



**Request for Proposals for Professional Engineering Services for  
Washington Street Bridge Replacement Project**

**Project No. BRM-1205(604)--8N-57**

**Introduction**

The City of Center Point is seeking competitive proposals from qualified professional consulting engineering firms for design and construction phase engineering services to replace the Washington Street Bridge. The project will be funded through the City Highway Bridge Program, administered by the Iowa Department of Transportation (DOT). The Federal Highway Administration (FHWA) number for this bridge is #001620, and the Iowa DOT Project Number is BRM-1205(604)--8N-57. Interested and qualified firms are invited to submit a summary of their team qualifications along with a proposed scope and fee for this project.

**Project Location**

The project location is on Washington Street over Apple Creek between Brooke Street and Franklin Street.

**Project Description**

In 2026, the City of Center Point was awarded funding and accepted terms for up to 100% reimbursement of all eligible, properly documented project construction costs, up to \$1,500,000. The City will fund the Preliminary Engineering and Construction Engineering investment and any ineligible project costs. The project has an anticipated bid date of November 2027.

Center Point intends to replace the bridge on Washington Street over Apple Creek within the City limits. The proposed structure will provide two 16-foot travel lanes (the bridge there now is 42 feet long and 32 feet wide) and the inclusion of a shared-use path along one side of the bridge. The project will include new approach pavement for tie-in to the pavement as needed at both ends of the bridge. The bridge is in a detailed flood insurance study area.

**Scope of Services**

The City is seeking a consultant to provide design and construction phase services for the project along with support with funding and project oversight.

This proposed Scope of Services is not intended to be a detailed scope of work, which will be required as a part of the final professional services agreement. Rather, it is intended to provide general information to firms wishing to submit qualifications.

The selected consultant shall provide the following services for the replacement of the Washington Street Bridge over Apple Creek.



### **Design Phase**

1. Prepare and submit project concept statement.
2. Design survey.
3. Coordination with state and federal agencies regarding review and permitting.
4. Coordination with the City and local utilities during all project phases.
5. Development of temporary construction easements.
6. Assistance with right-of-way property acquisitions.
7. Archaeological survey and assessment of the area, as applicable.
8. Wetland delineation and mitigation, as applicable.
9. Asbestos testing, chromium and/or lead testing and review for potential impact to endangered species.
10. Preliminary plan development, including hydraulic analysis of potential flood impacts in compliance with detailed flood insurance study.
11. Check plan development, including soil borings and slope stability analysis, as necessary.
12. Final plan development for submittal and bidding through the Iowa DOT.

### **Construction Phase**

1. Construction administration as required by project funding.
2. Preconstruction meeting coordination and oversight.
3. Review of contractor submittals and shop drawings.
4. Site observation and reports to comply with project funding.
5. Continuous construction inspection and material testing during construction.
6. Materials testing and acceptance as required by project funding.
7. Coordination with City, Iowa DOT and contractor.
8. Preparation and submittal of all paperwork of a regulatory nature to comply with regulations associated with project funding, such as Davis Bacon Wage Act compliance and DBE compliance.
9. Preparation of contract pay estimates and change orders as appropriate.
10. Final punch list review.
11. Preparation and submittal of project and closeout documentation.



## **Schedule**

The City anticipates the following schedule for this project:

- |                                     |                 |
|-------------------------------------|-----------------|
| 1. Proposal submitted               | July 29, 2026   |
| 2. Selection of an engineering firm | August 11, 2026 |
| 3. Engineering agreement authorized | August 25, 2026 |
| 4. Preliminary Plan submitted       | May 2027        |
| 5. Check Plan submitted             | July 2027       |
| 6. Final Plan submitted             | August 2027     |
| 7. Bid letting                      | November 2027   |
| 8. Construction                     | 2028            |

## **Selection Criteria**

The City of Center Point has established the following criteria for evaluating proposals. The weighted value of each criterion is indicated.

### **Design Phase**

1. Understanding of the Project: 0-30
2. Project Team and Key Personnel: 0-30
3. Related Federal-Aid Design Experience: 0-15
4. Client References – Design Services: 0-10
5. Quality and Thoroughness of Proposal: 0-10
6. Location of Firm: 0-5

## **Proposal Requirements**

The City of Center Point does not anticipate the need for oral interviews, but they may be considered. The City requires the following information to be included in the Statement of Qualifications.

1. The name and office address of the project manager and key staff assigned to this project. Include resumes of the project team. Also include the current workload of those expected to be assigned to this project.
2. The location of the office(s) where most of the work will be performed.
3. A narrative discussing your firm's understanding of the project and approach to completing the design phase and construction phase services.
4. A summary of qualifications and recent experience with similarly funded projects by your firm.
5. An indication of any services that will be subcontracted based on the list for which engineering services may be needed. Include a list of proposed subconsultants.
6. Ability to complete the design and construction phase services on time and within budget.
7. References of the client's firm provided similar engineering services for local Federal-Aid projects. Please include names, phone numbers and email addresses so they can be contacted regarding your services.



8. Fees and Compensation – Submit as a separate file a detailed breakdown of work tasks and schedule with a separate fee for PE and CE phases.

**Deadline and Submittal/Questions**

Proposals must be received by Wednesday, July 29, 2026 at 3 p.m. Only PDF submittals will be accepted and should be formatted to print on 8½x11 pages. Submittal should not exceed 20 pages. Proposal cover, dividers and a single-page cover letter will not count toward the page limit. The electronic proposal must be submitted via email to [cityadministrator@centerpointia.com](mailto:cityadministrator@centerpointia.com). The maximum size of the PDF is 5 megabytes. An email will be sent confirming receipt of the statement of qualifications by 2 p.m. on the submittal deadline date or within 15 minutes if submitted after that time but by 3 p.m.

Sarah Tritle  
Interim City Administrator/Finance Director  
200 Franklin St.  
Center Point, IA 52213  
Email: [cityadministrator@centerpointia.com](mailto:cityadministrator@centerpointia.com)  
Phone: 319.849.1508 ext. 123

Any questions regarding this RFQ shall be submitted via email to [cityadministrator@centerpointia.com](mailto:cityadministrator@centerpointia.com). Questions and answers regarding this RFQ will be responded to and shared with all consultants via email. Contacting any selection team member other than the RFQ contact person is inappropriate.

Failure to comply with the criteria will likely result in rejection of the submittal and consideration of the submitting firm. The City reserves the right to request additional information/clarification from firms that submit.



WASHINGTON STREET BRIDGE  
OVER APPLE CREEK

CONSULTANT EVALUATION

Evaluator: \_\_\_\_\_

	Rating Min-Max				
Understanding of the Project	0-30				
Project Team and Key Personnel	0-30				
Related Federal-Aid Experience	0-15				
Client References	0-10				
Quality and Thoroughness of Proposal	0-10				
Location of Firm	0-5				
Total					