

Request for Qualifications for Engineering/Architectural Services

The City of Boone is requesting qualifications for engineering/architectural 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 the rehabilitation of an area within a current daycare facility for the expansion of the daycare.

The following outlines work specifications and the request for qualifications:

Scope of Work

The scopes of services that the firm must be prepared and qualified to provide are as follows:

Evaluation and Recommendation: Engineer will review current conditions, evaluate the available space and provide a recommendation on necessary modifications to meet State daycare regulations.

Initial Design Renderings: Engineer will provide initial design renderings and a detailed estimate of cost .

Final Design/Bidding/Construction: Not included under this agreement. A separate agreement will be developed for approval once the scope of construction is known and CDBG Grant is awarded.

Statement of Qualifications

Proposals to the City should include the minimum information:

- Name, address, and key contact information on the proposal;
- Description of experience with IEDA's CDBG Programs;
- Firm leadership information and credentials;
- Description of organizational capacity to complete all necessary activities, including resumes of all employees who will be actively assigned to this project;
- Description of design philosophy;
- Description of the anticipated timeframe necessary to complete activities, with a detailed schedule;
- Description of similar projects the firm has successfully completed with vignettes;
- 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

Costs should not be included in requests for qualifications; the City of Boone will negotiate cost with the selected respondent.

Evaluation Criteria

The City of Boone will evaluate, and rank proposals received according to the following criteria:

	<u>Maximum</u>
Quality of Proposal	10 Points
Qualifications of specified Project Team members:	20 points
Previous work performance:	30 points
Capacity to complete scope of work in stipulated timeframe:	30 points
Experience with the state's CDBG Program:	<u>10 points</u>
Total:	100 points

Post-submittal Expectations

The City of Boone will review the committee recommendations and notify bidders of the next steps or results in 2 weeks. The City intends to interview the top firms/individuals as part of the final selection process. We hope to have a firm under contract by August 3, 2026.

Deadline for Submission

Proposals must be submitted no later than 2:00 p.m. on July 29, 2026.

Contact Information

Proposals should be submitted to:

Kim Majors at clerk@booneiowa.gov

Questions regarding this request for proposals should be directed to:

Ondrea Elmquist 515-432-4211 or oelmquist@booneiowa.gov