

**CITY OF MCGREGOR**  
**NOTICE OF REQUEST FOR ENGINEERING QUALIFICATIONS**

The City of McGregor, Iowa is requesting qualifications from engineers to prepare the preliminary engineering report, final plans and construction inspection and engineering services for a sewer improvement project within the boundaries of the City of McGregor. The City has submitted an application for an SRF Planning and Design Loan. The City is considering an application to the Iowa Economic Development Authority's Community Development Block Grant (CDBG) Program , Iowa Department of Natural Resources (IDNR)'s State Revolving Loan Program, USDA, and/or FEMA Hazard Mitigation Grant to assist the city in funding this project. The project must conform to CDBG rules and regulations and IDNR standards.

The proposed project will address sewer main I & I problems in the 100 – 600 Block of Main Street and as needed on A Street from Main Street to 1<sup>st</sup> Street. It is anticipated that the project may include replacement of sewer mains and manholes, the addition of manholes if necessary, and the exploration of options to correct issues related to a siphon located at Main Street and A Street that must move sewage from lower Main Street under the historic storm sewer channel that is located on A Street. As an alternative to replacement the engineer may determine if other options such as pipe bursting or lining are feasible to reduce traffic flow problems that will result in the business district which is part of Highway 76/ US Business 18.

The following outlines work specifications and the request for qualifications:

**I. Scope of Work:** The scopes of services that the firm must be prepared and qualified to provide are as follows:

**II. Statement of Qualifications.** Proposals to the city should include the minimum information:

- Description of experience with IEDA's CDBG program
- Description of experience with FEMA's Hazard Mitigation program
- Description of similar projects the firm has successfully completed
- Description of organizational capacity to complete all necessary activities, including resumes of all employees who will be or may be assigned to this project.
- Description of the anticipated timeframe necessary to complete activities
- References from previous clients of related work within the past five years
- Description of the firm's errors and omissions coverage, including amount of coverage

**III. Evaluation criteria.** The city will evaluate, and rank proposals received according to the following criteria:

|   |                  |
|---|------------------|
|   | <u>Maximum</u>   |
| Qualifications necessary to complete project: | 30 points        |
| Previous work performance:                    | 30 points        |
| Capacity to complete scope of work:           | 20 points        |
| Experience with the state's CDBG program:     | <u>20 points</u> |
| <b>Total:</b>                                 | 100 points       |

**IV. Deadline for submission.** Proposals must be submitted no later than July 16, at 3:00pm. Please send three sets of qualifications plus one un-bound copy to the attention of:

Lynette Sander  
City Administrator  
416 Main Street, PO Box 505  
McGregor, IA 52157

Questions regarding this request for proposals should be directed to Lynette Sander at 563-873-3795 or citymcgr@mchsi.com. If the City of McGregor has questions or finds two or more firms with equal qualifications, you will be contacted.

**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).

The City of McGregor is an EEO Employer; MBE/WBE firms are urged to respond.