



REQUEST FOR PROPOSALS (RFP)
Professional Engineering Services for
Mason City Storm Water Flood Mitigation Grant

Submittal Due Date and Time:
August 20, 2025 by 2:00 pm CST

Question Submittal Deadline:
August 15, 2025 by 2:00 pm CST

Mail or deliver documents to:
Rachel VanHauen, Grant Administrator
City of Mason City
10 1st ST NW
Mason City, IA 50401
rvanhauen@masoncity.net
(641) 424-7154

Introduction

The City of Mason City is seeking Qualifications from Professional Engineering firms to gather data, determine risks, and develop alternatives and recommendations for implementing effective flood mitigation options, in particular using FEMA's cost benefit analysis calculation. The selected firm will have demonstrated experience in floodplain management, effective flood mitigation designs, and an understanding of FEMA's rules and regulations.

Only proposals received no later than **2:00 pm on August 20, 2025** will be considered. Upon receipt, all RFP submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the City will assess each Respondent's qualifications based upon the selection criteria. Once the selection committee has reviewed and ranked all Respondent proposals, if determined necessary, the top 3 scoring Respondents will be selected for an interview with the selection committee. Interviews will be held **during the week of August 25, 2025** with specific date and time to be determined.

Questions must be submitted via email to Rachel VanHauen rvanhauen@masoncity.net, by **2:00 pm CST Friday, August 15, 2025**. Questions and written responses will be provided to all interested Respondents, via email. It is the Respondent's responsibility to provide a current email address.

Background

The City of Mason City has experienced flash flooding in the Ideal Creek and Mason Creek watersheds. Development in the watersheds has increased the rate of runoff. These increased flows were reflected in the modeling that informed the pending Flood Insurance Rate Maps for Cerro Gordo County that were effective on December 15, 2022. The newer models incorporate newer regression equations with additional flow data from a more recent period of records. The updates in the regression equations and additional flow data do a better job of accounting for increased development, land use changes, impervious surface changes and increased runoff. Proposed changes to the City's Flood Insurance Rate Maps have recognized the risk of flooding in these areas and has mapped a significant number of insurable structures into the 100-year floodplain. The City desires to create upstream storage on both streams to better control flash flooding. Upstream storage would also allow the City to modify the boundaries of the 100 year floodplain. Modifying floodplain boundaries would reduce the cost of flood insurance for many homeowners.

The City of Mason City will use Advance Assistance to develop mitigation strategies and obtain data to prioritize, select and develop a complete HMGP application in a timely manner. The project will conduct initial assessment work, engineering and environmental review.

Ideal Creek drains 9.8 square miles before emptying into the Winnebago River on the east side of Mason City. About 11% of the watershed is developed; the balance is primarily cultivated crop land. Most of the developed area is located in the Eastbrooke neighborhood lying north of 4th ST NE and accessed via Yorktown Pike. The flooding in Eastbrooke comes from flows along Ideal Creek and is also due to the restriction of the 4th ST SE/Iowa Highway 122 bridge just east of Yourktown Pike. Application of the updated regression equations acknowledged the flood risk to a significant number of single-family residences, townhomes, and apartments as well as a local radio station with offices and studios in the neighborhood, by mapping them into the 1% and .02% floodplains.

Mason Creek drains approximately 8.2 square miles before eventually flowing into the Winnebago River downstream of Mason City. Much of the drainage area does not affect Mason City; at South Kentucky Avenue, the drainage area is 1.7 square miles. Where Mason Creek crosses US Highway 65, the drainage is only about .5 square miles. Like Ideal Creek, most of the watershed is cultivated cropland, but a significant minority is developed as parkland and residential space. The pending FIRMs revealed several locations where increased flows on Mason Creek threaten existing and future development. Both the current effective FIRMs and the pending FIRMS show inundation of homes along the left descending bank of Mason Creek from near Georgia Hanford Park downstream through S. Virginia Avenue. Flooding on the right descending bank begins to affect structures beginning at 19th ST SE and continues through the Stone Pillar neighborhood until it intersects with 19th ST SE again.

Engineering activities are expected to begin by Fall 2025 and be completed by December 31, 2025 to enable timely submission of final reports/documentation. Costs will need to be allocated among the various tasks, as appropriate, and all activities must meet federal and state requirements. The approximate budget breakdown is as follows:

Mason City Storm Water Flood Mitigation Project: \$224,900

Expires 12/31/2025

~\$200,900 for Engineering and Design

~\$24,000 for Phase 1 Archaeological Study

The City is the financial sponsor for these projects and is seeking a Project Manager/Consultant to perform this FEMA Advanced Assistance project. The Project Manager/Consultant should be prepared to operate in a collaborative, partnership manner. Collaboration with the City of Mason City as well as local businesses, County EMA and other identified groups will be considered part of the project process. There are firm FEMA-established budget and delivery dates with this FEMA Advanced Assistance project, so the ability to deliver projects on time and on budget is a critical project component.

Respondent is responsible for providing wide-ranging support for submittal of a Hazard Mitigation Assistance (HMA) sub-application per the requirements of the relevant grant cycle and FEMA Hazard Mitigation Notice of Funding Opportunity to the city in their efforts on climate risk assessments, community engagement, partnership building, mitigation and climate adaptation planning, and Building Resilient Infrastructure and Communities/Flood Mitigation Assistance (BRIC/FMA) program requests throughout the grant lifecycle.

The Respondent is responsible for providing support for project development, and BRIC/FMA application-specific needs throughout the grant lifecycle from pre-application activities to closeout.

Respondent will address a range of topics, including, but not limited to:

- Local hazard mitigation plan development initial support
- Identifying solutions for specific hazards
- Assistance with hazard mitigation project planning

Advanced Assistance Services: The Consultant will work with City staff to provide the concise information needed for submission of a complete sub-application and supporting documents. This includes Preliminary Engineering Design and detailed construction cost estimates, and additional information required to submit a FEMA HMA sub-application. Assist in responses to FEMA Requests for Information. The Consultant shall submit the information in a format to be described by Iowa Homeland Security and Emergency Management (HSEM) and FEMA. Additional tasks included as required to submit a HMA sub-application.

Potential Advanced Assistance / Pre-Award / Phase 1 (TBD)

Acquisition Duties:

- Submit acquisition reports and related documents

- Establish acquisition files (if necessary)
- Complete acquisition activities (if necessary)

Environmental Services:

- Assist in development of a detailed scope of services.
- Review each project description to ascertain and/or verify the level of environmental review required (ie. Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements).
- Prepare, complete, and submit BRIC required forms, if any, for environmental review and provide all documentation to support environmental findings
- Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance.
- Be able to perform or obtain special studies, additional assessments, or permitting necessary to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.
- Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency mandating or ordering further studies and/or comments from public or private entities during public comment period.

Pre and Post-Award Services (Phased or Unphased TBD): Upon award of the grant, the Consultant will manage the approved project(s) through completion and project closeout. This will include subsequent levels of Engineering and Design to final Engineering and Design and Construction bid documents. The Consultant shall follow all requirements of the FEMA HMA programs. Additional tasks include, but are not limited to:

- Participate in regularly scheduled progress meetings and public hearings.
- Prepare all applications and assist the City in obtaining all required permits and review agency approvals. (IDNR, EPA, FEMA, etc.).
- Assist in subsurface investigations as needed.
- Perform all surveying work necessary to prepare design plans for all vertical and horizontal control.
- Incorporate storm water management concepts and prepare storm water management plan if required
- Prepare design engineering plans and specifications.
- Prepare detailed construction plans, specifications, and contract documents utilizing applicable and current design standards.
- Prepare final engineer's opinion of estimated construction costs.
- Perform onsite inspection as needed.
- Provide all required or necessary updates to proposal for submittal.

- Assist in preparing and help in obtaining any permanent or temporary easements if needed based on the consultant's determination or recommendation.
- Attend all staff and council meetings as required or needed that are related to the project during the project.
- Furnish completed originals for the project, including all design details, drawings, cost opinion, specifications and contract documents.
- Construction bidding and procurement.
- Construction management.
- Submit change orders and all required documentation related to any change orders
- All plans shall be produced with CAD, or similar.
- At completion of the project the consultant shall furnish all CAD (or similar) files for the plan as electronic copies for filing.
- Documentation and administration of project as required by Mason City and FEMA and documented on FEMA approved forms.
- Assist with the advertising and solicitation of bids from contractors to perform this type of work to complete the project

The Consultant must be able to perform the tasks listed herein to be considered eligible for a contract award under this solicitation. The Consultant should clearly indicate if contract services will be provided in-house with existing staff or through subcontracting or partnership arrangements.

The selected respondent will be hired for the work in Phase 1 (advance assistance or "pre-award"), and if FEMA awards a second grant for Phase 2 (Implementation or "post-award" services), or if funds otherwise become available, the selected respondent may be retained for Phase 2 services as well. The budget provided (\$224,900) is for Phase 1 (Advance Assistance) only.

Terms, Conditions and Exceptions

- a. The City does not create any obligation, expressed or implied, of any kind or description in issuing this RFQP or receiving a response. Neither this RFP nor the response shall be construed as a legal offer.
- b. The City reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of the City to do so.
- c. The City reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFP, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as the City deems necessary.
- d. Work performed under agreements resulting from this RFP may be subject to federal contractual provisions. The City hereby puts Respondents on notice that a successful

award at the end of this process may be contingent upon an agreement between the City and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis-Bacon).

- e. In the event the selected Respondent does not enter into the required agreement with the City to carry out the purposes described in this RFP, the City may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- f. In no event shall any obligation of any kind be enforceable against the City unless a written agreement has been entered into.
- g. By submitting a response to the RFP, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFP, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- h. The City will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFP.
- i. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFP, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant of the City or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. The City will determine whether a conflict of interest exists and whether it may reflect negatively on the City's selection of a Respondent. The City reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.

RFP Submission Requirements

Responses must be received no later than **2:00 P.M, Central Time, Wednesday, August 20, 2025** to be considered. Respondents must submit one original written single sided response, plus six (6) paper copies, and one (1) electronic copy in PDF of qualifications. The electronic copy must be submitted on a flash drive. The proposal must include the following information.

- a. Cover Letter describing the Respondent's general understanding of the scope of work and any key issues associated with performing the required services. The cover letter shall not to exceed one page, must be signed by an individual(s) authorized to bind the Respondent contractually, and include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information.
- b. Resumes of primary personnel assuming responsibilities for this project, not to exceed

one (1) page per resume.

- c. Detailed description of Respondent's approach to the scope of work and relevant experience, not to exceed 15 pages including:
- i. Ability to meet all applicable state and federal regulations governing environmental site assessments,
 - ii. Description of the history, experience, and qualifications of the Respondent including key personnel and their respective responsibilities,
 - iii. If relevant, a listing of subcontractors regularly used for activities identified in the Scope of Work along with their services they will provide and a description of Respondent's process to select and oversee subcontractors. The use of WBE/MBE¹ organizations are encouraged.
 - iv. Innovative ideas for maximizing the value and amount of work that can be completed within the budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services,
 - v. Strategy and timeline for completing the project including key milestones,
 - vi. Discussion on Respondent's Health and Safety practices/programs including Respondent's record for the last three years, and,
 - vii. List of other projects along with references for up to three (3) similar projects/ HMA and FEMA projects.

Note that the cover letter and resumes are not included in the 15-page limitations. Complete RFP packages shall be submitted to:

Rachel VanHauen, Grant Administrator
City of Mason City
10 1st ST NW
Mason City, IA 50401
rvanhauen@masoncity.net

Responses not received by **2:00 P.M, Central Time, Wednesday, August 20, 2025** WILL NOT BE ACCEPTED FOR CONSIDERATION. To reduce waste, cost, and size of submittals, basic stapled or spiral-bound proposals are preferred rather than submittals with three-ring or other binding mechanisms.

The City will not be held responsible for response envelopes mishandled, misrouted, or delivered late as a result of the envelope not being properly prepared. Faxed responses will not be accepted. Any questions regarding this RFP must be submitted in an **e-mail to Rachel VanHauen at rvanhauen@masoncity.net no later than 2:00pm CST, Friday, August 15, 2025.** A timely written response, which includes electronic transmittal, to all e-mail questions will be provided to the Respondent and all firms who received the RFP. Inquiries pertaining to the RFP are NOT to be directed to any other member of the City. Any such action may disqualify the

¹If Minority or Women's Business Enterprise firms (MBE/WBE) are to be included in the project team, please attach a one-page letter from each firm indicating their desire to be included in the project team.

Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.

Selection Process

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the threshold criteria and the requirements of this RFP. Respondents passing the threshold requirements will be further evaluated against the selection criteria. Both the Threshold and Selection criteria are detailed below. It is expected that the review committee will include four people. Each reviewer will complete the scoring independently. Ratings will be assigned by reviewers and multiplied by the weight to determine the score. All of the scores will be combined for each Respondent to determine a total score. If determined necessary by the selection committee, the top 3 scoring Respondents will be invited to participate in an in-person (or virtual) interview **during the week of August 25, 2025**, specific date and time to be determined.

The City is required to submit the selected Consultant's proposal along with the draft and final designs to FEMA for final acceptance prior to proceeding. The Consultant is expected to be familiar with and show experience in working with this type of program and provide services that comply with federal, state and local regulations.

The final work product under this contract will include all work to design and complete the project in its entirety.

The Consultant will be expected to obtain and maintain general liability and professional liability insurance. Submittal of a certificate of insurance will be required.

No minimum goal for the use of Disadvantaged Business Enterprises (DBE) has been established for this portion of the contract. The City encourages the use of DBE firms and will establish a goal later for the remainder of the project.

NOTE: The Consultant will be expected to negotiate a contract with a **not to exceed** total price for professional services. Other services will be paid at an hourly rate according to a schedule placed within the contract but capped with a not to exceed amount. Please note that the final contract must contain all Federal contract provisions for equal opportunity, fair labor practices, nondiscrimination, fair housing, etc. See https://www.fema.gov/sites/default/files/2020-07/fema_procurement_contract-provisions-template.pdf

If selected, the Consultant also must provide the City with a monthly itemized billing for services, which indicates the number of hours worked by job description; time the standard rate as of August 20, 2025 per hour for the job description. Incidental expenses can be billed accordingly.

The City of Mason City will determine a Consultant with which to negotiate a contract, based upon that Consultant's qualifications. If a contract price cannot be negotiated with the chosen Consultant, the City retains the right to begin cost negotiations with another firm.

Evaluation Process

Respondents will be ranked based on qualifications and project understanding as determined to be in the best interests of the City. Those that satisfy the threshold eligibility requirements will be evaluated against the additional selection criteria listed below.

Written Proposal Criteria	Rating Score (1-5)	Weight	Comments
Identification of key personnel and experience/capability		4	
Experience of key staff on HMGP / FEMA funded projects		4	
Respondent's approach to successfully complete each scope of services task and familiarity with the project		3	
Existing workload and ability to meet the scheduled dates to complete the project.		4	
Specific experience, references and/or considerations the Respondent has that makes it uniquely qualified		2	
Interview Criteria		Weight	
Participation from project manager and other key personnel		2	
Presentation specific to applicable scope of work tasks		3	
Responses to questions		2	
Reasonable overall costs/hours/rate schedule		1	
Ratings:			
Clearly Outstanding in this item	5		
Well qualified in this item	4		
Average in this item	3		
Weak in this item	2		
Unsatisfactory in this item	1		
Insufficient Response	0		

Project Timetable

August 6, 2025	RFP materials e-mailed to potential Respondents and posted on/in the city website and within plan rooms
August 15, 2025	RFP questions received no later than 2:00pm CST
August 20, 2025	Proposals received by the City no later than 2:00pm CST
August 20, 2025	Respondents' materials provided to Selection Committee for individual evaluation
August 22, 2025	Selection Committee evaluations returned to the City for compilation; Finalists contacted to schedule interviews Recommendations of Respondents for approval
August 27, 2025	Intent to Award sent to final selection

Attachments:

Grant Narrative