



120 N. Main Ave, PO Box 326, Alburnett, Iowa 52202

## **Request for Qualifications (RFQ) for Engineering Services**

### **City Park Project**

#### **Introduction:**

The City of Alburnett, Iowa, is seeking qualifications from engineering firms to provide professional services for the completion of a City Park project. A preliminary design has been developed, and we are looking for an experienced engineering partner to refine, finalize, and help bring the project to fruition.

#### **Project Overview:**

The City Park project aims to enhance the community recreational space with modern facilities and amenities, improved accessibility, and sustainable landscaping. The park will serve as a key gathering space for residents and visitors. The engineering services will include the completion of design elements, facilitating the bidding process, project management, and oversight during construction.

#### **Scope of Work:**

The selected firm will be responsible for the following tasks:

1. Review and refine the existing design in collaboration with the City.
2. Provide final engineering design and construction documents including cost estimates. Recommend value engineering solutions if necessary.
3. Facilitate the bidding process and ensure compliance with local, state, and federal regulations.
4. Assist in obtaining any necessary permits.
5. Provide construction oversight and management to ensure the project is completed as designed on time and within budget.
6. Ensure all ADA accessibility requirements are met.

#### **Qualifications:**

- Licensed professional engineering firm in the state of Iowa.
- Experience with municipal park projects or similar public infrastructure projects.
- Strong understanding of ADA compliance and environmental sustainability in public spaces.
- Proven track record of successfully managing projects from design to completion.



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- Ability to work collaboratively with city officials, subcontractors, and the public.
- Knowledge of local, state, and federal regulations relevant to public park projects.
- References from previous similar projects.

### **Submittal Requirements:**

Interested firms must submit the following information:

1. A cover letter expressing interest in the project.
2. A description of the firm's qualifications and experience with similar projects.
3. A list of key personnel who will be assigned to this project and their relevant experience.
4. A proposed project approach, including a timeline and any potential challenges or recommendations.
5. At least three references from similar projects completed in the last five years.
6. Evidence of professional liability insurance and licensing in Iowa.
7. Cost for services to be performed.

### **Submission Deadline:**

All responses to this RFQ must be received by November 12, 2024, no later than 5:00 PM. Responses will be accepted electronically via email to [mayor@alburnettia.org](mailto:mayor@alburnettia.org) or on paper delivered to City Hall, 120 N Main Ave, Alburnett, Iowa 52202.

### **Selection Process:**

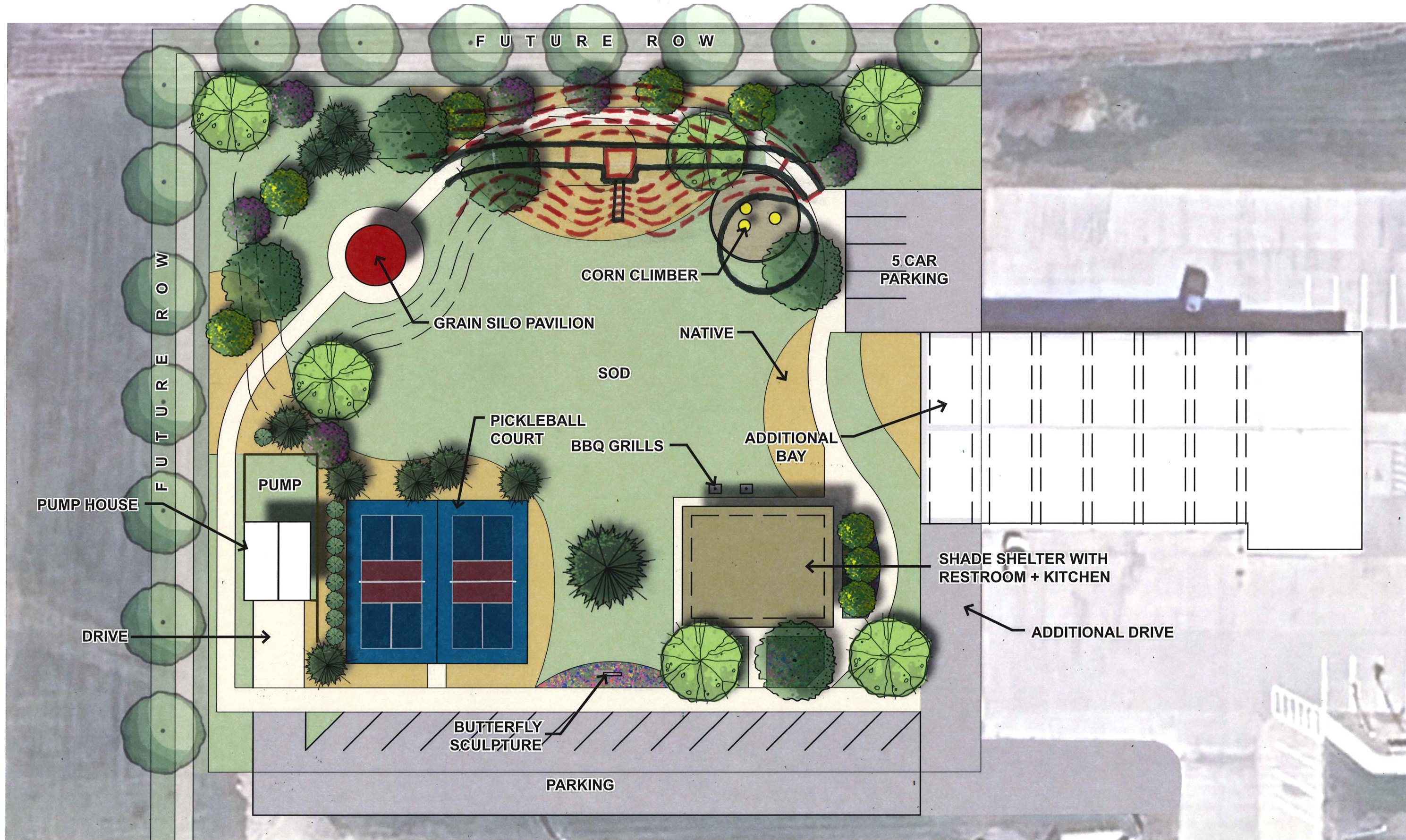
The City of Alburnett will evaluate submissions based on the qualifications, experience, proposed approach, and references provided. The City may invite a shortlist of firms for interviews before making a final selection.

The City of Alburnett, Iowa does hereby reserve the right to reject any or all responses, to waive informalities, and to enter into such contract, or contracts, as it shall deem necessary to be in the best interest of the jurisdiction.

### **Questions:**

Questions regarding this RFQ should be directed to Mayor Bethany Sarazin at [mayor@alburnettia.org](mailto:mayor@alburnettia.org) or 319-258-5028.

We look forward to reviewing your qualifications and working together to complete our City Park project!



**CITY PARK - OPTION 1**

**ALBURNETT, IOWA**

