

City of Rock Valley - Request for Proposals (RFP)

For Engineering Services: Design, Bidding, and Contract Management for Bridge and Trail Repairs Following Flood Damage

Date Issued: 3/11/2025

Proposal Due Date: 4/3/2025 at 5:00 PM

1. Overview City of Rock Valley invites qualified engineering firms to submit proposals to provide professional engineering services for the design, bidding, and contract management of bridge and trail repairs resulting from the June 2024 flood damage. The selected firm will assist in restoring the affected infrastructure to a safe, functional, and sustainable condition while adhering to applicable regulations and best practices.

2. Project Background The June flooding caused significant damage to bridges, trails, and associated infrastructure within the City of Rock Valley. The damage includes structural compromise to bridges, erosion of trail surfaces, and loss of drainage systems. This project aims to repair and enhance these structures to ensure long-term resilience and public safety.

3. Scope of Work The selected firm will be responsible for:

1. Assessment and Design

- Conducting site visits to assess flood damage.
- Preparing detailed design plans and specifications for bridge and trail repairs.
- Incorporating flood mitigation measures and sustainability into designs.
- Ensuring compliance with local, state, and federal regulations.

2. Bidding Assistance

- Preparing bid documents and advertisements.
- Assisting in the evaluation of contractor bids.
- Providing recommendations for contractor selection.

3. Contract Management and Construction Oversight

- Monitoring construction progress to ensure adherence to design plans and timelines.
- Conducting regular site inspections and progress meetings.
- Reviewing and approving contractor submittals, change orders, and invoices.
- Ensuring compliance with safety and environmental standards.

4. Proposal Requirements Interested firms must submit a proposal including:

1. Cover Letter

- Briefly summarize the firm's qualifications and interest in the project.

2. Qualifications and Experience

- Relevant project experience, particularly with bridge and trail repairs following flood damage.
- Resumes of key personnel who will be assigned to the project.

3. Project Approach

- Description of the proposed methodology for assessment, design, and project management.
- Anticipated challenges and proposed solutions.

4. Timeline

- Proposed schedule for completing the scope of work, including key milestones.

5. Fee Proposal

- Detailed cost estimate for the scope of work, including hourly rates and reimbursable expenses.

6. References

- Contact information for at least three clients for whom the firm has completed similar projects.

5. Selection Criteria

Proposals will be evaluated based on:

- Qualifications and relevant experience (30%)
- Project approach and methodology (30%)
- Cost competitiveness (20%)
- Timeline and ability to meet deadlines (10%)
- References and past performance (10%)

6. Submission Instructions

Proposals must be submitted by April 3, 2025 at 5:00 PM to: City of Rock Valley, Attn: Tom Van Maanen, PO Box 100, Rock Valley, IA 51247 or tomvm@cityofrockvalley.com.

Late submissions will not be considered.

7. Additional Information

- Questions regarding this RFP must be submitted in writing by 3/28/2025 to Tom Van Maanen, City Administrator.
- City of Rock Valley reserves the right to reject any or all proposals and to award the contract in the best interest of the organization.

8. Contact Information

For further information, please contact:
Tom Van Maanen, City Administrator

(712) 476-5707

tomvm@cityofrockvalley.com

We look forward to receiving your proposal.