

The City of West Liberty is requesting qualifications for architectural services to assist with a project seeking funding under the Community Development Block Grant (CDBG) program through the Iowa Economic Development Authority (IEDA). This is a resubmittal of an application submitted in early 2018. Prior application materials will be made available to the selected architect.

The proposed project includes two phases. The first phase is for architectural services for the grant writing work. The second phase is for architectural services for post award work which is contingent upon a grant being awarded to the City of West Liberty. The goal is to have at a minimum 10 buildings involved in the project in West Liberty's Commercial Historic District which was listed on the National Register of Historic Places in 2002.

The selected architectural firm will work with the Down Town Task Force, which is a task force appointed by the Mayor of West Liberty, the City of West Liberty, and the grant writing team – Bi-State Regional Commission and Southeast Iowa Regional Planning Commission. If the grant is awarded, the grant writing team will also administer the grant. Qualifications should be presented to address both the first and second phase of the requested architectural services.

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:

Pre-Application

- Assist with the Slum & Blight Survey and Inventory.
- Prepare preliminary design work to include renderings for each building in sufficient detail to:
 - Demonstrate facade improvements, for each selected building, to address problems identified in the slum and blight survey
 - Provide various alternatives, for each selected building, from which fundable alternatives may be determined based on the total dollars available for each building
 - Describe how the each facade improvement or the entire project will comply with Iowa Green Streets Criteria
- Prepare preliminary cost estimates for each building including the elements which will comply with Iowa Green Streets.
- Complete preliminary write up describing the scope of work for each building.

Post Award.

- Maintain services contract pricing in accordance with CDBG requirements. Use a lump sum or not to exceed amount for all expenses – not based on a percentage of construction cost and not adding percentages into expenses.
- During course of project implementation, comply with all applicable Iowa Green Streets Criteria including participating in required certifications.
- Meet with property owners to gain their input about the final design for their building, including their priorities for improvements.
- Have the documentation to determine if properties in the project area are listed on or eligible for listing in the National Register of Historic Places and adhere to work specification and Secretary of the Interior guidelines.
- Provide updates on cost estimates and property owner general priorities as well as feedback on designs to the City and grant administrator.
- Provide final designs and construction documents to the grant administrator for submittal to IEDA/SHPO. If any changes in the scope of work occur, communicate the changes to the grant administrator.
- Complete designs in a timely manner to ensure project goes out to bid within 1 year of the contract start date, but not before City has received the Release of Funds letter.

- Review and communicate preliminary approval of contractor pay request to City and grant administrator.
- Review and communicate preliminary approval of change orders to City and grant administrator.
- Provide for on-site construction supervision as necessary.
- Provide for final inspection and sign-off on properties prior to final payment.

II. Statement of Qualifications. Qualifications to the City of West Liberty should include the minimum information:

- Description of experience with IEDA's CDBG 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
- Describe any of the firm's familiarity with the West Liberty Historic District (an existing map of the location will be posted on the Bi-State Regional Commission website at www.bistateonline.org in a module on the front page).

III. Evaluation criteria. The City of West Liberty will evaluate and rank qualifications 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>
Total:	100 points

IV. Deadline for submission. One copy of the proposal must be submitted no later than 2:00 PM CST, January 9, 2019. Qualifications must be submitted in written or printed bound form, along with one electronic copy on a USB memory drive, in a sealed envelope marked "Proposal to Serve as Architect" and shall include all information required pursuant to this RFQ. The envelope shall be marked with the name of the firm submitting the Proposal. (Neither faxed copies nor electronic submissions will be accepted.)

Timetable for RFQ and Qualifications:

RFQ Released	December 20, 2018
Question Deadline	Noon CST December 28, 2018
Qualifications Due	January 9, 2019
Selection of Architect	January 15, 2019

Qualifications should be submitted to:

Denise Bulat
Bi-State Regional Commission
1504 Third Avenue
Rock Island, Illinois 61201

Question Contact:

Questions must be submitted via e-mail to Denise Bulat dbulat@bistateonline.org . Question responses will be posted on the front page of the Bi-State Regional Commission website at www.bistateonline.org by January 2, 2019.

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).