

City of Adel

Request for Qualifications and Proposals – Engineering Services

Rapids Street Reconstruction

I. Description of Services:

The City of Adel, Iowa (population 6,153) is seeking qualifications/proposals from engineering firms for the Rapids Street reconstruction project. The project will include:

- Approximately 6 blocks of street reconstruction (brick to concrete)
- Utility improvements (water, sewer, and stormwater)
- Sidewalks
- Identification of funding sources in collaboration with the City’s financial advisors (PFM)
- Special assessment procedures to help finance the project
- Coordinate with City’s attorneys as needed (Ahlers & Cooney, P.C.)
- Public information meetings

The selected engineering firm will be responsible for preparing the plans and specifications for the project, will assist with competitive bidding procedures, and will be responsible for construction inspection and administration services. Permitting, utility location and coordination, and overall project management services will also be required.

Depending on budget, additional street projects may be added to the scope of services the engineering firm is expected to perform. Any additional projects will be added by amendment to the engineering services agreement, with a corresponding adjustment to the fee for services.

II. Approximate Project Timeline:

Engage Engineering Firm	August 2024
Rapids Street Project Plans & Specs Complete	Within 12 Months of Engagement
Construction on Rapids Street Project Begins	March/April 2026

III. Minimum Proposal Requirements:

The proposal for professional services shall include, at a minimum, the following information:

- A. Name of firm, address, telephone number, and e-mail address;
- B. Information about your firm including:
 - 1) Years in business; location(s) and years located in the office closest to Adel, Iowa (if the firm has multiple locations)
 - 2) Number of engineers in the office closest to Adel

3) Detail of current/past experience working for municipalities in a similar capacity to that described in this Request for Qualifications and Proposals, to include:

a. Details of similar projects, if any, particularly projects funded by special assessments.

b. Details related to the application for and receipt of likely necessary permitting for the project as described.

c. Details related to past successful funding/grant assistance in general, and a description of potential grants/funding assistance that may be available for this Project.

4) Description of fee structure, and/or proposed fees

C. Name and qualifications of individuals likely to be assigned and participating in this Project, including:

1) Specialty and job title

2) Years of relevant experience

3) Academic degree(s)

4) Qualifications

5) Recent/representative projects completed

D. Name and contact information for at least three professional references

E. Proposals must be submitted no later than 1:00 PM CDT on Wednesday, July 17, 2024, to the City Clerk's office, 301 S. 10th Street, Adel, IA 50003

F. Seven original proposals, including one electronic version of the completed proposal. Proposals received after the date and time set forth in Paragraph III(E) above shall not be considered and shall be returned unopened providing the entity submitting the proposal is identified on the proposal envelope. All requests for information and questions regarding this RFQ/RFP must be submitted via email to koverton@adeliow.org no later than 11:00 AM CDT on Tuesday, July 9, 2024. Questions and responses to submitted questions will be published on the City's website by 11:00 AM CDT on Friday, July 12, 2024. Interested firms are responsible for checking the City's website for relevant/clarifying information related to this solicitation.

IV. Factors to Consider by the City in Selecting a Firm:

A. Qualifications and experience of firm (25 points);

B. Qualification and experience of personnel assigned to the project (25 points);

C. Proximity to Adel, Iowa (10 points);

- D. Experience with special assessments (10 points);
- E. References (10 points);
- E. Fee proposal (20 points).

V. Additional Requirements

- A. All proposals and related reference information submitted in response to this RFQ/RFP and opened will become the property of the City and will not be returned. Under Chapter 22 of the Iowa Code, "Examination of Public Records", all records of a governmental body are presumed to be public records, open to inspection by members of the public. Each entity submitting a proposal therefore waives any right of confidentiality as to the proposal documents. If an entity submitting a proposal considers certain material in the proposal proprietary information, it shall clearly designate those portions of the proposal it wishes to remain confidential. If a request is thereafter made by a member of the public to examine a proposal including the portion or portions thereof for which a confidentiality request has been made, the City will so notify the proposer and will keep confidential that portion of the proposal covered by the confidentiality request, pending action by the proposer requesting confidentiality to defend its request. In that notification, the proposer requesting confidentiality will be given not more than five (5) calendar days within which to file suit in Dallas County District Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its proposal. Absent such action by a proposer requesting confidentiality, and absent the entry of a court order declaring such portion or portions of the proposal confidential, the entire proposal will be released for public examination.
- B. The City reserves the right to (1) accept or reject any and all proposals and to waive any technicalities or irregularities involving any proposal and to cancel the RFQ/RFP process at any time prior to entering into a formal contract for the engineering services, (2) not award a contract for any or all of the engineering services that are the subject of this RFQ/RFP process, (3) negotiate contract terms acceptable to the City with the successful respondent(s), (4) disregard all nonconforming, non-responsive or conditional proposals and (5) reject the response of any engineering firm which does not submit a proposal to the City's satisfaction.
- C. During the evaluation process, the City reserves the right to request additional information or clarifications from those firms submitting proposals and to allow corrections of errors and/or omissions. The City also reserves the right to request interviews with firms submitting proposals if deemed necessary by the Selection Committee to make their final determination.

- D. The Selection Committee consists of the Mayor; Chair of Streets, Alleys, and Sidewalks Committee; Chair of Water, Sewer, and Sanitation Committee; Public Works Director; and members of City Administration. Proposals will be reviewed based on the submittal contents described above and evaluated based on the stated evaluation criteria. The firm deemed best qualified by the Selection Committee will be selected for negotiations related to final project design scope and fee. Should the City and selected firm not be able to reach an agreement regarding project scope and fee, the City reserves the right to negotiate with the firm determined by the City to be the next most qualified.

- E. The City will not pay for any information herein requested, nor is it liable for any costs incurred by those firms submitting proposals. The City reserves the right to select the proposal that will best meet the needs of the City, as determined in the sole discretion of the City Council. Proposals determined to be out of compliance with the requirements of this Request may be disqualified.

VI. Contact Person:

Any questions concerning this Request for Qualifications and Proposals should be directed to:

Kip Overton
Public Works Director
301 S. 10th St.
Adel, IA 50003
(515) 490-7430
koverton@adeliowa.org