



**REQUEST FOR QUALIFICATIONS  
for  
CITYWIDE RAIN GARDEN RECONSTRUCTION  
UTILITY CUT TURF REPLACEMENT**

**December 2020**

**City of Storm Lake  
City Manager's Office  
620 Erie Street, PO Box 1086, Storm Lake, IA 50588**

**RESPONSE DUE: FEBRAURY 17, 2021**

# **CITYWIDE RAIN GARDEN RECONSTRUCTION**

## **I. REQUEST SUMMARY**

The City of Storm Lake is seeking responses from landscape maintenance companies to provide reconstruction services for Storm Lake's Rain Gardens at various locations. The selected company will also perform utility cut turf replacement on an as needed basis. The reconstruction services and turf replacement services will be for a period of three (3) years with an option to renew. The selected company will be responsible for providing services in accordance with the scope of services outlined in the response.

## **II. INTRODUCTION**

### **A. Community Profile**

The City of Storm Lake (City) was incorporated in 1873. The City is governed by a Mayor and five-member City Council whose members are elected at large and operates under a Mayor/Council form of government. The Mayor and City Council employ a City Manager to facilitate daily operations of the City.

### **B. Background**

The City of Storm Lake has approximately sixty (60) Rain Gardens varying in size (area) throughout the city in the effort of reducing run-off and pollutants. Attached is a location map of the installations. The Rain Gardens were installed and landscaped by design standards recommended by the Iowa Department of Natural Resources.

### **C. General RFQ Submittal Information**

The City's designated staff will evaluate responses received. During the review process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from those that submit responses, or allow clarifications, corrections of errors, or omissions.

The City reserves the right to retain all responses submitted. Submission of a response indicates the Proposer's acceptance of the conditions contained in this RFQ, unless clearly and specifically noted in the response submitted and confirmed in the contract between the City and the Proposer selected.

The preparation of the response will be at the total expense of the Proposer. There is no expressed or implied obligation for the City to reimburse responding Proposers for any expense incurred in the preparation of proposals in response to this request. All responses submitted to

the City shall become properties of the City and will not be returned. If any information in your proposal is confidential and/or proprietary, please further submit a separate, redacted copy for servicing public records requests.

The City reserves the right to reject any or all responses, in whole or part, to waive any informality in any response, and to accept the response which, in its discretion, is in the best interest of the City. Any proposer may withdraw his response, without obligation, at any time prior to the scheduled closing time for receipt of responses. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Responses may later be referred to the City Council for appropriate action.

A mandatory pre-response meeting will be held at 10:00 AM on January 28, 2021 at the City Hall Council Chambers, 620 Erie Street, Storm Lake, IA. A general tour of the locations will be held following the meeting.

All responses are due not later than 12:00 PM on February 17, 2021 at which time they will be received at the City Clerk's Office in City Hall. Late submissions will not be accepted. To be considered, proposers must send one (2) hard copies of their response in a sealed envelope with the name of the company submitting the response and the title of

“RFQ for CITYWIDE RAIN GARDEN RECONSTRUCTION and UTILITY CUT TURF REPLACEMENT” to:

City Clerk  
620 Erie Street  
PO Box 1086  
Storm Lake, IA 50588

#### D. RFQ Questions

Questions with regard to this RFQ should be submitted by e-mail to Keri Navratil, City Manager, at [navratil@stormlake.org](mailto:navratil@stormlake.org) by January 28, 2021.

#### E. Schedule

The City reserves the right to make changes to the below schedule, but plans to adhere to the implementation of this RFQ process as follows:

RFQ released: December 22, 2020  
Pre-Response Meeting (mandatory): January 28, 2021  
Deadline for receiving questions: January 28, 2021  
Response to questions: February 4, 2021  
Responses due: February 17, 2021  
Vendor Selection: March 2, 2021

### **III. SCOPE OF SERVICES**

The City intends to obtain the services of a qualified landscape maintenance company (Contractor) to provide the services as outlined below. Best industry practices, and/or best management practices with respect to Rain Garden reconstruction, landscape maintenance, stormwater pollution prevention, and traffic control shall be implemented during the maintenance services provided.

#### **A. Project Scope**

The City intends to obtain the services of a qualified Contractor to perform agreed- upon reconstruction services of all above listed Rain Gardens. Reconstruction of the Rain Gardens will follow the guidelines established in the Iowa Rain Garden Design and Installation Manual which can be viewed on the Iowa Department of Natural Resources website. Iowa’s Statewide Urban Design and Specifications (SUDAS) must be followed when applicable.

In addition to reconstruction of Rain Gardens, the City this request includes turf maintenance and repair necessary as a result of City utility repairs.

The proposer should identify any additional services required, price them, and explain them in their response. The proposer should provide cost for both Rain Garden reconstructions services and turf repair services.

#### **B. Rain Garden Reconstruction Project Requirements**

The qualified Contractor is required to provide the following as part of the services and shall be included in the cost for each Rain Garden. No additional compensation will be provided.

##### **1. Deliverables**

Contractor shall prepare a Reconstruction Report (Report), to include photo documentation, as proof of each Rain Garden reconstruction has been completed and submit the City’s Director of Water Quality and Code Compliance no later than 5 days after completion of reconstruction services. Report shall include details of the reconstruction for each Rain Garden.

##### **2. Photo Documentation**

Contractor shall provide digital photos before and after completion of reconstruction services for each Rain Garden site.

##### **3. Disposal**

All collected organic waste and trash shall be separated and disposed of properly. No additional compensation will be provided.

#### 4. Field Meetings

The Contractor's Project Manager shall schedule field meetings with the Water Quality and Public Services staff as necessary during the reconstruction of Rain Gardens. No additional compensation will be provided for meeting attendance.

#### 5. Schedule

Contractor shall submit a reconstruction schedule (Schedule) to the City's Water Quality and Code Compliance Director for review and approval. The Schedule shall identify the specific date(s) for specific Rain Garden reconstruction.

No additional compensation will be provided for the preparation of the maintenance schedule.

### **IV. RESPONSE INFORMATION TO BE SUBMITTED**

Provide a brief summary describing the proposer's ability to perform the work requested, a history of the proposer's background and experience providing services, the qualifications of the proposer's personnel to be assigned to this project, any subcontractor, and/or suppliers and a brief history of their background and experience, and any other information called for by this request for response which the proposer deems relevant, including restating any exceptions to this request for response. This summary should be brief and concise to apprise the reader of the basic services offered, experience and qualifications of the proposer, staff, subcontractors, and/or suppliers.

Proposer shall provide responses and information to address the following questions.

#### A. Qualifications and Experience of the Firm

1. Describe your firm's history and organizational structure. Include the size of the firm, location of offices, years in business, organizational chart, name(s) of owner(s) and principal parties, and number and position titles of staff.
2. What is your company's experience performing the services requested?
3. Describe comparable maintenance programs performed by your company in the last five years, including the number of maintenance contracts, scope of service, and status of contracts.

#### B. Cost Response

The Cost Response for reconstruction services for each Rain Garden must be submitted in a separate sealed envelope. The response must note the expected cost of reconstruction of each Rain Garden and a planned schedule for the Rain Gardens to be reconstructed each year. Method for determining cost for Utility Cut Turf Replacements should be included as well.

### C. References

List the name, address and telephone number of references from at least three (3) recent similar projects. Include a brief description of the work provided for each reference.

### D. Implementation Schedule

Include a detailed implementation schedule with an estimated Rain Garden reconstruction program start date of April 5, 2021 and note key project milestones and timelines for deliverables. Identify any assumptions used in developing the schedule.

### E. Certificate(s) of Insurance

The City will require the successful Respondent (or Proposer) to provide Certificates of Insurance evidencing required coverage types and the minimum limits and naming the City as an additional insured.

### F. Standard City Professional Services Agreement

The City will require the successful company to execute a professional services agreement with the City.

## VI. Evaluation of Responses

Responses will be judged on the Proposer's ability to provide services that meet the requirements set forth in this document. The City reserves the right to make such investigations as it deems necessary to determine the ability of the Proposer to provide services meeting a satisfactory level of performance in accordance with the City's requirements. Interviews and presentations by one, several, or all of the Proposers may be requested by evaluators if deemed necessary to fully understand and compare the Proposer's capabilities and qualifications. The adequacy, depth, and clarity of the response will influence, to a considerable degree, its evaluation.

Responses will be evaluated on the basis of the following criteria, in no particular order:

1. Qualifications & Experience
2. Questions/Response
3. References

As reflected above, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating the responses and discussing them further with the finalists, the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

The City reserves the right to reject any or all responses and to waive informalities and minor irregularities in responses received and to accept any portion of response or all items of response

if deemed in the best interest of the City. In addition, the City reserves the right to do any, or all, of the following:

- a. Reject any or all responses or make no award;
- b. Issue subsequent RFQ;
- c. Cancel the RFQ;
- d. Remedy technical errors in the request for responses;

The City reserves the right to contract with any of the organizations responding to this RFQ based solely upon its judgment of the qualifications and capabilities of that organization.

All materials submitted regarding this RFQ become the property of the City. Responses may be reviewed by any person at RFQ opening time and thereafter. The City has the right to use any or all information presented in reply to this request. The City is not liable for any cost incurred by proposer prior to issuance of an agreement, contract, or purchase order.