

REQUEST FOR QUALIFICATIONS- PUBLIC NOTICE

The City of Storm Lake is soliciting sealed Request for Qualifications, hereafter referred to as RFQ, to be received by the City Clerk located at 620 Erie Street, Storm Lake, Iowa 50588. City of Storm Lake. Full RFQ can be found on the city website at www.stormlake.org/publicnotices

RFQ proposals will be received until 3:00 PM on Friday, April 3, 2026. Any RFQ proposal received after the closing time will not be accepted. The RFQ shall be for:

Engineering design services for construction of a new Water Treatment Plant

Firms that are interested in providing engineering services should submit their proposals as outlined in the RFQ, to the City of Storm Lake by 3:00 PM Friday, April 3, 2026. A full RFQ for engineering services is available on the city website at www.stormlake.org/publicnotices or email cityclerk@stormlake.org.

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

DRINKING WATER TREATMENT FACILITY

CITY OF STORM LAKE, IOWA

March 2026

City of Storm Lake
620 Erie Street
PO Box 1086
Storm Lake, Iowa 50588
navratil@stormlake.org
Keri Navratil, City Manager

CITY OF STORM LAKE
ENGINEERING SERVICES - DRINKING WATER TREATMENT
FACILITY
REQUEST FOR QUALIFICATIONS

I. Purpose of Request

The City of Storm Lake is seeking statements of qualifications from engineering firms to provide engineering services for the design and construction for a new municipal drinking water treatment facility.

It is the intention of the City to use the selected firm to complete all phases of the evaluation, study, and design to bid and construct a new municipal drinking water treatment facility, including construction administration. The City intends to utilize a construction manager at-risk (CMAR) delivery system for the project. The City reserves the right to select consultants for specialized tasks or to hire a second consultant to review the selected firms work.

II. Instructions to Proposing Firms

All proposals shall be submitted with 1 electronic copy on a flash drive. All other correspondence shall be via email and directed to:

City of Storm Lake
Attn: Mayra Martinez, City Clerk
620 Erie Street
Storm Lake, Iowa 50588
712-732-8000
cityclerk@stormlake.org

All proposals must be received no later than 3:00 P.M., Friday, April 3, 2026. Proposals shall be delivered to the City Clerk's Office located at PO Box 1086, 620 Erie Street, Storm Lake, IA 50588 or via email cityclerk@stormlake.org.

Proposals shall be thorough yet succinct. Proposals are recommended to remain under 20 pages and material not relevant to this request is discouraged.

Clarification/questions

If there are any questions concerning this request, please submit your request via e-mail to Keri Navratil, City Manager at navratil@stormlake.org. Any questions must be received by 12:00 noon, Friday, March 20, 2026. Written

answers to questions will be provided via addendum, published and distributed on the City’s website, no later than 3:00 PM on Tuesday, March 24, 2026.

After issuance of an RFQ by the City, persons or entities who intend to respond to such RFQ by submission of a competitive proposal, and who desire to pose questions, objections, requests for clarification or interpretation regarding any term, provision, or requirement of the RFQ, shall not attempt to contact or communicate with, in writing, electronically, or orally, any City official or employee other than the designated contact person. The City may refuse to accept or may return the proposal of any person or entity determined to be in violation of this provision. Contacting other selection committee members will be considered inappropriate and may lead to a loss of points or disqualification, at the discretion of the City.

RFQ Schedule	
Advertise RFQ	March 5, 2026
Deadline for Questions	March 20, 2026 by 12:00 PM
Answers to Questions Provided by	March 24, 2026 by 3:00 PM
Proposals Due by	April 3, 2026 by 3:00 PM
Proposals Review by	Week of April 6, 2026
Interviews if needed	Week of April 13, 2026
Selection by City Council	April 20, 2026

III. Proposal Context – General Information

Storm Lake is a growing community in the northwest Iowa area with a 2020 population of 11,269. Storm Lake is home to two Tyson Foods Processing plants.

Storm Lake is governed by an elected Mayor with a four-year term and a five-member City Council elected to four year overlapping terms. The Mayor and Council are responsible for city policy of the city and employ a City Manager responsible for conducting the day-to-day operations of the city. The firm selected would work extensively with Storm Lake with Public Works and the City Manager. The intention is to design and construct a new facility that can process adequate water to meet the anticipated peak demand for the next 20 to 30 years.

IV. Introduction to the Project and Project

Background

The City of Storm Lake's 5.6 million gallons of raw water per day (MGD) lime softening water treatment plant is located on the west side of Storm Lake. The water treatment plant was constructed in 1978, updated in 2002, underwent a major upgrade in 2004, and was updated again in 2014. The 2004 upgrade included the addition of a second solids contact basin and two filter beds. The current treatment plant has two solids contact basins and six rapid sand filters (though two sets of filters have common inlets and outlets which limits operational flexibility). A monochloramine disinfection strategy is employed using a liquid sodium hypochlorite solution and sodium chlorite is fed to inhibit the naturally occurring biology that would begin the nitrification process in the distribution system. Average daily production is around 3.13 MGD and recent summer peaks have been as high as 4.9 MGD. The City of Storm Lake operates ten (10) drinking water wells operating in three different aquifers. Most of the wells contain a significant amount of naturally occurring ammonia. The water is treated to EPA and DNR standards and pumped to the distribution system. The city operates wells based on the water quantity required and to balance raw water quality for optimal treatment. Most wells are rotated weekly. Water quality varies significantly between the wells and reclaimed water from the lime softening process. Currently, the city does not adjust lime, sodium aluminate or polymer dosing based on water quality. Chlorine adjusts automatically as the wells are rotated based on historical ammonia level. All chemicals are adjusted when flow rate changes. It has been determined that the current location of the water treatment plant is insufficient for the required improvements needed to the facility and land has been acquired to the northeast of the current location for the purposes of constructing the new facility. A preliminary engineering report completed in 2021, reviewed by the Iowa Department of Natural Resources in 2022, and revised in 2026 has recommended that the City of Storm Lake construct a new 8.8 MGD water treatment plant with lime softening treatment technology including solids contact basins and batch lime slakers with sodium aluminate and polymer dosing to provide water with reduced concentrations of iron, manganese, and total hardness. The city's hardness treatment goal is 250-350 mg/L as CaCO₃ with a final pH of 8.7.

The City of Storm Lake wants to research, evaluate, and perform design engineering related to the construction a drinking water treatment facility to meet the community's growing needs using the Construction Manager-At-Risk (CMAR) process outlined in Iowa Code chapter 26A.

The estimated Total Scope of Work as requested by the City under this contract encompasses the following:

- Plant design and related services.
- Distribution services related to the implementation of the plant
- Engineering and construction support services
- Environmental compliance support services
- Environmental sciences

- Assisting the city with the Construction Manager-at-Risk (CMAR) selection process
- Services related to the navigation of Iowa DNR review/permitting, funding procurement, project bidding, etc.
- Community outreach and townhall Q&A.
- As an example of services: facility plan, preliminary design (selecting specific treatment process and appropriate capacities), physical design (structural/architectural and façade), site engineering (site layout, piping layout, system “tie-ins,” etc.), onsite inspection during construction, etc.

It is anticipated that this contract shall commence quickly as it is the City’s goal to begin work on a preliminary design as soon as feasibly possible to be positioned to pursue infrastructure funding that may be available.

The City desires construction of the facility to be through a CMAR process. A subsequent notice and RFQ process will occur as outlined in Iowa Code.

There should be a general understanding that the City has a goal to have the new facility operational by June 30, 2030.

v. Identification and Qualifications of Assigned Personnel

The ideal firm should have extensive experience in municipal engineering and design of water treatment plants in Iowa and/or the Midwest. The qualifications and commitment of the key personnel assigned to this community is critically important in the selection of a firm. Please provide the following in your proposal:

1. The name of the person who will be responsible for the management and administration of an agreement with the City together with a resume describing that person’s experience and qualifications.
2. The names and resumes of the professional staff who will be assigned to this community.
3. An organizational chart identifying team members and their areas of responsibility. A description of the history of the firm and description of the personnel in the proposing office.
4. A statement committing the staff to this project.

5. The proposal should detail how the firm and its staff are qualified to complete tasks related to the project.

It is expected that the Consultant will honor their proposed project staffing in that all proposed individuals shall be assigned to the project. Substitutions will not be made or allowed for the convenience of the Consultant. In the event a proposed individual becomes unavailable the firm must propose in writing a substitution. The City reserves the right to accept or reject any and all proposed substitutions. The Consultant must demonstrate within their statement of qualifications that they have staff available to assume the responsibilities of the proposed project manager, proposed key design engineers, proposed construction administrator, and proposed resident representative if the proposed individuals become unavailable.

Include the resume and office location of the proposed Project Manager and their proposed time commitment to the project. The City reserves the right to approve the proposed Project Manager, and if that individual leaves the firm during the project, to subsequently approve their replacement. Résumés of key staff members and/or sub-consultants proposed to work on the project as well as the guaranteed back-up personnel. The roles proposed for each sub-consultant as well as their qualifications in that area shall also be identified in the proposal. The City fully expects that personnel included in the proposal will be assigned to the project. Any personnel added to the project team or changes of personnel in significant roles shall be subject to advance approval by the City.

Proposed Project Manager

The Consultant's proposed project manager must be experienced in multidisciplined projects of the nature outlined in the request for proposals. The Consultant's proposed project manager must have within the last five years managed a project that included multi-disciplined design covering a range of disciplines identified in this request for proposals. It is expected that the consultant's proposed project manager will manage the team within its local office and be available for frequent personal interaction with the City project team. The firms' proposed project manager must be a registered professional engineer in the State of Iowa at the time of contract award and throughout the contract duration.

Proposed Key Program Leads and Designers

The following program lead capabilities must be demonstrated in the Consultant's response to the RFP:

- Water treatment plants
- Distribution systems
- Environmental compliance services

- Engineering support services
- An emphasis on system efficiency and durability is

avored Firm Qualifications

Provide a statement of the Consultant Team’s qualifications, including a description of three (3) of the most recent projects/programs/efforts that included similar scope of work. Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. The following information shall be included for each project:

- Start and end dates of project
- Engineers’ construction cost estimate and final award amount
- Consultant’s role in project-highlight roles of all staff with biographies and including an Environmental Scientist
- Contact information of reference person for project Owner

The firms proposing to this work must meet all the requirements as outlined within this proposal or their submission may be eliminated from consideration without any further consideration.

- The firm must demonstrate successful experience in similar projects of each of the following categories: municipal drinking water treatment plant design, construction and start-up of designed water treatment facilities, environmental and regulatory compliance, Engineering support services.
- The firm’s experience in conducting projects of similar nature and complexity, and the ability of the firm to draw upon this experience to benefit the City, should be submitted. References and contact information are to be submitted for projects submitted.
- The firm will provide verification of insurance as required in amounts acceptable to the City. Coverage limits will be negotiated between the City and the successful firm.
- Contract terms and conditions with the successful firm in a format acceptable to both parties. Form of contract will be negotiated between the City and the successful firm.

Statements

The Consultant shall include a statement confirming that no personal or organizational conflicts of interest are known to exist.

vi. Scope of Services

This Request for Qualifications has been developed to obtain consulting services for the City regarding the design, construction, and implementation of a new water treatment

facility. Through this process the City staff intend to be heavily involved. It will be expected that a very regular meeting schedule be established to occur; as well as a 30%, 60%, 90%, and final design plan review.

Plant Design and Related Services:

Provide general consultation services on technical issues related to the design of the new water treatment facility on an as-requested basis. The scope of work includes, but is not limited to, the following:

- Preparation of engineering reports such as structural/geotechnical analyses.
- Develop and produce complete, detailed, and biddable plans and specifications that will be part of an overall set of documents to be compiled for the City. Examples could include design specific disciplines such as structural or mechanical. Provide and/or review an opinion of probable construction cost as requested. Provide and/or review an opinion or probable operational costs as requested.
- Participate in value engineering evaluations
- Prepare independent opinion of probable construction cost estimates.
- Review and evaluate specific products or equipment information for incorporation into the specifications and as recommendations on values.
- Assist in or produce complete process analysis, reports, and recommendations in optimizing final facility process operations, both formal and informal. (This will include the creation, or assistance in creating Standard Operating Procedures).
- Provide design services from the following disciplines: HVAC, pumping and piping design, mechanical engineering, instrumentation and control, concrete and steel structures, architecture, civil/site development, hydraulics, process engineering, and electrical engineering.
- Provide the City with an on-site inspector during construction to verify work is being done according to plans and specifications.
- Assist the City in reviewing construction claims.
- Work with City staff and legal counsel to provide the proper public bidding process and schedule for this project, including for a CMAR delivery process under Iowa law. Assist in the review of any bid protest received and provide comments for consideration in judging the merits of the protest.
- The development of facility records drawings for Storm Lake

Engineering and Construction Support Services

Provide services to supplement or enhance the various related support services provided to the engineering and construction related to the water treatment facility. The scope of work includes but is not limited to, the following:

- Support Service Requests – may include data analysis, collection, research, reporting or related tasks.
- Evaluation of facility operating costs.
- Information Management System – System Administration Support. May Include needs analysis, defining functional requirements / technical specifications and programming services for various aspects of the water treatment facility.
- Environmental compliance support services.

The scope of work includes assisting the City in the following areas as need, but is not limited to:

- Preparing for upcoming regulations and initiatives.
- Environmental permit application and/or renewal assistance.
- Analysis of environmental or health and safety regulations and interpretation.
- Preparation of reports and responses to/for regulatory agencies;
- Specialized technical assistance.
- Interpretation of environmental, health and/or safety impacts on Department operations.
- Hazard and risk assessments.
- Sustainability-related projects including energy.
- Environmental and health sampling and analysis.
- Phase I and if necessary, Phase II Environmental Site Assessments.
- Environmental and regulatory compliance studies and assessments.

VII. Technical Approach

Project Meetings

The Consultant's Project Manager shall meet, in person, with select City personnel monthly to review the progress of this project and to discuss any outstanding issues and potential problems. These meetings should include identification of work performed last period, work to be completed next period, critical action item status, and responsible parties to complete actions. Budget or schedule problems shall be identified, and corrective actions noted. The Consultant shall prepare and deliver an agenda, a revised action items table and a revised risk register, as appropriate, three working days in advance of the meeting and shall prepare and deliver meeting minutes for review within three working days of the meeting. All draft submittals shall be in Word or Excel, and all final submittals shall be in PDF and delivered to the project manager. It is also

recommended that the Consultant's and the City hold in-person and virtual meetings as frequently as needed. The Consultant shall also make personnel available for meetings with the regulators to answer questions pertaining to design elements of the project. The Consultant and City will work together in organizing, planning, and conducting any meetings with the regulators.

Monthly Invoices

The Consultant shall submit to the City monthly invoices detailing costs incurred in conjunction with this project. Each invoice shall cover a period of one calendar month (or a four-week period) and shall be submitted to the City within 21 days of the close of the monthly billing cycle. Invoices submitted after this date shall be processed on the next monthly invoice review period. Prior to the start of this project, the Consultant's Project Manager shall meet with City personnel to review the City's invoicing requirements and format.

VIII. Selection

The firm will be selected based on qualifications and criteria established below.

- A. The City of Storm Lake reserves the right to reject any or all proposals and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city.
- B. The proposals will be evaluated by city staff and the top three (3) proposals will be provided to the City Council. The selection process will include oral interviews at the discretion of the city. The City Council will then authorize the City Manager to negotiate an agreement with the firm selected.
- C. Selection of the firms to be interviewed shall be based on the following criteria:
 1. The firm's approach to and understanding of the Scope of Services.
 2. The firm's experience with and expertise in municipal engineering services directly related to water treatment facilities as listed in the Scope of Services.
 3. The experience and qualifications of the firm's staff that will have primary contact with Storm Lake.
 4. The firm's commitment to delivering work on time and within budget.
 5. The extent of involvement by the firm's key qualified

personnel and the likelihood that key personnel will develop intimate knowledge of the City's water treatment needs.

6. The extent to which previous clients have found the firm's services acceptable.
7. The firm's previous engineering experience with the city of Storm Lake.
8. The ability of the firm to provide quality municipal engineering services at a reasonable cost.
9. The experience of the firm working with the Construction Manager at Risk and guaranteed maximum price contract for construction.

Once all Qualifications and Technical proposals have been received, the following steps will be followed to select the Consultant:

The written Qualifications and Technical Proposals will be evaluated and scored by a City Selection Committee:

- Project team / presentation (written and oral), project understanding/technical approach– 35 points
- Proposed Project Manager – 25 points
- Experience and previous performance of proposed team and staff on similar projects – 15 points
- Clarity and organization of proposal – 5 points

- Proposed methods to accomplish scope of work, alternative approaches, including CMAR, and risk management – 20 points

The City of Storm Lake may hold interviews on a date to be announced in April 2026, or at such other date as the City may deem appropriate in its discretion.

After evaluation, the City will enter negotiations with the selected firm to develop a final and mutually agreed-upon fee contract. If agreement cannot be reached with the selected firm, the City may initiate negotiations with the next firm.

Upon reaching a tentative agreement, staff will make a recommendation to award to the Mayor and City Council.

The selected consultant cannot commence work on any aspects of the project prior to the City Council approval and subsequent execution of the City's standard contract.

IX. Terms and Conditions

The City reserves the right to cancel or modify the RFQs at any time. No changes, revisions, clarifications, or amendments will be made to this RFQ without notifying all invited firms on record as having received this RFQ. The City reserves the right to determine the successful firm.

Upon submission, all proposals become the property of the City which retains the right to use any ideas presented in any proposal submitted whether the proposal is accepted.

The City of Storm Lake shall not be liable for any costs incurred by any firm responding to this request.

X. Transfer of Records

It is the intent of the City that the work effort be conducted in a manner that maximizes the City's flexibility regarding follow-up studies or design related efforts and other City projects. All records (project reports, meeting notes, data files, project data, original tracings, maps, field sketches, lab reports, flow data, design calculations, graphic originals, electronic files, etc.) generated shall be the property of the City and shall be turned over to the City upon completion or as directed. All deliverables shall be required to be delivered to the City in hardcopy and electronic (original software and PDF) format. Depending on the size of the electronic deliverables, the consultant may be required to provide and utilize portable hard drive(s) for delivery.

Confidentiality

Under Chapter 22 of the Iowa Code, "Examination of Public Records", all records of a governmental body are presumed to be public records, open to inspection by members of the public. Section 22.7 of the Iowa Code sets forth a number of exceptions to that general rule, establishing several categories of "confidential records." Under this provision, confidential records are to be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information." Among the public records which are considered confidential under this Iowa Code provision, are the following:

- (3) Trade secrets which are recognized and protected as such by law.
- (6) Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.

Under Chapter 22 of the Iowa Code, the City, as custodian of the proposal submitted in response to a Request for Qualifications, may, but is not required, to keep portions of such qualifications confidential under exceptions 3 and 6 (noted above). If a responding individual or company determines that a portion or portions of its proposal constitute a trade secret, or should otherwise be kept confidential to avoid giving advantage to competitors, **a confidentiality request may be submitted with the proposal** identifying which portion or portions of the proposal should be kept confidential and why. The burden will be on each responding individual or company to make such confidentiality request and to justify application of a confidentiality exception to its proposal. The City will not under any circumstance consider the entire proposal to be a confidential record.

If a request is thereafter made by a member of the public to examine a proposal including the portion or portions thereof for which a confidentiality request has been made, the City will so notify the responding individual or company and will keep confidential that portion of the proposal covered by the confidentiality request, pending action by the individual or company requesting confidentiality to defend its request. In that notification, the individual or company requesting confidentiality will be given not more than five (5) calendar days within which to file suit in Buena Vista County District Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its proposal. Absent such action by an individual or company requesting confidentiality, and absent the entry of a court order declaring such portion or portions of the proposal confidential, the entire proposal will be released for public examination.