

## REQUEST FOR PROPSAL

**DATE ISSUED:** Monday, May 16, 2022

**PROPOSAL DUE:** 2:00 PM Friday, June 10<sup>th</sup>, 2022 at SWIPCO 1501 SW 7<sup>th</sup> St, Atlantic, IA 50022. Can be submitted by either mail to above address or by e-mail to Alexis Fleener: [alexis.fleener@swipco.org](mailto:alexis.fleener@swipco.org)

For the purpose of the City of Glenwood Downtown Revitalization Project potentially funded through Iowa Economic Development Authority (IEDA), this Request for Proposal is for:

- A Reconnaissance Architectural/Historical Survey for District Analysis of selected commercial buildings in Glenwood, Iowa for the purposes of determining if a Historic District exists and determining if individual buildings have the Potential of National Register Nomination and if Contributing or Non-Contributing. Area of Potential Effect is shown on attached map. Area of review is within project area boundary line. Provide a lump sum price for the survey.
- Completing Iowa Site Inventory Forms (ISIFs) for identified buildings in the Area of Potential Effect. For the purposes of this request, provide a price per ISIF, based on a minimum of ten (10) individual ISIFs and a maximum of fifteen (15) ISIFs. Addresses to be identified by the City and provided to the consultant during the terms of the contract. Completion of forms shall include the Narrative Description, Statement of Significance, current photographs along with maps, historic photographs and any other available information.

Consultant will provide report and information for Site Inventory Form completion in electronic format, one original paper format and one paper copy to the City.

The documents provided for this contract may be used for the purposes of compliance with Section 106 of the National Historic Preservation Act and must be completed by an individual or a firm with a principal who meets the Secretary of the Interior's Professional Qualification Standards for Historian or Architectural Historian. The documents may also be used by individual property owners in application for State and/or Federal Historic Tax Credits and should be minimally sufficient for such use.

The following components should be included in your Proposal. All Proposals will be evaluated based on the weighted average shown below:

- Past Performance on other Historical Surveys and completion of Site Inventory Forms for Iowa SHPO and/or IEDA Review;
- Total Cost (broken down by reconnaissance survey fixed price, and inventory form fees);
- Completion/Submittal Date for Survey (Must be before August 2022).

Questions regarding this request should be directed to:

**Alexis Fleener**  
Community Development Director  
Southwest Iowa Planning Council  
(712) 243-4196 Ext. 257  
[alexis.fleener@swipco.org](mailto:alexis.fleener@swipco.org)

Attachment: Area of Potential Effect:



A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations. C. The contractor agrees to post copies of a notice advising workers of the Contractor's commitments under Section 3 in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin. D. The contractor agrees to provide written notice of employment and contracting opportunities to all known Section 3 Workers and Section 3 Businesses. E. The contractor agrees to employ, to the greatest extent feasible, Section 3 workers or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical Section 3 worker hours goals, despite its efforts to comply with the provisions of this clause. F. The contractor agrees to maintain records documenting Section 3 Workers that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor for subsequent Section 3 covered projects or activities. G. The contractor agrees to post contract and job opportunities to the Opportunity Portal and will check the Business Registry for businesses located in the project area. H. The contractor agrees to include compliance with Section 3 requirements in every subcontract for Section 3 projects as defined in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract upon a finding that the subcontractor is in violation of the IOWA 2021 CDBG MANAGEMENT GUIDE – APPENDIX 8 PAGE: 12 regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75. I. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75. J. The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it has taken to pursue low- and very low-income persons for economic opportunities. K. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts. Section 3 Businesses are encouraged to respond to this proposal. A Section 3 business is one

that satisfies one of the following requirements: 1. It is at least 51 percent owned and controlled by low- or very low-income persons; 2. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers\*; or 3. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. \*-A Section 3 Worker is defined as any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented: 1. The worker's income for the previous or annualized calendar year is below the applicable income limit established by HUD; 2. The worker is employed by a Section 3 business concern; or 3. The worker is a YouthBuild participant. Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3 Business through HUD's website:

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>