

Howard County, Iowa

Request for Qualifications for Engineering Services for National Disaster Resilience Grant #13-NDRI-005

Howard County, Iowa in partnership with the Upper Wapsipinicon Watershed Management Authority (WMA) is requesting proposals for engineering services to assist with an Iowa Watersheds Approach project funded through the Community Development Block Grant (CDBG) program through the Iowa Economic Development Authority (IEDA) and United States Department of Housing and Urban Development.

The project involves the design of Best Management Practices (BMPs) to reduce flooding within the Upper Wapsipinicon River sub-watersheds of Sand Creek, Smith Creek-Wapsipinicon River, and Dry Creek-Wapsipinicon River located in Buchanan County, Iowa over the next 3 years. The primary BMPs to be designed include, but are not limited to, ponds, wetlands, oxbow restorations and water and sediment control basins. The practices will be designed following NRCS specifications when available specifications exist. Responsibilities of the selected firm will include: Preliminary design/cost estimates, survey, design and specifications, permit acquisition as needed, bid packet development, bid letting, pre-construction meetings, construction engineering, and inspection/review.

Statement of Qualifications

Statements of Qualifications will be evaluated by a review committee and the firm(s) that demonstrates the qualifications to best meet the project needs will be selected. Submissions to the county should include, at a minimum, the following information:

- Experience with IEDA's CDBG program
- Description of similar projects the firm has successfully completed
- Description of organizational capacity to complete all necessary activities on time and within budget
- Names and professional experience of key personnel who will be assigned to this project
- References from previous clients of related work within the past five years
- Description of firm's professional errors and omissions coverage
- Copy of professional licensure

Proposal Evaluation

Proposals will be evaluated by the review committee based on the following criteria:

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| • Experience with CDBG Program | 30 points |
| • Previous similar project/work experience | 30 points |
| • Staff capacity to complete the work | 20 points |
| • Ability to complete work on time and within budgets | <u>20 points</u> |

Total: 100 points

Please **do not** include costs or fees with the Statement of Qualifications. Upon selection of the qualified firm, contract negotiation will take place to develop a contract with the firm for engineering services at a fair and reasonable price. If fair and reasonable prices cannot be negotiated with the selected firm, Howard County will select the next highest qualified firm and attempt to negotiate a contract with that firm. Howard County reserves the right to reject all submissions and re-issue the RFQ.

Statements of Qualifications **must be submitted no later than 5:00pm CDT on March 28, 2018.**

Proposals should be submitted in PDF format electronically to pberland@northeastiowarcd.org by the due date.

Questions regarding this request for qualifications should be directed to Paul Berland, Contract Administrator, Northeast Iowa RC&D, 563-864-7112, or by e-mail to pberland@northeastiowarcd.org. Questions should be sent prior to 5:00pm on March 23, 2018. A list of questions and answers received will be posted at the website www.upperwapsi.org on March 26, 2018.

Section 3 clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).