

REQUEST FOR PROPOSALS

EAGLE GROVE, IOWA

Northeast Comprehensive Neighborhood Revitalization Project

Phase 1 Planning Services

INTRODUCTION

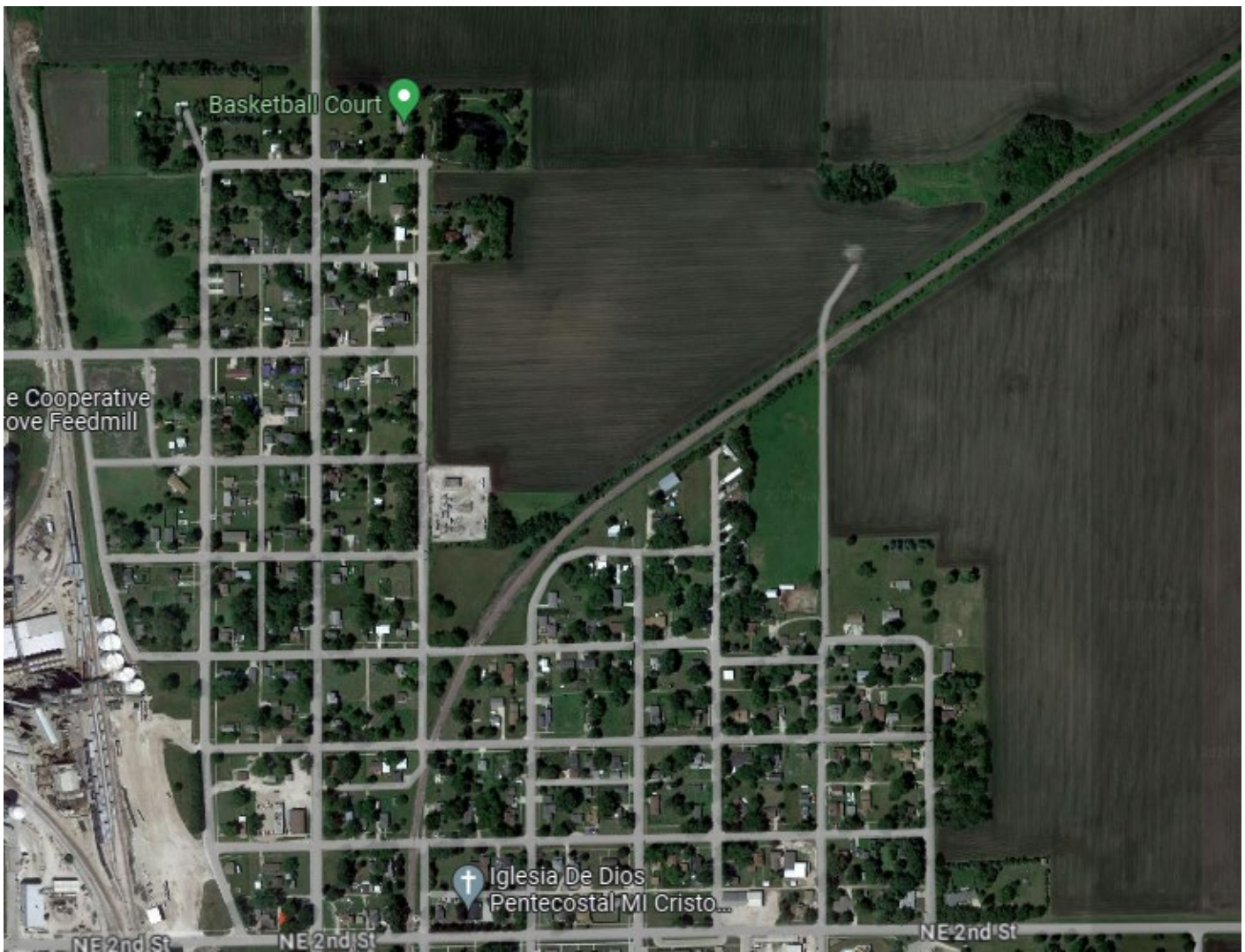
The City of Eagle Grove, Iowa is seeking proposals from qualified planning firms to develop a detailed revitalization plan for the Northeast Neighborhood in Eagle Grove, Iowa. The detailed revitalization plan will be developed in a condensed timeline and will include a comprehensive public engagement plan within the neighborhood. The City of Eagle Grove has received a grant from the Iowa Economic Development Authority (IEDA) through their Community Development Block Grant (CDBG) program.

PROJECT BACKGROUND

The Northeast Neighborhood of the City of Eagle Grove is home to a significant percentage of low-to-moderate income residents, neglected single-family homes, deteriorated public infrastructure and a limited amount of public recreational amenities. The City has in the past five to eight years conducted projects within the neighborhood that has provided quality of life benefits including grants for owner occupied housing rehabilitation, sanitary sewer collection system lining, and water distribution system improvements. However, additional improvements are needed.

Before providing, planning, and budgeting for additional improvements within the neighborhood the City desires to facilitate a genuine and honest community input project that includes residents and key strategic partners to identify and prioritize improvements that will make additional value added improvements within the neighborhood to improve the quality of life for residents within the northeast neighborhood.

The northeast neighborhood is bordered on the north and east by the current City limits of the City of Eagle Grove, Iowa. The southern boundary of the neighborhood is NE 2nd Street, and the western boundary is the railroad tracks. The following map shows the northeast neighborhood.



PROJECT REQUIREMENTS

Consultants who are planning to submit a proposal shall meet the following minimum requirements:

Project Timeline. The City plans to enter into a contract with the proposed consultant no later than May 20, 2024. The final report must be submitted to the City no later than November 15, 2024.

In order to be eligible for future funding through the CDBG program, the City must submit their plan in December 2024 and submit a project planning grant application shortly thereafter. Failure to have the plan completed by the deadline will jeopardize the City's ability to implement components of the plan.

Project Goals. The goal of the plan is to identify reasonable objectives that are financially feasible and that will, once completed, make significant improvements to the neighborhood and the City of Eagle Grove, Iowa.

Community Participation. The proposed plan must be based on a solid foundation of planning and community participation. Community participation must include all neighborhood stakeholders and must encourage participation. The City prefers a combination of in-person participation strategies as well as online and mailed techniques.

The City will be conducting a low-to-moderate income survey in early April 2024 under the guidelines of the CDBG requirements to verify the percentage of low-to-moderate income residents in the neighborhood. Information from the survey will be provided to the selected consultant.

FINAL PLAN REQUIREMENTS

The final plan will include at a minimum the following key elements and a thorough review and analysis of the following items:

1. **General Neighborhood Overview.** This section will include maps, photos, a general description of the neighborhood, and general statistical information including estimated population, number of households, LMI population, and socioeconomic data.
2. **Neighborhood Historical Analysis.** This section should provide a brief history of the neighborhood, cultural history, and reasons for potential decline within the neighborhood.
3. **Blighting Influences.** This section should identify factors within the neighborhood that influence blight within the neighborhood and signs of blight within the neighborhood.
4. **Needs.** This section should identify the existing needs within the neighborhood from a public infrastructure, public safety, recreational, economic, and housing perspectives. Other community needs may also be identified.
5. **Plan Development Overview.** This section should review the development of the plan including an outline of the methods used and data received, especially the data received from public outreach efforts.
6. **Identified Activities.** Based on the information obtained, data collected, and public input this section will outline the projects, programs, and efforts that should be considered by the City to revitalize the northeast neighborhood.
7. **Prioritized Five to Ten Year Plan.** This section of the plan should identify a list of prioritized activities that the City would like to proceed with over the next five to ten years. For each activity on the prioritized list, the consultant should provide a budgetary cost estimate for implementation. Finally, those activities that the City, consultant, and grant writer have identified as potential CDBG eligible activities should be highlighted. This section should also include a map showing the proposed activities and their location within the neighborhood. For those projects where visuals are helpful, the consultant should provide visual concept drawings as needed to help with the readers' understanding.

The City will make available to the consultant all existing plans, Codes, studies, and past projects as requested by the consultant. In addition, the City has procured a grant writer who is familiar with the CDBG requirements of this program who will be available to answer questions as needed.

PROPOSAL REQUIREMENTS

Interested firms shall submit a full proposal in PDF format by email not later than 5:00 p.m. Central Standard Time on Wednesday, May 1, 2024. The proposal shall include the following key information:

- Acknowledgement of and ability to meet the required timeline for development of the plan and final report.
- Overview of past planning experience with either other CDBG planning grants or similar projects.
- Proposed timeline for the project showing that you can meet the deadline as outlined in this document.
- Proposal thoughts on public engagement elements for development of the plan.
- Overview and resumes for key project personnel who will be working with the City on this project.
- Cost proposal. The cost proposal should be a lump sum cost or a not-to-exceed amount. Proposals which are based on an hourly rate only will not be considered.

- References. At least three references from other Iowa cities for whom you have worked and done similar work. Please include the name of the city, the contact person, the contact phone and email address.

All proposals shall be limited to 16 pages maximum including any cover pages, dividers, etc.

DEADLINE AND SUBMITTAL

All proposals shall be submitted in electronic form by emailing the proposal to the following TWO email addresses:

b.davis@eaglegrove.gov (Bryce Davis, City Administrator)

justin@sc-ic.com (Justin Yarosevich, Grant Writer/Administrator)

All proposals must be submitted no later than 5:00 p.m. Central Standard Time on Wednesday, May 1, 2024.

OPEN RECORDS

The City of Eagle Grove, Iowa is subject to Iowa Opening Meetings and Open Records legislation. As such, any submitted proposals are subject to those regulations and laws.

CANCELATION OF RFP

The City of Eagle Grove reserves the rights to amend or terminate this Request for Proposals, to reject any or all respondents, to request additional information, to waive any informalities or non-material deficiencies in a response, and to take all other action that, in the city's sole judgment, will be in its best interests. The city reserves the right to ask any respondent to clarify its response or to submit additional information that the city in its sole discretion deems desirable.

CONSULTANT SELECTION EVALUATION CRITERIA

A selection committee will evaluate proposals on their ability to address the evaluation criteria. The point value of each evaluation criterion is indicated below, adding up to a total of 50 points.

- *Related experience, technical abilities, and knowledge– 10 Points*
This category refers to the quality and similarity of the consultant's previous projects. The related experience, knowledge and technical ability of the consultant's staff or sub consultants is also a factor for this category.
- *Work Plan and Timeline – 30 Points*
Points will be awarded in this category based on the proposed timeline and work plan that is presented by each of the consulting firms. More points will be awarded based on a plan and timeline that reduces risks for the city, is feasible, and is clearly explained.
- *Unique qualities of the consultant – 5 Points*
This category allows the selection committee to determine if there are certain qualities or characteristics that make one consulting firm stand out over another firm. This may include, but is not limited to, the detail of their work, the location of a firm, reputation from other agencies the firm has worked with, and the success/quality of previous projects.
- *References – 5 Points*
Points will be awarded in this category based on the proposed timeline and work plan that is presented by each of the consulting firms. More points will be awarded based on a plan and timeline that reduces risks for the city, is feasible, and is clearly explained.

QUESTIONS

Any questions regarding this request for proposals shall be submitted via e-mail to Bryce Davis, City Administrator at b.davis@eaglegrove.gov.

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