects the firm has successfully completed
- A summary of the key personnel to be involved in the project including a brief history of their experience and ability to work with the City to complete the project.
- References. Please provide at least three references of clients that the City has done work for in the past and who can speak to the firm's ability to work with the client, state, and federal organizations to achieve the desired outcomes.
- Description of firm's professional errors and omissions coverage
- Copy of professional licensure

Section 2 – Availability:

- A clear indication of which phases the firm is interested in performing, whether it be all phases, two phases, or just one. If not interested in all phases, indicate which specific phases the firm is submitting a proposal for: 1, 2, and/or 3.
- Description of organizational capacity to complete all necessary activities on time and within budget
- A review and confirmation of the understanding of the project scope and timeline.
- A statement that your firm can achieve the desired outcomes for work as outlined in this RFP, for the specific phases the firm is submitting the proposal.

The City reserves the right to reject all submissions and re-issue the RFP. The City reserves the right to reject all submissions for phase 2 and re-issue the RFP for phase 2, but if it does so after selecting the firm for Phase 1, the firm selected to do Phase 1 work **will be excluded from competing for selection in the Phase 2 RFP process** [this is to ensure compliance with 2 CFR

200.319(b)]. The City reserves the right to reject all submissions for phase 3 and re-issue the RFP for phase 3, but if it does so after selecting the firm(s) for Phase 1 and/or Phase 2, the firm(s) selected for Phase 1 or 2 **will be excluded from competing for selection in the Phase 3 RFP process.**

Proposals shall be submitted to the City of Hartley no later than noon, Central Standard Time on February 10, 2023. The City is not responsible for late or misdirected submittals. Proposals not received by the deadline will be rejected and not considered as part of this solicitation.

SELECTION PROCESS

Statements of Qualifications/ Proposals will be evaluated by a review committee and the firm(s) that demonstrates the qualifications to best meet the project needs will be selected. To help with review the City will use the following matrix for review of the proposals:

<u>Phase 1 Selection Criteria</u>	<u>Available Points</u>
Experience providing engineering & design pre-requisite to developing a FEMA BCA	5
Firm Experience with projects similar to proposed project	5
Firm's Ability to Meet Timeline (i.e. staff capacity)	5
Project Team experience	5
References	5
<u>Phase 2 Selection Criteria</u>	<u>Available Points</u>
Firm Experience with projects similar to proposed project	5
Firm's Ability to Meet Timeline (i.e. staff capacity)	5
Project Team experience	5
References	5
Points if ranked highest for phase 1	5
<u>Phase 3 Selection Criteria</u>	<u>Available Points</u>
Firm Experience with projects similar to proposed project	5
Firm's Ability to Meet Timeline (i.e., staff capacity)	5
Project Team experience	5
References	5
Points if ranked highest for phase 2	5

Upon selection of the qualified firm(s), contract negotiation will take place to develop a contract with the firm for engineering services at a fair and reasonable price to complete all work necessary for the particular phase and shall include not-to-exceed amounts for broad categories of work within the phase. The City will not compensate the consultant above the maximum not-to-exceed amounts agreed upon in the signed contract for each phase of work. If fair and reasonable prices cannot be negotiated with the firm that ranks highest for a particular phase, the City will select the next highest ranked firm and attempt to negotiate a contract with that firm.

The selected consultant(s) shall be eligible to work on federal projects and shall not be disbarred from federal work. The selected consultant(s) shall agree to abide by and sign a contract that includes any federal language that FEMA or Iowa HSEMD would require of those contracts. The selected firm(s), once selected, shall provide a sample agreement for services to be reviewed by Iowa HSEMD prior to execution.

QUESTIONS

Anyone having questions on the RFP may contact the City of Hartley, Erica Haack, City Clerk/Administrator, by email at erica@tcaexpress.net.

PROPOSALS ARE DUE BY NOON CENTRAL STANDARD TIME, FEBRUARY 10, 2023. THE CITY WILL EVALUATE OFFERORS FOR PHASE 1 SEPARATE FROM PHASE 2, AND OFFERORS FOR PHASE 2 SEPARATE FROM PHASE 3, SO THAT IT IS POSSIBLE THAT THE FIRM SELECTED FOR PHASE 1 MAY NOT BE THE SAME AS THE FIRM SELECTED FOR PHASE 2 WHICH MAY NOT BE THE SAME AS THE FIRM SELECTED FOR PHASE 3.