



120 N. Main Ave, PO Box 326, Alburnett, Iowa 52202

## **Request for Qualifications (RFQ) for Contract City Engineer Services**

### **1. Introduction**

The City of Alburnett, Iowa, is requesting qualifications from qualified professional engineering firms to provide Contract City Engineer services to the City.

The City seeks to establish an ongoing professional relationship with a firm that can serve as the City's on-call engineering advisor while also providing professional engineering services for City projects and developments as needed. The selected firm will support the City through planning, design, review, and implementation of public infrastructure projects and will assist the City in anticipating future needs and regulatory requirements.

This Request for Qualifications (RFQ) is intended to identify firms with the experience, qualifications, and approach best suited to serve the City's engineering needs. Selection of a Contract City Engineer shall be made by the City Council and approved by resolution.

### **2. Background**

The City of Alburnett is a small municipality governed by a Mayor-Council form of government. The City does not currently employ a City Engineer and seeks to contract with a professional engineering firm to provide engineering services on an as-needed basis.

The City's engineering needs vary over time and may include limited advisory support during periods with no active projects, as well as more involved services during periods of capital improvement, infrastructure planning, or development activity. The City values engineering services that are practical, cost-conscious, and appropriately scaled to a small community.

### **3. Nature of the Engagement**

The Contract City Engineer relationship is intended to be on-call and as-needed, combining advisory support with the ability to provide professional engineering services for City projects without requiring separate procurement for each engagement.

Selection as Contract City Engineer does not obligate the City to utilize the firm for all engineering services, nor does it guarantee a minimum amount of work. The City retains the right to procure engineering services separately when deemed to be in its best interest.

This relationship is contractual in nature and does not create an employment relationship.

#### **4. Scope of Services**

The selected firm shall provide Contract City Engineer services that may include, but are not limited to, the following:

- A. A. Advisory and Planning Services
  - Serve as the City's on-call engineering advisor
  - Provide engineering input during early planning and concept stages of City projects
  - Assist City officials with feasibility discussions, prioritization, and phasing of infrastructure improvements
  - Provide guidance related to anticipated infrastructure needs associated with growth and development
- B. Regulatory and Compliance Awareness
  - Maintain working knowledge of applicable federal, state, and local engineering requirements, including but not limited to:
    - Iowa Department of Transportation (DOT)
    - Iowa Department of Natural Resources (DNR)
    - Stormwater and drainage requirements
    - ADA and public right-of-way accessibility requirements, as applicable
  - Proactively advise the City when changes in regulations or standards may impact future projects, costs, or planning considerations
- C. Project Design and Delivery
  - Provide professional engineering services for City projects, which may include:
    - Streets, sidewalks, and trails
    - Water, sanitary sewer, and stormwater systems
    - Capacity and system studies
    - Public facilities and parks
  - Prepare engineering plans, specifications, cost estimates, and bidding documents
  - Assist with bidding and construction phase services, as requested
- D. Review and Development Support
  - Review subdivision plats, site plans, and developer-submitted engineering documents
  - Provide written comments and recommendations to the City related to compliance, constructability, and practical implementation
  - Coordinate with City staff and other consultants as needed

Grant support services may be requested periodically but are anticipated to be limited.

#### **5. Professional Expectations**

In providing Contract City Engineer services, the selected firm is expected to:

- Apply professional judgment appropriate for a small municipality

- Provide recommendations that are practical, cost-conscious, and scaled to the City's needs
- Clearly identify required versus optional design elements when applicable
- Demonstrate attention to detail and consistency among plans, specifications, and cost estimates
- Provide clear documentation and follow-through related to assigned tasks

These expectations are intended to guide the professional relationship and do not represent a guarantee of the volume or frequency of services.

## **6. Qualifications**

Responding firms should demonstrate:

- Experience providing engineering services to municipalities, preferably in Iowa
- Familiarity with infrastructure systems typical of small communities
- Experience with planning, design, review, and delivery of public infrastructure projects
- Ability to provide practical, real-world engineering solutions appropriate for municipal budgets
- Capacity to provide continuity of service through designated personnel
- Licensure to practice engineering in the State of Iowa and good standing with applicable licensing authorities

## **7. Designated Engineer & Staffing**

Each responding firm must identify:

- A designated primary engineer who would serve as the City's primary point of contact
- Other key staff who may support City engineering services
- The firm's approach to ensuring continuity of service if the primary engineer is unavailable

## **8. Fee Structure**

The City anticipates variable engineering needs and seeks a flexible fee structure.

Respondents shall provide hourly billing rates for:

- Primary engineer
- Other engineers
- Technical or support staff, as applicable

Respondents may optionally propose a retainer arrangement. Any proposed retainer must clearly describe:



120 N. Main Ave, PO Box 326, Alburnett, Iowa 52202

- Services included in the retainer
- How the retainer would be utilized during periods of low activity
- Whether unused hours or funds would carry forward

Pricing will be considered as part of the evaluation process, but cost will not be the sole determining factor. Final fee terms will be negotiated with the selected firm.

## **9. Submittal Requirements & Instructions**

Interested firms shall submit the following:

1. Cover letter expressing interest in serving as Contract City Engineer
2. Firm overview and municipal engineering experience
3. Description of experience with similar communities and projects
4. Identification of the designated primary engineer and key supporting staff, including resumes
5. Description of the firm's approach to providing Contract City Engineer services in a municipal setting
6. Fee schedule and any optional retainer proposal
7. At least three references from current or recent municipal clients

All responses to this RFQ must be received no later than 5:00 PM on March 9, 2026. Responses will be accepted electronically via email to [cityclerk@alburnettia.org](mailto:cityclerk@alburnettia.org) or hard copy delivered to:

City of Alburnett  
120 N Main Ave  
P.O. Box 326  
Alburnett, Iowa 52202

## **8. Evaluation Criteria**

Responses will be evaluated based on the following criteria:

- Relevant municipal engineering experience
- Qualifications and experience of the designated primary engineer
- Firm capacity and ability to provide continuity of service
- Demonstrated understanding of municipal operations and small-community needs
- Approach to Contract City Engineer services in a municipal setting
- Fee structure and overall value to the City

The City reserves the right to request additional information or clarification from respondents.



120 N. Main Ave, PO Box 326, Alburnett, Iowa 52202

## **9. Selection Process**

The City of Alburnett will evaluate submissions based on the qualifications, experience, proposed approach, and references provided. The City Council anticipates selecting a shortlist of two to three firms for further consideration. Interviews may be conducted at the discretion of the City Council.

Final selection of the Contract City Engineer shall be made by resolution of the City Council.

## **10. Term and Termination**

The Contract City Engineer shall serve under a professional services contract approved by the City Council. The City Council reserves the right to terminate the contract at any time in accordance with its terms.

The City's intent is to establish an ongoing professional relationship to support municipal engineering needs while maintaining flexibility appropriate for a small community.

## **11. Timeline**

- RFQ Approval by City Council: February 12, 2026
- RFQ Release: Following Council approval
- Submissions Due: March 9, 2026, at 5:00 PM
- Council Review / Shortlisting: March 12, 2026
- Interviews (if conducted): Late March / Early April
- Selection by Resolution: April 9, 2026

The City reserves the right to adjust this schedule as needed.

## **12. Reservation of Rights**

The City of Alburnett reserves the right to reject any or all responses, to waive informalities, and to enter into such agreement as deemed to be in the best interest of the City.