

REQUEST FOR PROPOSALS

English River Watershed Planning Services

Iowa County, Iowa is requesting proposals for watershed planning services to assist the English River Watershed Management Authority with a watershed planning / construction program (Iowa Watershed Approach) receiving Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

Project Name: National Disaster Resilience - Iowa Watershed Approach (CDBG-NDR)

Contract Number: 13-NDRI-006

Iowa County, Iowa has received funds to develop and implement a comprehensive watershed plan for the English River Watershed. The selected contractor will work with Iowa County to ensure compliance with CDBG program requirements. Activities will include but are not limited to Task 1 – Statement of Work, Task 2 – Regular Status Updates and Task 3 – Final Narrative Report. A full description of the work specifications is available on the English River Watershed Management Authority website (<http://englishriverwma.org/>).

Proposals to Iowa County should include the minimum information:

- Experience with IEDA's Watershed Management Planning CDBG program
- Description of past watershed management planning services that describes examples of experience and expertise necessary for this work
- Description of organizational capacity (and sub-consulting staff) to complete all necessary planning service activities
- References from previous clients of related work within the past five years
- Evidence of ability to work within tight time constraints and the earliest date available to assume these duties
- Cost of services
- Signed Appendix A

Proposals must be submitted no later than 4:30 P.M. on Monday, March 27, 2017. Proposals should be submitted by email to:

Jennifer Fencl
East Central Iowa Council of Governments
Jennifer.fencl@ecicog.org

Questions regarding this request for proposals should be directed to Jennifer Fencl, 319.365.9941, Jennifer.fencl@ecicog.org.

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English River Watershed Planning Services

Iowa County, Iowa is requesting proposals for watershed planning services to assist with a comprehensive watershed planning / construction program (Iowa Watershed Approach) receiving Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

Iowa County, Iowa has received funds to develop and implement a comprehensive watershed in partnership with the English River Watershed Management Authority (WMA).

The selected contractor will work with Iowa County to ensure compliance with CDBG program requirements.

The following outlines work specifications and the request for proposals:

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

- a. Organize and facilitate watershed planning meetings, and develop realistic schedule for HUC-12 scale planning and completion within allotted budget of \$100,000.
- b. Develop and help implement public outreach strategies with input from the English River WMA.
- c. Conduct HUC-12 scale watershed planning for subwatersheds identified as high priority in the English River Watershed Improvement & Resiliency Plan (<http://englishriverwma.org/index.php/improvement-plan/>) and / or in the Iowa Watershed Approach project.
- d. Conduct HUC-12 scale land and water resource inventories and water resource assessments, working in conjunction with Iowa Watershed Approach partners to identify, develop, and integrate technical information into the watershed plans.
- e. Work with the English River WMA to identify and conduct any additional planning and assessment needs within the English River Watershed.
- f. Advertise/publish/conduct (per CDBG requirements) public meeting discussions with HUC-12 stakeholders on the above inventory and assessment.
- g. Lead Watershed Management Authority (WMA) strategic planning sessions on HUC-12 scale conservation goals and policies.
- h. Prepare and deliver draft HUC-12 scale watershed plan(s) for public review and comment.
- i. Develop WMA final review process and action.
- j. Provide to the agency written quarterly status updates to forward to the IEDA and its CDBG Disaster Resilience Competition partners.
- k. Provide information on expenditures for IEDA reports / draws as necessary.
- l. Manage dispute resolution as outlined in the Iowa County program administrative plan.

m. Retain records for 5 years past the date IEDA closes CDBG agreement with HUD

II. Statement of Qualifications. Proposals to Iowa County should include the minimum information:

- Experience with IEDA's Watershed Management Planning CDBG program
- Description of past watershed management planning services that describes examples of experience and expertise necessary for this work
- Description of organizational capacity (and sub-consulting staff) to complete all necessary planning service activities
- References from previous clients of related work within the past five years
- Evidence of ability to work within tight time constraints and the earliest date available to assume these duties
- Signed Appendix A

III. Proposed cost of services. Proposals to Iowa County should include the proposed cost to accomplish all scope of work for activities outlined above.

IV. Evaluation criteria. Iowa County will evaluate and rank proposals received according to the following criteria regarding watershed management planning:

	<u>Maximum</u>
Previous work performance / expertise:	30 points
Capacity to complete scope of work:	20 points
References from previous clients of related work:	10 points
Evidence of ability to work within tight time constraints:	10 points
Proposed cost:	20 points
Experience with the state's CDBG program:	<u>10 points</u>
Total:	100 points

V. Deadline for submission. Proposals must be submitted no later than 4:30 P.M. on Monday, March 27, 2017. Proposals should be submitted by email to:

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Section Three Clause

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause). The form provided in Appendix A must be signed and returned with proposal.

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).

Appendix A

INTENT TO COMPLY WITH SECTION 3 REQUIREMENTS

(To be provided with procurement documents and returned with all submitted bids)

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] is HUD's legislative directive for providing preference to low-income residents of the local community (regardless of race or gender), and the businesses that substantially employ these persons, for new employment, training and contracting opportunities resulting from HUD-funded projects. The regulations seek to ensure that low- and very low- income persons, and the businesses that employ these individuals, are notified about the expenditure of HUD funds in their community and encouraged to seek opportunities, if created.

A Section 3 resident is defined as a public housing resident or someone with a household income that is less than 80% of the area median income.

A Section 3 business is defined as a business that is:

51% owned by Section 3 residents

Whose permanent, full-time staff is comprised of at least 30% Section 3 residents**

Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses

Note: If your business meets the definition of a Section 3 business, you may register as a Section 3 Business through HUD's website here: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

Businesses who self-certify that they meet one of the regulatory definitions of a Section 3 business will be included in a searchable online database. The database can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of covered construction and non-construction contracts to Section 3 businesses.

Please complete the following:

1. If awarded a contract for this CDBG funded project, do you anticipate hiring new employees to complete the project? (Hiring would be specific to this project)

Yes No If yes, please estimate the number of employees to be hired: _____

2. Is your business a Section 3 Business? Yes No

3. Is the bidder willing to consider hiring Section 3 residents for future employment opportunities that are a direct result of this CDBG funded project?

Yes No

4. Is the bidder willing to consider subcontracting with Section 3 Businesses for this project?

Yes No

I understand that this contracting opportunity is subject to HUD Section 3 requirements (24 CFR Part 135). I have read and understand the Section 3 requirements as generally described above and presented in the Section 3 contract language included in the procurement documents for this project. If awarded a contract, the business commits to following Section 3 requirements, as they apply to this project. If awarded a contract for this project, the business agrees to provide reports to (insert City/County) on Section 3 efforts and accomplishments.

Name of Contractor/Subcontractor

Address

Print Name

Title

Signature

Date