

**East & West Nishnabotna River  
Watershed Management Coalition**

**East & West Nishnabotna River Watershed  
Engineering Services  
Request for Qualifications**

**Procurement Timeline**

<b>RFQ Publish Date</b>	<b>May 15, 2018</b>
<b>RFQ Questions Submitted in Writing</b>	<b>May 30, 2018</b>
<b>Firm Request for Questions/Answers</b>	<b>June 5, 2018</b>
<b>SOQ Submission Deadline</b>	<b>June 12, 2018</b>
<b>SOQ Ranking/Selection</b>	<b>June 12 – June 20, 2018</b>
<b>Board Approval</b>	<b>June 20, 2018</b>
<b>Contract Development and Finalization</b>	<b>June-July 2018</b>

# **REQUEST FOR QUALIFICATIONS**

## **Engineering Services for Watershed Improvement Projects in Mills and Fremont Counties in Iowa.**

On behalf of Fremont County and Mills County, Iowa, the East and West Nishnabotna River Watershed Management Coalition (WMA) Board of Directors is requesting qualifications to provide engineering design and construction services to implement a watershed improvement project funded through the Iowa Watershed Approach (IWA) initiative. The project's focus is on local, voluntary partnerships to install best management practices that reduce flooding and improve water quality. Fremont and Mills Counties are seeking a written Statement of Qualifications (SOQ) from Engineers certified to work within in the State of Iowa. SOQs should be submitted to the following address:

Cara Morgan; 712 Hwy 6, P.O. Box 189; Oakland, IA 51560

SOQs must be submitted as one hard copy and one electronic copy no later than 3:00 pm June 12, 2018. Hard copies must be post marked by the due date or delivered directly. Electronic copies must be submitted as a PDF with the subject line, "Nishnabotna Engineering Services". Electronic submissions should be sent to the following email address: [cara.morgan@goldenhillsrwd.org](mailto:cara.morgan@goldenhillsrwd.org).

Responses to this RFQ should be single spaced, Times New Roman or Arial font size of at least 11, margins no less than 0.75 inch, and limited to 10 pages double-sided between bound covers, not including blank dividers on 8 ½ X 11 paper. Number all pages consecutively. Responses not adhering to these stipulations will not be considered. Inclusion of promotional literature of a general nature is not solicited, but if included, will count toward the overall length restriction.

### **Introduction**

Fremont County and Mills County, Iowa has been awarded a federally assisted Community Development Block Grant (CDBG) through the Iowa Economic Development Authority (IEDA) to fund the design and implementation of best management practices (BMPs) within the East and West Nishnabotna River Watershed. Projects may include agricultural and urban BMPs, which will reduce flooding and improve water quality on both public and private lands. Engineering services are needed beginning in the fall of 2018 and ending in the spring 2021. It is the intent of Fremont County, Mills County and the East and West Nishnabotna River Watershed Management Coalition to solicit a qualified firm or team of firms that possess the professional, financial, and administrative capabilities to provide the proposed services listed below. The E&WNWMC will only review SOQs that at a minimum, address each of the Submission Requirements described below. The E&WNWMC reserves the right to reject any and all submissions, to waive any deficiencies, and to suspend or abandon this process at any time.

### **Scope of Services**

Projects will be located throughout the East Nishnabotna River watershed, specifically subwatersheds within Fremont County (Mill Creek and Ledgewood Creek) and the West Nishnabotna River watershed, specifically subwatersheds within Mills County (Deer Creek, Willow Slough, and Mud Creek). The Iowa Watershed Approach project has a goal of installing 122 BMPs across the five targeted subwatersheds.

The actual number of practices designed and installed is dependent on the type and cost of specific projects. A list of potential practices includes, but is not limited, to the following:

Agricultural BMPs: farm ponds (small, medium, or large), wetlands, nitrate removal wetlands, water control structures, oxbow restoration, floodplain restoration, terraces, water and sediment control basins (WASCOBS), grade stabilization structures, channel bank stabilization, buffer strips, perennial cover/grass, grassed waterways, saturated buffers, prairie strips, and bioreactors. Agricultural BMPs are to be designed following NRCS specifications when applicable.

Urban Storm-water BMPs: bio-retention cells, bioswale, sediment and storm-water retention/detention basins, storm-water wetlands, permeable pavement, rain gardens and other pertinent storm-water practices. Storm-water BMPs are to be designed according to the Iowa Storm-water Management Manual.

The selected firm(s) will be responsible for the following services in coordination with Iowa Watershed Approach (IWA) project partners:

- Preliminary design/cost estimates
- Site survey, design and specifications
- Final designs and specifications shall be provided to the Iowa Flood Center (an IWA Partner) for the purpose of hydrological evaluation and monitoring the practice's impact on flood mitigation and water quality.
- After survey cost estimate
- Acquiring appropriate permits (such as flood plain or Section 404)
- Stream and/or wetland delineation, if needed
- Project bidding process - Pre-construction and construction progress meetings with project partners
- Project monitoring (including review and approval of construction invoicing)
- Final inspection/sign-off

The engineering firm or team of firms will not be responsible for environmental assessment or archeological review. A Tier I Programmatic Environmental Assessment has been completed for the East & West Nishnabotna River Watershed. Once specific sites are identified, a site-specific environmental review will be completed by the project's grant administrator (Southwest Iowa Planning Council and/or Metropolitan Area Planning Agency), which will satisfy the Environmental Assessment requirements for HUD. Programmatic Archeological Review is currently underway for the East and West Nishnabotna River Watershed Coalition by a firm contracted through the Iowa Economic Developed Authority (IEDA). If a Phase 1 Intensive Survey is recommended by the consulting archaeologist for a selected project site, the grant administrator will procure archeological services on behalf of Fremont and Mills Counties. As necessary, the grant administrator will conduct appropriate wetland/floodplain evaluation required by site-specific review (for consideration/decision to locate within wetland/floodplain).

## **Submission Requirements**

The selection of an engineering firm(s) will be dependent upon qualifications that best address the needs of the project. The firm(s) responding to this RFQ, at a minimum, must include the following information:

- Name and contact information of the firm submitting the SOQ, and the name and contact information of the key contact person(s). If an SOQ is submitted for a team of firms, provide the name and contact information of the primary contact for each firm.
- Experience with the CDBG Program or similar federal assistance programs and their requirements and obligations.
- Experience providing the type of services sought in this RFQ. Include agricultural practices if applicable.
- Contact information from at least 3 references for which the firm(s) have provided comparable engineering services within the past three years.
- List and/or organizational chart identifying key personnel expected to manage the project. Include resumes of key personnel outlining related experience and percent of time that will be dedicated to this project. List any subcontractors if applicable.
- Ability to complete the project in a timely and effective manner. - Copies of professional licensure.

Fees are NOT to be included in this submission. SOQs containing fees will NOT be evaluated. Rather, fee will be negotiated following selection. A contract incorporating provisions required by the CDBG Program will be executed to commit fee. Evaluations will be processed through the E&WNWMC with recommendations for selection(s) to be conveyed to the Fremont and Mills County Board of Supervisors which, as Grantee, will be the contracting party.

## **Evaluation**

SOQs will be evaluated by the E&WNWMC Technical Team and awarded points based on the criteria listed below. The technical team will recommend the highest qualified firm based on qualifications and points. The E&WNWMC reserves the right to interview as determined necessary.

## **Contract Negotiation**

After selecting the highest qualified firm, the E&WNWMC will attempt to negotiate a contract for engineering services at a fair and reasonable price. If a satisfactory contract cannot be negotiated, the E&WNWMC will end negotiations with the initially selected firm, select the next practicable qualified firm, and attempt to negotiate a contract with that firm at a fair and reasonable price. This process shall continue until a contract is either entered into, or until the E&WNWMC rejects all submittals and issues a new Request for Qualifications based upon a new scope of work or new selection process.

Any questions must be submitted in writing to Cara Morgan via email at [cara.morgan@goldenhillsrcd.org](mailto:cara.morgan@goldenhillsrcd.org) no later than 3:00 pm May 30, 2018 with the subject line,

“Nishnabotna RFQ Questions”. All questions and answers will be distributed to any firms who formally request a copy in the same manner as the question submission prior to June 5, 2018.

**Factors for Award – Evaluation Criteria**

25 points	Qualifications and availability of firm and personnel
30 points	Related experience/ familiarity with CDBG programs
25 points	Proposed description of work
20 points	Ability to complete projects within budget and schedule

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**100 points      Total**

**Section 3 Requirements**

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).

Section 3 Businesses are encouraged to respond to this proposal. A Section 3 business is a business that is:

51% owned by Section 3 residents\*

Whose permanent, full-time staff is comprised of at least 30% Section 3 residents\*

Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses

\*A Section 3 resident is defined as a public housing resident or someone with a household income that is less than 80% of the area median income.

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3 Business through HUD's website: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>