

**NOTICE & SCHEDULE OF EVENTS**  
**REQUEST FOR PROPOSAL NO. 2026-006**  
**PROFESSIONAL RECRUITING SERVICES FOR ENVIRONMENTAL ENGINEER**  
**WATER AND POLLUTION CONTROL**

The City of Ames (City), Iowa is requesting proposals from interested Firms to provide Professional Recruiting services for the position of Environmental Engineer for the City of Ames, Iowa.

The preferred method is to submit proposals in [AmesBids](#) in the format required, included with these proposal documents with all prices and requested data properly filled in, prior to the time and date proposals are due. If technical issues occur while submitting the proposal, contact the Procurement Specialist for the proposal and determine an alternate method to receive the proposal. Failure to submit the required information may deem the proposal non-responsive. The proposal shall include acknowledgement of receipt of all addenda. Addenda numbers shall be filled in the proposal response.

PROPOSALS will be accepted by the City of Ames until 2:00 PM Local Time on August 7, 2025, in AmesBids at <https://amesbids.ionwave.net/> or delivered to City of Ames, Purchasing Attn: Procurement Specialist, 515 Clark Avenue, Ames, IA 50010, City of Ames Contract No. 2026-006. Must be a registered supplier to submit a proposal in AmesBids. Proposals shall be made in the Response Attachment in AmesBids. Once proposals have been thoroughly evaluated, the winning proposal will be presented to the approving authority for action thereon.

Questions and requests for clarification of requirements for these services are encouraged. All questions and requests for clarification are to be submitted via AmesBids no later than 5:00 PM Local Time on August 4, 2025.

The schedule represents the City's best estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule will be shifted accordingly.

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Issue Request for Proposal:	July 22, 2025
Final Date to Submit Written Questions:	August 4, 2025, at 5:00 PM
Responses to Questions Posted:	August 5, 2025, or Sooner
Proposals Due:	August 7, 2025, at 2:00 PM
Interviews:	Week of August 25, 2025
Contract Award:	September 3, 2025
Project Start Date:	September 3, 2025

Proposals received after 2:00 PM Local Time, August 7, 2025, will not be considered. It will be the sole responsibility of the Firm to have their responses submitted in AmesBids before the closing time and date.

Contact with personnel of the City other than:

- Jill Burt, Procurement Specialist I, [jill.burt@cityofames.org](mailto:jill.burt@cityofames.org)  
or
- Krista Hammer, Human Resources Officer, [krista.hammer@cityofames.org](mailto:krista.hammer@cityofames.org)

regarding this Request for Proposal may be grounds for elimination from the selection process.

The City of Ames Purchasing Division is the only authorized source of proposal documents. Proposal documents obtained from any other source may be incomplete.

It is expressly understood that any costs associated with preparing a proposal shall be at the expense of the Firm.

The City of Ames does hereby reserve the right to reject any or all proposals, to waive informalities, and to make such awards as it shall deem to be in the best interest of the City.

**Local Consideration Program**

The City of Ames adopted a Local Consideration Program for the procurement of goods and/or services by competitive proposal. A 1% local consideration shall be applied to acceptable bids or proposals from businesses located within Ames City limits who pay commercial property tax. Submit a notarized Local Business Certificate with your response. If the Firm is already registered, or if this does not apply to your business, do not complete the form. The Local Consideration Program details, application and current list can be found [here](#).

**END OF SECTION**