



Request for Qualifications

Landscape Architectural Services

Community Development Block Grant (CDBG) Pocket Park

RFQ Release Date	March 24, 2026
Deadline to Submit Questions	March 26, 2026
Answers to Questions Posted by	March 27, 2026
RFQ Submittal Date	April 7, 2026



RFQ for Landscape Architectural Services

The City of Urbana, Iowa, is requesting qualifications for landscape architectural services to assist with a project seeking funding under the Community Development Block Grant (CDBG) Pocket Park program through the Iowa Economic Development Authority (IEDA).

The proposed project consists of the creation of a new pocket park. The proposed location is a vacant parcel in Urbana's downtown. The parcel is under ¼ acre, per the program's requirements. Refer to the attached map. The park should serve as an outdoor gathering space for daily usage and downtown events.

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:

Application Development

The landscape architect shall assist the East Central Iowa Council of Governments (ECICOG), who is writing the grant application and would administer an awarded grant, by providing/supporting the development of a preliminary design, detailed budget, and project timeline. The landscape architect will develop conceptual renderings and cost estimates to be included in the grant application with a submission deadline of May 22, 2026. **Note: due to the short timeframe between the announcement of this new grant program and the application deadline, the City is still working to establish eligibility through an income survey.**

The project budget is tentatively to be within the following parameters:

Final design, bidding & construction	\$130,000
Possible environmental and Section 106 study	\$5,000
Grant administration	\$15,000
Local match	\$50,000
Total	\$200,000

In-kind match is allowed, and the City tentatively plans to support the project through force account labor (City staff contributions to demolition and/or construction).

For this new CDBG program, interested applicants will find the [2026 CDBG Pocket Parks Program Guide](https://opportunityiowa.gov/media/7807/download?inline) (<https://opportunityiowa.gov/media/7807/download?inline>) a



helpful resource. The eligible and ineligible activities described would affect design decisions.

Final Designs, Bid Document Development, and Construction Management

Assuming a positive relationship with the City through the application development, the selected firm will enter a separate contract for final design, bid document development, and construction management if the project is awarded CDBG funding. The grant program is subject to environmental and Section 106, historic preservation, review and Davis-Bacon and Related Acts prevailing wages and work requirements; however, the landscape architect will not be responsible for grant administration activities.

II. Statement of Qualifications. Landscape architects interested in submitting their qualifications should at a minimum include the following information which will be considered equally by a committee established by the City:

- 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;
- Description of experience with IEDA’s CDBG program;
- References from previous clients of related work within the past five years; and
- 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:

Qualifications necessary to complete project:	<u>Maximum</u> 30 points
Highlight historically appropriate rehabilitation Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Experience with the State’s CDBG program:	20 points
Total:	100 points

Please note that the landscape architectural costs will not be considered during the selection process. Selection will be based on architectural qualifications as



determined by committee review of the above criteria. Fair and reasonable compensation will be negotiated following selection of the landscape architect.

IV. Deadline for Submission and Requirements.

Proposals should not exceed 8 pages and must be submitted no later than 12:00 p.m. (noon) on April 7, 2026. Applicants may submit one digital copy to Jennifer Burkhart, City Administrator, at jburkhart@urbanaiaowa.com, or four paper copies may be delivered to Jennifer Burkhart at the following address: City Hall, Attn: Jennifer Burkhart, 102 Capitol Ave., Urbana, IA 52345. Responses must be received by the deadline.

The City may contact the highest-scoring applicant as soon as April 8, 2026, to discuss a potential contract, with the potential to award a contract as early as the Council meeting that evening.

Questions regarding this request for proposals should be directed to Tom Gruis, Planner, ECICOG, at tom.gruis@ecicog.org or 319-289-0064 no later than 4:00 p.m. on April 2, 2026. Questions and answers will be available to interested firms at <https://www.urbanaiaowa.com/c/-/?p=cityofurbanaissuesrequestforqualificationsrfqforlandscapearchitecturalservices.html> by 12:00 p.m. (noon) on April 6, 2026.



Location of Proposed Pocket Park





Proposed Park Parcel



REQUEST FOR QUALIFICATIONS



Tentative Application Timeline

March 24, 2026	Release RFQ for Landscape Architectural Services; website, social media, Iowa League of Cities; publish newspaper Friday, March 27
March - April	City and ECICOG working on LMI Survey for residents within 10-minute walk radius of park location
April 2, 2026	Questions regarding RFQ due to ECI-COG by 4:00 PM
April 6, 2026	Post RFQ questions to website by 12:00 PM (noon)
April 6, 2026	Update Council at Council Meeting #2
April 7, 2026	RFQ due to City by 12:00 PM (noon)
April 7 -8, 2026	Review Committee Meets to review applications
April 8, 2026	Regular City Council meeting; Council may award contract at Council Meeting by resolution
April 20, 2026	Special Council Meeting Set the Date for Public Hearing for Pocket Park grant for May 13, 2026, at 6:30 PM
April 23 - May 9, 2026	Publication date range for public hearing notice
April 28, 2026	Publish public hearing notice in newspaper
May 13, 2026	Regular City Council meeting - public hearing at 6:30 PM for Pocket Park Grant
May 22, 2026	Pocket Park Grant application due