



340 1st Avenue East, Dyersville, Iowa 52040 • Phone: 563-875-7724 • Fax: 563-875-8238

www.cityofdyersville.com

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL SERVICES
PROJECT SCOPING STUDY
FEDERAL EMERGENCY MANAGEMENT AGENCY
BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES PROGRAM
FOR THE CITY OF DYERSVILLE, IOWA**

Responses Due By:

3:00 PM Friday, April 7, 2023

City Administrator

City of Dyersville

340 1st Avenue East

Dyersville, IA 52040

563.875.7724

mmichel@cityofdyersville.com

1. GENERAL INFORMATION

1.1 Purpose of this Request for Qualifications

The City of Dyersville (City), through this Request for Qualifications (RFQ), is seeking a qualified professional services firm to provide engineering (including planning and design), benefit cost analysis, environmental review, community outreach, and construction management services for green infrastructure flood mitigation projects. In 2021, the City applied for a grant through the Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) program to complete a Project Scoping Study. The intent of this study is to identify and evaluate the feasibility of green infrastructure measures that would result in a reduction of flood risk with the goal of positioning the City to apply for additional funding for final design and construction. The study will evaluate Bear Creek, Hewett Creek, and the North Fork Maquoketa River of general flood risks and develop a long-term strategy on how to mitigate flooding and manage development.

This RFQ is for professional services to help with the Project Scoping Study and any future green infrastructure flood mitigation related work such as additional funding applications, final design, and construction oversight, or NRCS-EWP program work. The City intends to retain a firm through these future phases of work but retains the right to release the project through an RFQ process at our discretion. The following details outline the expectations for the initial Project Scoping Study.

The intent of this RFQ is to comply with the City and federal qualifications-based procurement requirements specified in 40 CFR 200.317-326. The City reserves the right to waive any informalities or technicalities and to reject any and all proposals or parts thereof deemed to be unsatisfactory or not in the city's best interest. Furthermore, the city reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions, and specifications of this request and/or contract.

1.2 Type of Contract and Contract Term

The City prefers to award a contract to one full-service firm to implement Project Scoping Study. The contract will be consistent with the terms and conditions of the FEMA grant agreement, and the contract period will coincide with the FEMA grant period.

For implementation of any successful grants, it is assumed that the work will be specific and completed in accordance with the budget developed as part of the grant and subsequent work plan as approved by the city and FEMA.

1.3 Study Area

The project limits are within City of Dyersville of corporate limits, specifically Bear Creek, Hewett Creek, and the North Fork Maquoketa River and associated floodplains.

1.4 Payment Procedures

Payments will be made no more than monthly, for work specified and completed and in accordance with the budget developed and approved by the city and FEMA.

2. TECHNICAL SPECIFICATIONS

2.1 Activities Funded Under this Request for Qualifications

This RFQ is to solicit for a qualified professional services firm who is expected to provide a wide range of services to the City for the implementation of the BRIC Grant. The successful firm is expected to perform many tasks including, but not limited to, the following:

1. Engineering Assessment Report: Conceptual hydraulic study of the City of Dyersville for the purpose of identifying best management practices to mitigate future flooding in the City.
 - A. Develop a two-dimensional unsteady state HEC-RAS model of Bear Creek, Hewett Creek, and the North Fork Maquoketa River and associated floodplains. The following steps shall be used to create the model:
 - a. The effective FEMA model shall be acquired from the FEMA project library and reviewed to determine if the data is appropriate for the level of modeling required for this study. If the FEMA model is relevant to this study, it shall serve as the base model to calibrate existing conditions.
 - b. An Existing Conditions 2D model shall be developed based on the effective FEMA model, topographic survey, and other available data. This model shall be calibrated based off of the effective FEMA model and used as the base model for comparing proposed scenarios.
 - c. A Proposed Conditions model shall be developed to assess multiple scenarios for addressing flooding within the City. This may include, but is not limited to, floodplain excavation, stream restoration, bridge replacement, establishment of oxbow basins, and other practices. All scenarios shall be reviewed to determine if potential projects shall meet the criteria for a No Rise certification as shall be required when developing in the floodway.
 - d. The hydraulic model shall include 2D sediment modeling for existing and proposed conditions. This shall include an assessment of existing issues with sediment transport in the study area and discussion of possible remediation steps.
 - B. Surveying: Provide topographic survey at bridge crossings in town and establish base elevations for properties and critical infrastructure. Survey scope may also include topographic or strategic locations.
 - C. Conduct a preliminary field assessment including the following:
 - a. Stream Assessment using the Iowa River Restoration Toolbox of selected reaches of Hewitt Creek, Bear Creek and North Fork of the Maquoketa River.
 - b. A soil analysis at selected locations. This shall include detailed soil descriptions using standard Natural Resources Conservation Service

(NRCS) terminology. Particular attention was given to soil texture and structure (class/grade) as these correlates to permeability and bank stability while soil color indicates the presence or absences of a high-water table.

- D. Develop a conceptual plan showing locations of green infrastructure which shall reduce peak velocities and stream bank erosion, reduce peak flood stages, protect bridge abutments, bridges road crossings and other critical infrastructure, protect valuable land and property, increase or improve water supply and capacity, restore ecological habitats for plants, aquatic species like fish and other wildlife and restore or improve water quality.
 - E. Utilizing FEMA toolbox to conduct a Benefit Cost Analysis (BCA) for implementing the proposed green infrastructure practices.
2. Environmental Review Conduct:
- A. An assessment to determine environmental and historic preservation requirements. This includes a wetlands assessment, a mapping of existing habitat for potential threatened and endangered species.
 - B. Phase 1A Archeological Survey
3. Public Outreach: Hold two (2) input sessions – public meetings which include survey, website, prepare boards and presentation to the public community. Public outreach shall include input from landowners, businesses, schools, city officials, and other members of the community. Results shall be included in the Project Scoping Study.

Deliverables: Project Scoping Study including:

- 1. Engineering Assessment Report (including BCA)
- 2. Environmental Review
- 3. Community Outreach Website and Summary

2.2 Project Budget

The project budget FEMA grant is as follows:

Component	FEMA	State/Local	In-Kind	Total
Engineering	\$80,000	\$20,000	-	\$100,000
Benefit Cost Analysis	\$60,000	\$12,000	\$15,000	\$87,000
Environmental Review	\$26,250	\$8,750	-	\$35,000
Community Outreach	\$21,250	\$3,000	\$2,250	\$26,500
Grant Administration (City)	-	-	\$1,500	\$1,500
Total	\$187,500	\$43,750	\$18,750	\$250,000

2.3 Project Management

The successful consultant, under the direction from the city will:

1. Refine project tasks in conjunction with the city for successful study.
2. Implement project tasks for successful study per the approved grant contract.
3. Deliver the project scoping study to the city.

3. PROPOSAL REQUIREMENTS

3.1 General Expectations

Professional services firms are asked to submit concise proposals describing their capacity to manage projects and their experience with similar projects. The proposal should include a clear outline of how the firm will help the City implement the project tasks for a successful Project Scoping Study.

3.2 Proposals

Proposals should be prepared on standard size paper (8.5x11) and limited to ten (10) single sided pages, exclusive of resumes. Charts and spreadsheets may be larger. Standard advertising brochures should not be included in the proposal. The proposal shall include the following information in the order presented below:

Business Organization: This section shall include the firm's name, area of expertise, a brief history of the firm, size, office locations, and business address. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If subcontractors/subconsultants are being utilized, similar information should be included for all subcontracted firms.

Management Outline and Project Approach: A description of the project and how the professional services firm will manage and implement the project scoping study and any related activities shall be provided. This section shall include the applicant's approach to planning, design, and project implementation.

Experience and Capabilities: The relevant management and technical experience and capabilities of the professional services firm shall be defined with respect to the following activities: project experience of key personnel, regulatory and scientific/technical knowledge, representative project descriptions, and other pertinent information.

Anticipated Schedule: The proposer shall provide a realistic anticipated timeline with subtasks for Project completion within the scope of this original contract.

All representatives project descriptions provided shall include the location of project, the name and phone number of a knowledgeable contact person, and other pertinent information. The City may contact said persons to check on past performance records.

The selected firm will be required to assume responsibility for all services offered in the proposal, including any service provided by subcontractors. Further, the city will consider the firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting

from the contract. The firm is responsible for adherence by the subcontractors to all provisions of the contract. If the firm is using subcontractors, previous projects on which the two firms have worked together should be noted.

The City will review the proposals with the following criteria in mind: expertise (in particular, expertise in successfully securing funding), experience, project approach, familiarity with local communities, ability to facilitate public outreach activities, the ability to provide comprehensive and creative services, and cost. The city reserves the right to accept or reject any and all proposals on any basis it deems appropriate at its sole discretion.

3.4 Fees and Compensation

Following the requirements of the Federal Brooks Act, price will not be a determining factor in selecting a firm. However, please provide a detailed fee structure for the firm and any subcontractors. The city is also requesting a detailed budget for the study. The fee structure and detailed budget shall be submitted in a separate sealed envelope separately (**labeled: Project Scoping Study Fees**) that will be analyzed after a recommendation of award for this project contract has been made. Quotation of fees shall remain firm for a period of at least 90 days from the RFQ submission deadline.

Upon the successful completion of the professional services review process, City Administrator will make a recommendation to Dyersville City Council, awarding of a contract to the highest ranked firm. The city will then negotiate with the recommended firm a final scope of work and fee structure for the project.

3.5 Terms and Conditions

The process of selecting organizations to provide professional services for the city's benefit programs requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made.

1. The City of Dyersville reserves the right to reject any all proposals, portions thereof, and/or all submissions without stated cause. The city reserves the right to re-issue any RFQ. The city the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFQ or any responses by any party.
2. This RFQ does not commit the City of Dyersville to award a contract, defray any cost incurred in the preparation of a response to this RFQ, or contract for any services. All submitted responses to this RFQ become the property of the city as public records. All submissions may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.
3. By accepting this RFQ and/or submitting a response thereto, each responding party agrees for itself, its successor and assigns to hold City of Dyersville, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFQ, revising this RFQ, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties

or negotiating or executing an agreement incorporating the commitments of the selected responding party.

4. By submitting responses, each responding party acknowledges having read this RFQ in its entirety and agrees to all terms and conditions set out in this RFQ.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFQ. Submission of Responses to be considered, submissions must be received no later than Friday, April 7, 2023, at 3:00 PM CST. Questions about this RFQ should be emailed to City Administrator at mmichel@cityofdymersville.com. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City may also elect to reject all proposals and re-issue a new RFQ. Clarification of proposals: The city reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFQ shall be in writing or email, and a response shall be provided within 2 business days.
6. The City is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interest of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

3.6 Selection Criteria

Selection of a contractor to complete the Project Scoping Study and future phases of work as mentioned previously will be in accordance with the State of Iowa Procurement Code and 2 CFR Part 200.318 General Procurement Standards. The City of Dymersville will review and score all Qualification Statements received by the deadline.

1. Describe your experience utilizing green infrastructure measures for flood mitigation purposes.
2. Provide examples of projects your company has participated in that include hydrology and hydraulic modeling that would be consistent with FEMA guidelines for modeling. This includes specific experience with HEC-HMS and HEC-RAS modeling utilizing publicly available LiDar and other data as needed. Describe your approach in applying your experience to benefit this project.
3. Describe your experience with funding agencies that participate in flood protection studies and projects, including FEMA, NRCS, and others. Discuss possible funding options/scenarios that may be recommended pending the results of the Project Scoping Study. Describe similar projects you have been a part of.
4. Outline your proposed process for evaluating alternatives and making comparisons based on reduction in flood risk, cost-benefit, and practicality. Discuss how you propose to

complete a high-level/preliminary screening level Benefit-Cost Analysis. Show how your proposed approach will meet the needs of the project while staying within the funding restraint.

5. Demonstrate your experience working with the City of Dyersville. List relevant projects and describe how that experience will benefit the current project.
6. Outline your project team and describe their role on the project. Relate previous experience and qualifications discussed in other parts of the proposal to their role on the team.

Project Scoring:

Criteria	Points
Hydrology and Hydraulic Analysis Expertise	25
General FEMA/Funding Agency	5
Project Approach	25
Local Experience	25
Project Team Experience	20
Total	100

3.7 RFQ Time Schedule

Proposals are due and must be received in the city office on or before April 7, 2023 by 3:00 p.m. (CT) at the following address:

City Clerk
City of Dyersville
340 1st Avenue East
Dyersville, Iowa 52040

Proposals will be reviewed following a qualifications-based selection process with firm's proposals being evaluated from a qualification standpoint. The City will then negotiate the services of completing the grant application and scope of services for implementation if the grant is awarded with the top qualified firm following the evaluation process.

If the City, for any reason, is unable to reach a final agreement with the finalist, the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal and so on until an agreement can be reached with the finalist.

Proposals are to be sealed in an envelope/box or emailed and labeled as:

BRIC Project Scoping Study– RFQ.

3.8 Notification of Award

The city plans to select a consultant on or before May 1, 2023.

3.9 Number of Proposals to Submit; Deadline, Mail, and Hand Delivery Addresses

In the case of mail or hand delivery:

One (1) original copy of the proposal must be submitted by 3:00 p.m. CST on April 7, 2023.

The mailing and hand delivery address is: 340 1st Avenue East, Dyersville, IA.

3.10 Late Proposals

Proposals received after the deadline will not be considered.

4. VENDOR REQUIREMENTS

4.1 Contracting with Disadvantaged Business Enterprises

It is city's policy to award a fair share of contracts to disadvantaged business firms to federal grant projects. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. The city will ensure, to the fullest extent possible, that at least "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled socially and economically disadvantaged individuals, women, and historically black colleges and universities. The consultant shall agree to support the U.S. EDA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

1. Including qualified disadvantaged businesses on solicitation lists;
2. Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
4. Where the requirement permits, establishing delivery schedule which will encourage participation by disadvantaged businesses;
5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
6. Consultants are encouraged to procure goods and services from disadvantaged businesses.

4.2 Equal Employment Opportunity

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the city, the Proposer shall furnish a written affirmative action plan.