

CITY OF RUTLAND, IOWA

FROM: City of Rutland, Iowa in Humboldt County, Iowa

SUBJECT: Invitation to Submit Statement of Professional Qualifications for Engineering Services

PROJECT: Rutland Improvement Project 2027

Engineering Firms are invited to submit a statement of professional qualifications to become eligible for selection to enter into negotiations for professional services agreement for a project for the City of Rutland, IA. Attached is a list of information that should be included in your Statement of Qualifications, along with a preliminary scope of work for the project.

It is our intention to review the Statement of Qualifications and select firms for further consideration.

Statement of Qualifications should be delivered to the following address no later than August 12, 2026 at 12 noon. Statements received after this deadline will not be considered.

Statements of Qualifications should be transmitted to:

City of Rutland
%Rutland Improvement Project 2027
PO Box 68
201 Sheridan Ave
Rutland, IA 50582

Electronically: rutlandcityhall@gmail.com

Preliminary Scope of Work:

The City of Rutland, IA (population 113) is seeking qualifications from selected engineering firms for municipal engineering services to prepare a Preliminary Engineering Report for infrastructure upgrades and improvements to the Drinking Water system, Water Distribution System, and the Wastewater system.

The City is currently working with an Affidavit Operator aka Operator-In-Charge who has discovered various shortfalls in the current operating systems. The Engineering firm will work with the Affidavit Operator, City Staff, and a Technical Assistance Provider to create a PER to design an affordable working system that will benefit this rural community.

Specific items to be address with the infrastructure include but are not limited to: construction of a new well, construction or repair of well house, lagoon valves, extend water mains to loop dead ends, installation of meters and meter pits, hydrant replacement and new installation, bulk water salesman updates or replacement, lift station improvements.

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Any and all inquiries regarding the project, or requests to complete a walk-through should be directed to: Cody Rogers, Municipal Maintenance Services @ 712-351-1253.

Request For Qualifications:

The qualifications for engineering services shall include, at a minimum, the following information:

1. Name of firm, address, telephone number, and email address;
2. Information about your firm including:
 - a. Years in business and brief history;
 - b. Location of office(s), including any satellite offices closest to Rutland, IA;
3. Project understanding and Project Approach – State your firm’s understanding of the project and how the firm plans to approach delivering the project.
4. Related experience to include:
 1. Projects of a relevant nature with date of completion.
 2. Projects of a relevant scope with date of completion.
 3. Examples of project budget and cost estimating procedures
5. References; specifically other rural communities/municipalities; minimum of three (3) up to but no more than five (5).
6. You may include a maximum of one page of additional information not included above if you feel it may be useful and applicable to this selection process.

Evaluation of Statements of Qualifications:

Qualified Engineering Firms will be evaluated on a 1-5 scale with 1 being very poor, and 5 being excellent. Firms will be evaluated on these criteria:

- Qualification on services requested
- Experience of projects of a similar nature
- Experience on projects of a similar size
- Familiarity with rural communities’ local government processes and limitations
- Availability to begin; as well as availability throughout the project
- Number of current projects in progress
- Services to be provided by outside consultants
- Number of References provided
- Quality of design of completed projects
- Ability to meet schedules/deadlines
- Ability to control costs/meet budgets
- Communication/cooperation
- Location and/or proximity to the City of Rutland, IA (Firms will be required to be onsite throughout the project)

Qualifications will be open and scored on August 12, 2026 beginning at 1 pm at City Hall.