

## RFQ for Engineering Services

The City of Massena is requesting proposals for engineering services to assist with a project seeking funding under the Community Development Block Grant (CDBG) Program through the Iowa Economic Development Authority (IEDA). The project may also be seeking funding through USDA, SRF, and/or WTFAP.

The proposed project includes the development of a preliminary engineering report covering the City of Massena's water system and proposed improvements along with construction administration of identified and selected projects.

The following outlines work specifications and the request for qualifications:

**I. Scope of Work:** The scopes of services that the firm must be prepared and qualified to provide are as follows: Completion of a preliminary engineering report covering the existing water system in the City of Massena.

**II. Statement of Qualifications.** Proposals to the city should include the minimum information:

- Description of experience with IEDA's CDBG Program
- Description of similar projects the firm has successfully completed
- Description of organizational capacity to complete all necessary activities, including resumes of all employees who will be or may be assigned to this project.
- Description of the anticipated timeframe necessary to complete activities
- References from previous clients of related work within the past five years
- Description of the firm's errors and omissions coverage, including amount of coverage

**III. Evaluation criteria.** The city will evaluate, and rank proposals received according to the following criteria:

	<u>Maximum</u>
Qualifications necessary to complete project:	30 points
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Experience with the state's CDBG Program:	<u>20 points</u>
<b>Total:</b>	100 points

**IV. Deadline for submission.** Proposals must be submitted no later than February 4, 2026, by 4:00pm. Proposals should be submitted to City of Massena at P.O. Box 109, Massena, IA 50753 or [massia@netins.net](mailto:massia@netins.net).

Questions regarding this request for proposals should be directed to Dawn Stuhr, Massena City Clerk, 712-779-2295.

### **Section 3 Clause**

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implements Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

C. The contractor agrees to post copies of a notice advising workers of the Contractor's commitments under Section 3 in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to provide written notice of employment and contracting opportunities to all known Section 3 Workers and Section 3 Businesses.

E. The contractor agrees to employ, to the greatest extent feasible, Section 3 workers or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical Section 3 Worker hours goals, despite its efforts to comply with the provisions of this clause.

F. The contractor agrees to maintain records documenting Section 3 Workers that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor for subsequent Section 3 covered projects or activities.

G. The contractor agrees to post contract and job opportunities to the Opportunity Portal and will check the Business Registry for businesses located in the project area.

H. The contractor agrees to include compliance with Section 3 requirements in every subcontract for Section 3 projects as defined in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

I. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

J. The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it has taken to pursue low- and very low-income persons for economic opportunities.

K. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.