

## **PUBLIC NOTICE**

### **REQUEST FOR QUALIFICATIONS**

The City of Elkhart, Iowa, 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 proposed project includes development of plans and specifications, bidding services, and construction management services for Phases 2 and 3 of a stormwater improvement project within the City.

The City intends to seek a CDBG Grant Award and as such the project has the potential to be funded in part by federal funds through the Department of Housing and Urban Development (HUD). Federal regulations would apply to this project including Section 3, Davis-Bacon, and Buy America, Build America among others.

Proposals to the city should include the minimum information:

- 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 an estimated project timeframe
- Names and professional experience of key personnel who will be assigned to this project
- References from previous clients for related work within the past five years
- Description of firm's professional errors and omissions coverage

The proposal should not include any pricing information. Selection will be completed based on the qualifications of the submitted proposals and the City will negotiate pricing for the proposed services following selection.

A full description of the work specifications is available at City Hall at 260 Main Street, Elkhart, Iowa 50073.

Proposals must be submitted no later than noon on May 21, 2026. Proposals should be submitted to City of Elkhart, Iowa, c/o Katie Wilson, City Administrator, [kwilson@cityofelkhart.com](mailto:kwilson@cityofelkhart.com) or by U.S. Mail at PO Box 77, Elkhart, Iowa 50073.

Questions regarding this request for proposals should be directed to Katie Wilson, City Administrator, by email at [kwilson@cityofelkhart.com](mailto:kwilson@cityofelkhart.com).

## **REQUEST FOR QUALIFICATIONS**

### **ENGINEERING SERVICES**

The City of Elkhart, Iowa, 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 proposed project includes development of plans and specifications, bidding services, and construction management services for Phases II and III of a stormwater improvement project within the City.

The city intends to seek a CDBG Grant Award and as such the project has the potential to be funded in part by federal funds through the Department of Housing and Urban Development (HUD). Federal regulations would apply to this project including Section 3, Davis-Bacon, and Buy America, Build America among others.

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: development of plans and specifications, bidding services, and construction management services for Phases II and III of a stormwater improvement project within the city.

As part of the required scopes of services, the firm must be prepared and qualified to provide pavement design as necessary to facilitate the replacement of existing pavement impacted by the proposed stormwater improvements, along with conceptual layout of full street reconstruction and order of magnitude cost opinions for the City's use in planning future roadway improvements and urbanization.

The city will consider qualifications for optional add-on service(s). The Optional additional services may include final urban street design, pavement reconstruction, Complete Streets elements, pedestrian and bicycle accommodations, streetscape enhancements, and related surface improvements associated with storm sewer infrastructure projects.

#### **II. OPTIONAL ADDITIONAL SERVICES – URBAN STREET DESIGN & IMPROVEMENTS**

At the City's discretion, the Consultant may be authorized to provide additional services related to urban street and right-of-way improvements that are associated with or coordinated alongside identified storm sewer improvements and roadway concepting.

Optional services may include, but are not limited to:

1. Street & Pavement Design
  - Pavement reconstruction or rehabilitation
  - Subgrade, curb, gutter, and street improvements
2. Complete Streets & Multimodal Elements
  - Sidewalks, shared-use paths, bicycle facilities
  - ADA compliance and accessibility improvements
  - Safety enhancements
3. Streetscape & Urban Design
  - Street lighting coordination
  - Landscaping and streetscape features (conceptual or final design)
4. Public & Stakeholder Engagement
  - Coordination with adjacent property owners
  - Public meetings or open houses related to street or drainage improvements
5. Right of Way and Easement Acquisition
  - Certified acquisition services for acquisition of necessary

Optional services will be defined and authorized through written task orders and are not guaranteed.

The city plans to select an engineering consultant to partner with the city on this project. The selected consultant will be asked to propose a contract for engineering services that will provide for services broken into three phases as follows:

Phase 1 – Design services including the development of plans and specifications and the obtaining of any required State of Iowa permits.

Phase 2 – Bidding services. To be done in conjunction with the city’s Grant Administrator, pending award of a CDBG Grant.

Phase 3 – Construction Management Services. Services related to management of the project post bidding to ensure the project is constructed in accordance with the plans and specifications and to represent the city in discussions with the selected contractor.

The city will negotiate the cost of services for all three phases after selection. The proposal should not include any fees or information regarding fees for services proposed. The city will require that the final contract include a not-to-exceed cost for each phase inclusive of all engineering expenses including time of staff, and expendable fees billable to the city, etc. The engineer will not be allowed to exceed the contract value approved by the city for any reason.

**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.
- Experience designing storm sewer projects within urban street corridors.
- Familiarity with SUDAS, local agency standards, and Iowa permitting.
- Capability to perform or manage street, multimodal, and urban infrastructure design and construction.

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

Maximum

Qualifications necessary to complete Phase II and Phase III of the stormwater improvements project: 20 points

Qualifications necessary to complete conceptual design of roadway improvements within project corridor: 10 points

Previous work performance: 30 points

Capacity to complete scope of work: 20 points

Experience with the state's CDBG Program: 20 points

Qualifications to perform additional roadway design as required and directed by the City: 10 points

**Total:** 110 points

**IV. Selection process.** The proposals will be evaluated and scored by a City Selection Committee comprised of city staff and elected officials.

Anticipated Schedule:

April 22, 2026: RFP Issued

Thursday, May 21, 2026 by noon: RFP submittals due

Week of June 1, 2026: Possible interviews with selected firms

June 15, 2026: Council selection of firm and consideration of contract.

**V. Deadline for submission.**

Proposals must be submitted no later than noon on May 21, 2026. Proposals should be submitted to City of Elkhart, Iowa, c/o Katie Wilson, City Administrator, [kwilson@cityofelkhart.com](mailto:kwilson@cityofelkhart.com) or by U.S. Mail at PO Box 77, Elkhart, Iowa 50073.

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