

## RFP FOR TECHNICAL SERVICES

The City of Storm Lake is requesting proposals for technical services to assist with a project funded with Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The City of Storm Lake is seeking funds to assist low-and-moderate-income households by addressing critical roofing deficiencies that threaten the health, safety, and long-term habitability of their homes. Funds may be used for rehabilitation of privately owned, single-unit residences meeting the CDBG Low/Moderate Income Housing (LMH) national objective.

The selected contractor will work with the City of Storm Lake 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. Prepare application materials, process individual applications, verify income, and all other eligibility criteria for each housing rehabilitation applicant according to requirements established by IEDA.
- b. Conduct initial property inspections to determine what work items are needed to comply with the Iowa Minimum Housing Rehabilitation Standards and HUD's Lead Based Paint Standards.
- c. Prepare work specifications and descriptions for public bidding that are within program budgetary limits.
- d. Prepare and post as a legal notice the Notice to Bid in the local newspaper. Notify MBE & WBE as listed in the CDBG Management Guide.
- e. Conduct pre-bid meeting and issue any necessary addendums.
- f. Mail out public bid materials to interested contractors and plan rooms. Identify lead-based paint and rehabilitation items for the specifications.
- g. Prepare line-item cost estimates.
- h. Prepare construction contracts and obtain necessary signatures.
- i. Prepare necessary change orders, including cost estimates for changes.
- j. Perform ongoing quality control inspections during construction and notate issues/ concerns as needed.
- k. Ensure contractor provides quality work and that homeowner is pleased with the outcome.
- l. Receive necessary lien waivers and review for accuracy.

- m. Ensure compliance with lead-based paint requirements, including: providing homeowner with required notices, working with homeowner, ensuring contractor complies with lead based paint safe work practices, and perform lead based paint clearance testing and provide lab results.
- n. Perform federal Section 106 clearance process with IEDA and Iowa State Historical Society.
- o. Prepare and submit contractor and subcontractor clearance forms to IEDA.
- p. Schedule and attend local housing committee meetings. Prepare notes from meetings.
- q. Provide information on expenditures for IEDA reports.
- r. Manage dispute resolution as outlined in the City program administrative plan.
- s. Prepare, execute, and file mortgages on properties.
- t. Retain records for 5 years past the date IEDA closes CDBG agreement with HUD

**II. Statement of Qualifications.** Proposals to the City should include the minimum information:

- Description of experience with IEDA’s housing rehabilitation CDBG program
- Description of past technical services provided
- Description of organizational capacity to complete all necessary technical services activities, including resumes of all employees who will be or may be assigned to this project
- Listing of all subcontractors that will be used for the project and a description of the work each subcontractor will perform
- References from previous clients of related work within the past five years
- Copy of Lead Assessor/Risk Inspector certification form for each inspector to work on the project

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

**IV. Evaluation criteria.** The City will evaluate, and rank proposals received according to the following criteria:

	Maximum
Experience with the state’s housing CDBG program:	30 points
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Proposed cost:	20 points
Total:	100 points

**V. Deadline for submission.** Proposals must be submitted no later than March 13, 2026, at 4:00 PM. Proposals should be submitted to Mayra Martinez, City Clerk, PO Box 1086, 620 Erie Street, Storm Lake, IA 50588

Questions regarding this request for proposals should be directed to Lee Dutfield by telephone at 712-732-8000 or by email to [dutfield@stormlake.org](mailto:dutfield@stormlake.org) .