NOTICE & SCHEDULE OF EVENTS
REQUEST FOR PROPOSAL NO. 2027-051
PROFESSIONAL RECRUITING SERVICES FOR
ELECTRICAL ENGINEERING MANAGER
ELECTRIC SERVICES

The City of Ames (City), Iowa, is requesting proposals from interested Firms to provide Professional Recruiting services for the position of Electrical Engineering Manager for the City.

The preferred method is to submit proposals in AmesBids in the required format, included with these proposal documents, with all prices and requested data properly filled in, before the time and date proposals are due. If technical issues occur while submitting the proposal, contact the Procurement Specialist for the proposal and determine an alternate method to receive the proposal. Failure to submit the required information may deem the proposal non-responsive. The proposal shall include acknowledgement of receipt of all addenda. Addenda numbers shall be filled in the proposal response.

PROPOSALS will be accepted by the City of Ames until 2:00 PM Local Time on November 13, 2026, in AmesBids at https://amesbids.ionwave.net/ or delivered to City of Ames, Purchasing Attn: Procurement Specialist, 515 Clark Avenue, Ames, IA 50010, City of Ames Contract No. 2027-051. Must be a registered supplier to submit a proposal in AmesBids. Proposals shall be made in the Response Attachment in AmesBids. Once proposals have been thoroughly evaluated, the winning proposal will be presented to the approving authority for action thereon.

Questions and requests for clarification of requirements for these services are encouraged. All questions and requests for clarification are to be submitted via AmesBids no later than 5:00 PM Local Time on November 6, 2026.

The schedule represents the City's best estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule will be shifted accordingly.

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Issue Request for Proposal:	October 28, 2026
Final Date to Submit Written Questions:	November 6, 2026, at 5:00 PM
Responses to Questions Posted:	November 9, 2026, or Sooner
Proposals Due:	November 13, 2026, at 2:00 PM
Optional Proposer Discussions:	November 18-20, 2026
Contract Award:	November 24, 2026
Project Start Date:	Upon Award

The City reserves the right to conduct virtual proposal clarification discussions with one or more proposers. These discussions, if held, will be limited in scope and are intended to clarify information contained in submitted proposals. Questions may be provided to proposers in advance.

Proposals received after the due date will not be considered. The Firm is solely responsible for submitting its responses in AmesBids before the closing hour and date.

Contact with City personnel other than the individuals listed below may result in disqualification from the selection process:

- Jill Burt, Procurement Specialist I, jill.burt@cityofames.org
- Julie Dill, Human Resources Officer, julie.dill@cityofames.org

Respondents are advised not to contact any other City employees regarding this Request for Proposal (RFP), as such contact may be grounds for elimination from consideration.

The City of Ames Purchasing Division is the only authorized source of proposal documents. Proposal documents obtained from any other source may be incomplete.

It is expressly understood that any costs associated with preparing a proposal shall be at the expense of the Firm.

The City of Ames does hereby reserve the right to reject any or all proposals, to waive informalities, and to make such awards as it shall deem to be in the best interest of the City.

Local Consideration Program

The City of Ames adopted a Local Consideration Program for the procurement of goods and/or services by competitive proposal. A 1% local consideration shall be applied to acceptable bids or proposals from businesses located within Ames City limits who pay commercial property tax. Submit a notarized Local Business Certificate with your response. If the Firm is already registered, or if this does not apply to your business, do not complete the form. The Local Consideration Program details, application, and current list can be found here.

END OF SECTION