

REQUEST FOR QUALIFICATIONS

*Municipal Master Plan
North Alley Business District
Decorah Community School District
City of Decorah*

Prepared by City of Decorah, Iowa
and Decorah Community School District

Issue Date: February 7, 2022

Due Date: March 2, 2022

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REQUEST FOR QUALIFICATIONS (RFQ)

MUNICIPAL MASTER PLAN NORTH ALLEY BUSINESS DISTRICT

Claiborne Drive and Heivly Street Decorah, Iowa

OVERVIEW

On behalf of The City of Decorah and Decorah Community School District, and the Decorah business community, the Decorah City Manager is seeking a Statement of Qualifications from Community Planning Teams that have experience successfully leading and developing Master Planning Services for Communities and School Districts.

The area of concern for the Decorah Community is owned / occupied by both City of Decorah and Decorah Community School District. The same area also includes parking, utilities and amenities for the Decorah Business District. The City of Decorah, Iowa is seeking a multi-disciplinary team to develop a Municipal Master Plan for *The North Alley Business District* that will address a variety of issues and subsequent strategies and design solutions.

The successful consultant team will work with the City of Decorah, the Decorah School District and key members of the Decorah Business Community to identify the issues, challenges and opportunities within the proposed planning area. The Design Team will incorporate findings from past studies, identify current activity levels, will engage local property and business owners, and will work collaboratively with City and School District leadership. Recommendations from this Master Plan can be used to seek funding for improvements identified within the Area.

Proposed area of planning study:
South of Decorah High School and generally between Claiborne Drive and Heivly Street.



PROJECT SCOPE

City leadership identified the tasks outlined below as the base scope of services. Any additional tasks or work elements may be added during contract negotiations. A final work plan and scope of services will be agreed to by all parties upon conclusion of the negotiation process and prior to proceeding with the Plan.

Stake Holders:

1. City of Decorah – Building Renovation / Potential Reorganization of their Site.
 - a. Fire Station Addition currently in the planning process
 - b. Potential Land Use Solutions for City Hall
 - c. Solving traffic issues with the Triangle on the South Side of City Hall
 - d. Ball Diamond / Tennis Courts
 - e. Recycling Center at the Corner of Claiborne & Heivly.
2. Decorah Community School District
 - a. Land Use Planning for proposed new Elementary School adjacent to the Current Elementary Building, then demo the existing building.
 - b. Maintaining or improving Vehicular Access for Bus Traffic / Parent pickup & drop off.
3. Water Street Business District
 - a. Maintaining access to Public Parking
 - b. Improving Traffic Flow

Owner Provided Services:

1. A Site Survey to support this Planning Effort will be provided by the City of Decorah and a local Civil Engineer / Survey Consultant. It will be important to know where Site Utilities are located on Claiborne Drive and Heivly Street.

Required Scope of Services

1. Joint Meeting(s) with City Officials and School District Personnel
 - a. Summary of Issues Document
2. Individual Meetings with School District and with City – could be the same day.
3. Community / Public Input Meeting?
4. Joint Meeting(s) with City Officials and School District Personnel – Proposed Solutions
 - a. Summary of Issues Document
 - b. Presentation of Proposed Solutions
5. Final Presentation – Public
6. Final Report
 - a. Findings of Planning Effort, Summary of Issues
 - b. Options with Pros & Cons
 - c. Recommendations

Challenges

1. Land Use: This Corridor is important to properly identify the land use encouraged for each parcel within the area and to set forth those expectations of use and development. It is not too far reaching to specifically identify individual businesses, enterprises, and operations that are encouraged to locate within the Corridor.
2. Conceptual Design Task: The Plan shall address each task and reflect each in a concept-level document. The concept document shall incorporate Corridor area recommendations, property-specific recommendations, architectural conceptual designs, planning-level project cost estimates,

cross-sections for any road/street or access improvements, beautification/landscaping, and maintenance.

PROPOSAL REQUIREMENTS

Each proposal response shall provide sufficient detail to enable City leadership to evaluate and compare responses. At a minimum, the following information is required:

1. A cover letter introducing the firm and providing an executive summary of the statement of qualifications. Letter must be signed and dated by an individual having legal authority to contract on behalf of the firm.
2. A description of the team's understanding, approach, methodology, and schedule for the entire project.
3. A description of the team's organizational framework for the project, including lead firm, project manager, sub-consultants, and partners. The roles and responsibilities of all team members to this project must be included.
4. Specific introduction of key personnel assigned to this particular project. Introduction shall be in the form of resumes, estimates of their time commitment to this project, and a letter from each indicating their initial impression of this project.
5. Identification of not more than three (3) similar/like projects that the team has directly been involved with within the last five (5) years.
6. A minimum of three (3) professional references for like/similar projects awarded to the lead firm. References must include all current contact information. References for other members of the team are encouraged.
7. A schedule of completion for the Master Plan.
8. A complete schedule of estimate of costs for services including but not limited to:
 - a. proposed fees;
 - b. firm and/or team compensation;
 - c. hourly rates;
 - d. travel expenses; and
 - e. schedule of invoicing (weekly, milestones, etc).

The format shall provide a straightforward, concise delineation of the team's capabilities to satisfy the requirements of this RFQ. All project scope tasks shall be addressed. Proposal responses are limited to 20 pages, not including resumes.

PROPOSAL RESPONSE SUBMISSION

All responses must be received no later than **3:00pm (CDT) on Wednesday, March 2, 2022**. Any response received after this date and time will not be considered.

Submit two (2) bound hard copies and one (1) memory stick containing the proposal in .pdf format. All submittals become the property of the City of Decorah, Iowa.

Submissions shall be by E-mail or in person
to:

City of Decorah
ATTN: Mr. Travis Goedken
400 Claiborne Drive, PO Box138
Decorah, Iowa 52101
citymanager@decorahia.org

Questions and requests for additional information shall be directed to Travis Goedken at citymanager@decorahia.org.

PROPOSAL RESPONSE EVALUATION AND SELECTION SCHEDULE

The selection committee, consisting of City leadership and invited participants, will evaluate and rank proposal responses, may select qualifying teams for interview, and may negotiate with any selected team for Plan preparation.

The following is anticipated as the evaluation and selection schedule:

RFQ issue date	February 7 th , 2022
Proposal Responses due	March 2 nd , 2022, by 3:00pm CDT
Consultant interviews, if conducted	March 9 th -10 th , 2022
Consultant team selected	March 21 st , 2022
Execute contract	March 23 rd , 2022
Notice to Proceed	March 25 th , 2022

MISCELLANEOUS

Any member, officer or employee of the City of Decorah is prohibited from sharing in, having interest in or benefitting from any contract or agreement resulting from this RFQ.

Proper worker’s compensation and professional liability insurance is required to be carried by the selected firm per Iowa Revised Statutes.

The City reserves the rights to reject any and all proposals received in response to this RFQ, to waive any irregularity, to make counter proposals, and to negotiate with responders. The City reserves the right to terminate this RFQ at any time and to reissue this or a substitute RFQ at a later date.

All costs associated with the preparation of any proposal response are the sole responsibility of the responders.

PROPOSAL RESPONSES DUE:

3:00pm CDT, Wednesday, March 2, 2022

**City of Decorah
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