

The City of Nichols is requesting qualifications for planning and engineering services for improvements to a wastewater treatment system. Services are being procured with the intent of applying for future federal grants, including but not limited to the Special Evaluation Assistance for Rural Communities and Households (SEARCH) program through the United States Department of Agriculture (USDA) Rural Development, as well as funding under the Community Development Block Grant (CDBG) program through the Iowa Economic Development Authority (IEDA).

The selected engineering firm will work with the City of Nichols and Bi-State Regional Commission to prepare the USDA SEARCH grant application, with the potential to work on a CDBG grant project in the future. Qualifications should be presented to address all of the requested engineering services.

The proposed potential projects include improvements to the city’s aerated lagoon wastewater treatment system and lift stations, as well as projects to improve or eliminate infiltration. The design of the project is expected to begin in 2019 with anticipated grant applications in the eighteen months after the design process.

Qualifications to the City of Nichols should include the minimum information:

- Description of experience with USDA Rural Development programs
- 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.
- 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
- Description of the firm’s experience with alternative wastewater treatment technologies

I. **Evaluation criteria.** The City of Nichols 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>
<b>Total:</b>	100 points

II. **Deadline for submission.** One copy of qualifications must be submitted no later than 2:00 PM June 6, 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 Engineer” and shall include all information required pursuant to this RFQ. The envelope shall be marked with the name of the firm submitting the qualifications. (Neither faxed copies nor electronic submissions will be accepted.)

**Timetable for RFQ and Qualifications:**

RFQ Released	May 16, 2019
Question Deadline	Noon CST May 24, 2019
Qualifications Due	2:00 PM June 6, 2019
Selection of Engineer	June 12, 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](mailto:dbulat@bistateonline.org). Question responses will be posted on the front page of the Bi-State Regional Commission website at [www.bistateonline.org](http://www.bistateonline.org) by May 29, 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).