

**Request for Proposals
City of Woodbine, IA**

**Engineering Services for
8th Street Replacement Project**

DESCRIPTION

The City of Woodbine, Iowa is in the process of procuring engineering services for design, bidding, and construction management related to replacement of 8th Street.

- *Proposed Scope of Services:* The selected firm will provide all services related to design, bidding, and construction management for the project. The project involves engineering the replacement of 8th Street from White Street to Lincolnway St.; sewer and water utilities from White Street to Normal Street; and replacing and/or installing sidewalks along 8th Street. All of 8th Street will be engineered but the City may complete the project in phases so the bid documents will need to be broken down block by block. The water utility is owned and operated by Woodbine Municipal Light & Power (WMLP) so the water utility portion will need to be tracked separately during the process so the City can be reimbursed by WMLP for their portion of the engineering and construction expenses.
- *Desired Schedule for Bidding and Construction:* The selected engineer should be able to complete final design of the project with bidding to take place in Fall of 2027 at the latest. There may be USDA and CDBG funding utilized for a portion of the completion of this project and engineering documentation and submittal standards would be governed by those programs.

Submittal Requirements

Submissions must include the following:

1. Geographic location of the firm. Include name, address, and telephone number of firm.
2. Qualifications of the firm and personnel to be assigned to the project.
3. Description and examples of past design and construction management experience with similar experiences.
4. Names and qualifications of key engineering and inspection staff.
5. Proposed schedule.

6. Proposed fee schedule. Fees may be expressed as a percentage of the project or amount not to exceed.

Proposals must be submitted in Portable Document Format (PDF) via email. Hard copies will not be accepted.

Proposals should be as concise as possible.

Proposals must be received by Noon on Friday, October 2, 2026 by the City Administrator at the following email address: lkoch@woodbineia.com

It will be the responsibility of the firm to deliver their qualifications.

Selection Method:

Notwithstanding any portion of this document, the City reserves the following rights:

- To reject any and all submissions regardless of qualifications or responsiveness.
- To cancel any or all parts of the work.
- To modify the requirements of this RFP at any time prior to submission.

All costs incurred in the preparation of the statement of qualifications will be borne entirely by the submitter. Anything submitted to the City becomes the property of the City and will be a public record under Iowa Law.

Please direct any questions to the City Administrator via email at lkoch@woodbineia.com.