

City of Minden

Request for Qualifications Disaster and Recovery Resilience Plan

Contact:

Teresa Tenner

City Clerk

(712) 483-2991

ttenner@walnutel.net

Submission deadline: July 24, 2024

Request for Qualifications:

Minden Disaster and Recovery Resilience Plan

OBJECTIVE:

The City of Minden, Iowa, is seeking qualifications to prepare a Disaster and Recovery Resilience Plan in response to the tornadoes that struck the community in the spring of 2024.

The desire is to support the City in recovering and rebuilding and to position it to secure external funding to support those efforts.

Generally, the selected firm or team will be expected to support the City in its ongoing emergency response efforts, coordinate with the various agencies involved in the recovery process, identify and pursue additional funding opportunities, support the City in communicating pressing and pertinent information to residents, and develop a long-term vision and plan for how to build back better.

SCOPE OF WORK:

The work will be comprised of five primary areas:

1. **Ongoing emergency support:** The consultant will support the City in addressing ongoing emergency-related tasks as they arise, as directed by the City.
2. **Agency coordination:** The consultant will help the City navigate the process of coordinating with the various agencies involved in the recovery process to secure maximum external funding. The consultant will work alongside the City to ensure awareness of funding opportunities, to meet critical deadlines, and to navigate the process. It is anticipated coordination will focus on the Pottawattamie County Emergency Management Agency (PCEMA), the Federal Emergency Management Agency (FEMA), Economic Development Administration (EDA), Iowa Economic Development Authority (IEDA), and the US Department of Agriculture – Rural Development (USDA-RD). Coordination efforts also will be made with other professionals working in the community.
3. **Grant assistance:** The consultant will identify and pursue additional funding opportunities, including state and federal opportunities.

4. **Community messaging:** The consultant will help the City define its messaging to the community and work with the City to share these messages on social media and in print as the situation necessitates. This messaging is anticipated to be dynamic but will focus on communicating pressing and pertinent information to residents to help build social capital and build their long-term support for what the City is working to accomplish.
5. **Long-term plan and partnering:** The consultant will work alongside the City to develop a long-term vision and plan for how to build back better. A community vision and goals will be identified through community conversations and will serve as the framework for the entirety of the plan. At a minimum, the plan should cover housing, the economy and business, transportation, and community facilities and infrastructure. The plan should identify specific projects within these areas needed to implement the vision. Generalized cost estimates should be included with each project along with potential funding sources. Additionally, existing planning and zoning ordinances and building standards will be reviewed, updated, or established for the City.

For the downtown area, it is anticipated the City will pursue funding through the Iowa Economic Development Authority and its Emergency Catalyst Grant program. As part of this effort, a structural engineering assessment will need to be completed by the consultant. The consultant also will be expected to work with the City and other local partners, as directed, to administer this program.

For the contemplated subdivision on the north edge of the City, the consultant will develop a conceptual plan, conduct a boundary survey and plat, complete a topographic survey, develop a preliminary plat, and complete an environmental review. This work should be completed with sufficient time for the City to pursue funding through the CDBG program.

The final component of the plan should address long-term partnerships to support tornado recovery efforts; this is envisioned to include supporting the formation of a long-term recovery coalition.

PROJECT DELIVERABLES:

Project deliverables include:

1. Long-term recovery plan, including specific projects, policies, costs, and potential funding sources.
2. New and/or updated planning and zoning ordinances and building standards.
3. Preliminary plat for subdivision.

4. Structural engineering assessment.
5. Messaging strategy.

The consultant must be available to participate in meetings on an as-needed basis throughout the duration of the project.

SCHEDULE:

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|---------------|---------------------------------------------|
| July 24, 2024 | Statements of Qualifications due |
| July 30, 2024 | Selection of firm and City Council approval |

It is anticipated the work contemplated within this RFQ will be completed within eighteen months of the notice to proceed.

RFQ CONTENT and FORMAT:

Statements of Qualifications (SOQs) shall be limited to fifteen (15) pages in PDF format.

SOQs shall be submitted by email to Teresa Tenner at ttenner@walnutel.net before the submission deadline.

All materials submitted through this process will be retained by the City of Minden. At its discretion, the City may choose not to accept any of the proposals submitted.

At a minimum, the proposal should contain:

1. Name of firm and primary contact information;
2. Information about the firm, including years in business, locations, and number of staff;
3. Overview of firm expertise and relevant experience;
4. Names and qualifications of team members likely to be assigned to this effort;
5. Statement explaining familiarity with Minden and its anticipated project partners;
6. Description of any innovative partnerships and strategies unique to the team; and,
7. Name and contact information for three professional references.

EVALUATION CRITERIA:

When reviewing responses, the City will consider the following when selecting a firm or team:

1. The proposer's capabilities, expertise, and resources (35 points);
2. Qualifications and experience of personnel assigned to the project (30 points);
3. Familiarity with the City and anticipated project partners (25 points); and,
4. Innovative partnerships and strategies (10 points).

SUBMISSION DEADLINE:

Please submit your proposal electronically to:

Teresa Tenner
City Clerk
City of Minden
ttenner@walnutel.net

For further information, please contact Ms. Tenner at (712) 483-2991.

The deadline for submission is July 24, 2024, at 4:00 p.m.