



City Administrator & Staff Update

2024.06.12

- **RFQs:** Attached is some good information on RFQs for professional services. Please review.
- **VA:** I spoke with one of the developers of the VA project. They are working to submit final proposals and we were able to provide additional information to support their application.
- **Pool:** Pool hours will be temporary shifted to 1-6pm starting 6/17 until we are able to get more lifeguards certified.
- **Fiber to the Home:** ImOn Communications met with City staff and they along with HR Green Engineering will be in town engineering a fiber to the home project. Their tentative construction date is April 2025. They seem very knowledgeable and clearly have worked with cities on similar projects.
- **School:** Working on a 28E agreement with the school superintendent for public safety teaching services.
- **SRO:** We are working our way through the COPS grant application process (Chief and Sergeant Melssen). Submitted 6/11/24.
- **Alliant Energy:** All paperwork is in the hands of Alliant, and it will work through their internal process and the IUB for franchise fees.

IT (Newberry)

- This week I have looked at the camera that had went out. It turns out it is the cable. I did not have any UV resistant cable, so I purchased some. It should be here this week I will get it fixed once I get the new cable. That is good news as a new camera is \$2000.00.
- Additionally, I have ordered the video systems for the interview rooms. The PO has been turned into Tara and hopefully will get on the next agenda so that it can be paid out for this fiscal year and that will stop us having to do an amendment next year. We received the quote back from LISCO for the upgraded service. I hope you have looked over it. It is my recommendation that we go ahead and upgrade to 1GB service. Additionally, reviewing the Verizon bill, I have found 4 lines that could be canceled due to very limited use. That should save about 130.00 a month.
- Next week I will be at ITAG which is a conference for Government IT in Iowa. It allows IT administrators in Government to get together and share what we are all doing to secure government and provide better service to the communities we live in. It will be a great opportunity to network with the other people in government and give me additional

resources when I need advice or help. I will have my cellphone and laptop and will be available remote for next week.

- If you have any questions feel free to reach out to me.

Police/Fire (Logan)

- Sgt Melssen just finished the Grant application and submitted it.
- Waiting to hear back from Principal Snodgrass to talk about the Public Safety Teacher.
- Schlueter's has ordered the Transmission last week, so should be getting it scheduled.
- I participated in the Law Enforcement Day out at the National Guard for the fitness camp.
- I will be participating tomorrow in the Fire Fighters Day tomorrow. I would estimate 200 kids from the area school participating. This is the 11th year that National Guard has hosted this event. This is the first time that WB Police has been invited to the event.
- Waiting to hear about when the generator will be installed at the Fire Department.

Building (Crooks)

Here are my weekly updates:

1. On Friday I completed eight rental inspections at Nexus Development on Layne Dr. This would be for their third building, and they now have 20 units approved to rent.
2. I have reviewed applications and issued six new building permits in the past week. Projects include new roofs, driveway, new fence, and signs
3. Three new nuisance notices have been mailed out, all for tall grass & weeds
4. Follow up was done on outstanding nuisance. Progress has been made on several properties for tall grass & weeds. Letters for abatement were mailed out to four properties for outstanding issues.
5. Two business licenses were issued, one for fireworks and one for mobile food truck.
6. I completed a site inspection for plumbing at Nexus Development.
7. I spoke to residents and responded to emails regarding proposed projects.
8. Online building permit applications through iWorQ seem to be going well. I have had a few submitted online and have received favorable responses. We have had some pay the permit fees online as well.

Finance (Moore)

- I have completed the budget books and distributed them this morning.
- I sent out the retiree's life insurance bills for the year.
- I dealt with the insurance company for the property damage at 119 Ballard Street and the accident that involved the 2016 Ford Explorer.

Public Works (Brissey)

- Water lab
- Sewer lab
- Lift station rounds

- Parks and Broadway trash and recycling
- mowing
- Locates
- Service trucks and Squad cars.
- OSHA training
- Sign maintenance
- Backhoe training
- Building maintenance and clean up
- Street sweeping
- Dirt work
- Working with SCC on INI around fairgrounds. All drains and gutters in and around the fairgrounds are tied into sanitary sewer. Meeting on 6-6-24
- Trail project moving along. Poured concrete approach to bridge
- Working with contractor and project manager for Casey's project. Foundation is poured and fuel tanks are in walls up
- Working on mulch in parks
- Starting on street painting

26.3 Competitive bids for public improvement contracts.

1. If the estimated total cost of a public improvement exceeds the competitive bid threshold of one hundred thousand dollars, or the adjusted competitive bid threshold established in [section 314.1B](#), the governmental entity shall advertise for sealed bids for the proposed public improvement by posting a notice to bidders not less than thirteen and not more than forty-five days before the date for filing bids in a relevant contractor plan room service with statewide circulation, in a relevant construction lead generating service with statewide circulation, and on an internet site sponsored by either a governmental entity or a statewide association that represents the governmental entity. If circumstances beyond the control of the governmental entity cause a scheduled bid letting to be postponed and there are no changes to the project's contract documents, a notice to bidders of the revised date shall be posted not less than four and not more than forty-five days before the revised date for filing bids in a relevant contractor plan room service with statewide circulation, in a relevant construction lead generating service with statewide circulation, and on an internet site sponsored by either a governmental entity or a statewide association that represents the governmental entity.

2. A governmental entity shall have an engineer licensed under [chapter 542B](#), a landscape architect licensed under [chapter 544B](#), or an architect licensed under [chapter 544A](#) prepare plans and specifications, and calculate the estimated total cost of a proposed public improvement. A governmental entity shall ensure that a sufficient number of paper copies and, if available, electronic and digital copies of the project's contract documents, including all drawings, plans, specifications, and estimated total costs of the proposed public improvement are made available for distribution at no charge to prospective bidders, subcontractor bidders, suppliers, and plan room services. If a deposit is required as part of a paper contract documents distribution policy by the public owner, the deposit shall not exceed two hundred fifty dollars per set which shall be refunded upon return of the contract documents within fourteen days after award of the project. If the contract documents are not returned in a timely manner and in a reusable condition, the deposit shall be forfeited. The governmental entity shall reimburse the landscape architect, architect, or professional engineer for the actual costs of preparation and distribution of plans and specifications.

3. [Sections 26.4 through 26.12](#) apply to all competitive bidding pursuant to [this section](#).

2006 Acts, ch 1017, §3, 42, 43; 2007 Acts, ch 144, §3; 2009 Acts, ch 179, §107; 2010 Acts, ch 1184, §90; 2013 Acts, ch 90, §16; 2015 Acts, ch 7, §1; 2016 Acts, ch 1009, §1; 2017 Acts, ch 54, §14; 2017 Acts, ch 131, §7; 2018 Acts, ch 1097, §1

Referred to in §8.46, 8A.311, 26.4, 26.5, 26.12, 26.14, 26.14A, 28J.9, 35A.10, 73A.2, 73A.18, 105.11, 161C.2, 218.58, 260C.38, 273.2, 273.3, 273.14, 278.1, 297.8, 298.3, 314.1, 314.1B, 330A.12, 331.341, 357.14, 364.4, 904.314, 904.315

26.4 Architectural, landscape architectural, and engineering services — exemptions — prohibitions.

1. Architectural, landscape architectural, or engineering design services procured for a public improvement are not subject to [sections 26.3](#) and [26.14](#).

2. Fee-based selection of an architect, landscape architect, or engineer for a public improvement shall be prohibited.

[2006 Acts, ch 1017, §4, 42, 43; 2007 Acts, ch 144, §4; 2022 Acts, ch 1122, §1](#)

Referred to in [§26.3, 314.1](#)

26.14 Competitive quotations for public improvement contracts.

1. Competitive quotations shall be required for a public improvement having an estimated total cost that exceeds the applicable threshold amount provided in [this section](#), but is less than the competitive bid threshold established in [section 26.3](#).

2. Unless the threshold amounts are adjusted pursuant to [section 314.1B](#), the following threshold amounts shall apply:

- a. Sixty-seven thousand dollars for a county, including a county hospital.
- b. Fifty-one thousand dollars for a city having a population of fifty thousand or more.
- c. Fifty-one thousand dollars for a school district having a population of fifty thousand or more.
- d. Fifty-one thousand dollars for an aviation authority created within a city having a population of fifty thousand or more.
- e. Thirty-six thousand dollars for a city having a population of less than fifty thousand, for a school district having a population of less than fifty thousand, and for any other governmental entity.
- f. The threshold amount applied to a city applies to a city hospital.

3. a. When a competitive quotation is required, the governmental entity shall make a good faith effort to obtain quotations for the work from at least two contractors regularly engaged in such work prior to letting a contract. Good faith effort shall include advising all contractors who have filed with the governmental entity a request for notice of projects. The governmental entity shall provide such notice in a timely manner so that a requesting contractor will have a reasonable opportunity to submit a competitive quotation. Quotations may be obtained from contractors after the governmental entity provides a description of the work to be performed, including the plans and specifications prepared by an architect, landscape architect, or engineer, if required under [chapter 542B](#), [544B](#), or [544A](#), and an opportunity to inspect the work site. The contractor shall include in the quotation the price for labor, materials, equipment, and supplies required to perform the work. If the work can be performed by an employee or employees of the governmental entity, the governmental entity may file a quotation for the work to be performed in the same manner as a contractor. If the governmental entity receives no quotations after making a good faith effort to obtain quotations from at least two contractors regularly engaged in such work, the governmental entity may negotiate a contract with a contractor regularly engaged in such work.

b. The governmental entity shall designate the time, place, and manner for filing quotations, which may be received by mail, facsimile, or electronic mail. The governmental entity shall award the contract to the contractor submitting the lowest responsive, responsible quotation subject to [section 26.9](#), or the governmental entity may reject all of the quotations. The unconditional acceptance and approval of the lowest responsive, responsible quotation shall constitute the award of a contract. The governmental entity shall record the approved quotation in its meeting minutes. The contractor awarded the contract shall not commence work until the contractor's performance and payment bond has been approved by the governmental entity. A governmental entity may delegate the authority to award a contract, to execute a contract, to authorize work to proceed under a contract, or to approve the contractor's performance and payment bond to an officer or employee of the governmental entity. A quotation approved outside a meeting of the governing body of a governmental entity shall be included in the minutes of the next regular or special meeting of the governing body.

c. If a public improvement may be performed by an employee of the governmental entity, the amount of estimated sales and fuel tax and the premium cost for the performance and payment bond which a contractor identifies in its quotation shall be deducted from the contractor's price for determining the lowest responsive, responsible quotation. If no quotations are received to perform the work, or if the governmental entity's estimated cost to do the work with its employee is less than the lowest responsive, responsible quotation

received, the governmental entity may authorize its employee or employees to perform the work.

[2006 Acts, ch 1017, §14, 42, 43; 2007 Acts, ch 144, §9; 2009 Acts, ch 133, §10](#)

Referred to in [§26.4, 26.14A, 314.1A, 314.1B](#)



Qualification Based Selection saves money and time, reduces headaches and increases value

Iowa law recognizes that qualifications-based selection (QBS) is a competitive process that matches the right engineering and design professional to your project, based on experience, training, availability and previous experience. Iowa law restricts the selection of an architect, landscape architect, or engineer services based on price.

IOWA LAW (effective July 1, 2022)

26.4 Architectural and engineering services — exemptions — prohibitions.

1. Architectural, landscape architectural, or engineering design services procured for a public improvement are not subject to sections 26.3 and 26.14. (Competitive bidding statutes)
2. Fee-based selection of an architect, landscape architect, or engineer for a public improvement shall be prohibited

QBS

It's not just the law.

It's the selection process that delivers savings on your project.

Qualifications-based selection is a simple and competitive procurement method that drives savings, innovation and efficiency and is used by all federal agencies, 46 state governments and thousands of public agencies around the United States.

“American Public Works Association believes the public interest is best served when governmental agencies select architects, engineers, and related professional services and technical consultants for projects and studies through Qualification Based Selection procedures as opposed to price. Basing selection on qualifications and competence, rather than price fosters greater creativity and flexibility, and minimizes the potential for disputes and litigation” – APWA Guide on Selection of Architects and Engineers and Professional Consultants

Benefits of QBS

About Qualifications-Based Selection (QBS)

QBS is a simple and competitive procurement framework that selects architectural and engineering firms for projects based on expertise and experience rather than cost alone. QBS evaluates a firm's experience, expertise, training, availability, and references.

QBS is used by all federal agencies, 48 state governments, and many localities around the United States.

QBS Saves Money

QBS outperforms the national average in keeping projects on budget.

QBS projects analyzed in a recent study showed an overall project cost growth of just 3%. This is half of the national average of 6%.

QBS Saves Time

QBS procurement results in fewer delays and improves the likelihood of owner satisfaction with the overall project. QBS also outperforms the national average in keeping projects on schedule.

About half (48%) of the QBS projects in a recent study met all construction milestones with no adjustment in schedule required. Only 32% of non-QBS projects had the same performance.

QBS Simplifies Complex Projects

Complex projects with community involvement, social components, and additional community features require design firms with broader knowledge and understanding. Less qualified and experienced firms typically have a harder time balancing these complicated social factors.

QBS Delivers Innovation

QBS procurement for design services produces innovative solutions. When firms have greater opportunity to explore innovations, they can produce better outcomes for clients. QBS enables innovation because price is not the only driving factor.

QBS Drives Procurement

QBS is the primary procurement tool – even for agencies that experience lean staffing and high turnover.

QBS PROJECTS

NON-QBS PROJECTS

48%	Met all construction milestones with no adjustment in schedule.	32%	Met all construction milestones with no adjustment in schedule.
7%	Schedule growth in a recent study.	10%	Schedule growth of all projects.
23%	Likelihood QBS projects would have <u>moderate to significant</u> innovations.	79%	Likelihood non-QBS projects would have <u>little or no</u> innovation included.
89%	Percentage receiving a “high” or “very high” satisfaction rating from project owners.	75%	Percentage receiving a “high” or “very high” satisfaction rating from project owners.
3%	Cost growth of QBS projects in a recent study.	6%	National average cost growth of all projects.



The Qualification-Based Selection Process is simple and straightforward

Bidding may get you a price quickly, but that price may not tell you what you bought for years to come. With QBS you'll know what you're getting before the contract is ever signed.

Step 1 - Selection Process

- A. The owner identifies the general scope of work for the project.
- B. The selection time frame for procuring professional design services is established.
- C. A request for statements of qualifications is published

Note: Iowa law allows an owner to begin directly communicating with a engineering firm they are familiar with or have previously utilized without requesting proposals or qualifications from other firms. If the owner chooses to solicit proposals from other firms there is a simple procedure they may choose to follow

- D. Statements of qualifications are received and evaluated.
- E. All firms are informed of their rating and ranking (this is optional).
- F. A short-list of firms to be interviewed (if interviews are necessary) may be determined.
- G. A tour of the site and/or facility may be arranged for the short-listed firms.
- H. Interviews are conducted and the firms ranked, based on their project approach, project team, timetable and overall understanding of the project.
- I. The firm most qualified for the specific project is selected.

Step 2 - Jointly Develop Scope of Project

J. Negotiations are conducted relative to the project's scope, professional services required, and fee and payment schedules with the top-ranked firm. If an agreement cannot be reached with the top ranked firm, those negotiations are ended and negotiations begun with the second highest ranked firm (however, most negotiations between owners and the highest ranked firm are successful).

Step 3 - Contract Agreement

- K. An agreement covering the understandings reached during negotiations above is executed, and a notice to proceed is issued by the Owner to the successful engineer.
- L. All firms involved receive post-selection communications about the project award.

Qualification Based Selection of professional design services is not just required by law, QBS provides the public owner and the taxpayer with:

- A quality project
- Within an agreed scope of service
- A project designed to meet your needs now and in the future
- The knowledge and confidence your project is designed to meet the required service life
- And a project designed to provide the best life-time value

But don't take our word for it – Listen to what other public owners in Iowa have to say about qualification based selection

Testimonials on Why QBS Works


The City of Ft. Madison has selected engineering consultants based on qualifications for many years because we find that a qualified consultant can do a better job refining our scope of work and provide us with a more innovative solution than if we were just price shopping. Certainly, price is a consideration to us in every case, but we are looking for the most qualified engineer that we can work with so that we can then hammer out a good scope, man-hour estimate, and fee as the project progresses and the unknowns become clarified. The RFQ process is easy to use and results in the City of Ft. Madison being able to feel fully comfortable with the best qualified engineering consultant for the project.

Respectfully,

Mark Bousselot
Public Works Director
City of Fort Madison

"It is considered more desirable to make the qualification selection first and then to discuss the price because both parties need to review in detail what is involved in the work (for example, estimates of man-hours, personnel costs, and alternatives that the architect-engineer or land surveyor should consider in depth). once parameters have been fully discussed and understood and the architect-engineer or land surveyor proposes a fee for the work, the recommended procedure requires the Public Owner to make its own evaluation and judgment as to the reasonableness of the fee."

American Bar Association Model Procurement Code 2000



The Crawford County Secondary Roads Department seeks to find the overall best value when hiring a consultant or making any purchase. When soliciting professional engineering services for planning and design, the scope of work is rarely defined specific enough for a consulting firm to assign an appropriate fee. Selecting a consulting firm based on competence for the work at hand and hiring people we trust to deliver the work has provided Crawford County with the best value for our expenditures.


Paul Assman, PE & LS
Crawford County Engineer

“Cedar Rapids has used qualification-based selection for engineers and architects for a number of years. We have found using QBS has resulted in more competitive construction bids. In addition to saving the city money, it allows us to work with our consultant to develop a project designed to meet our needs with an agreed upon design fee resulting in fewer changes during design and fewer change orders during construction.”

Bob Hammond
Cedar Rapids Public Works Director

“The City of West Des Moines has used the QBS selection for many years. It allows us flexibility to reach mutual understanding of our needs and abilities of our design professionals to provide the best possible value for our taxpayers. Often our consultants will propose unique design solutions that we haven’t considered that will save money during construction. The QBS process generates creativity which allows us to work with the consultant to prepare a suitable scope, establish an appropriate design fee, and streamline the overall project development cycle. With QBS, our contract documents quality increases which results in more competitive construction bids and saves our city money.”

Brian Hemesath, PE – City Engineer
West Des Moines, Iowa



With Qualification Based Selection (QBS), as a City we can work with appropriately qualified design professionals for the specific project to fully develop the scope before a Professional Services contract and price is executed. Developing the full scope of a project in advance of a contract allows the City to completely understand the design effort required, review the proposed fee, and estimated construction cost accordingly. This gives the City confidence a project is correctly scoped and will fit within a City's budget on the front end of a design project. This process additionally allows a design professional to identify unique solutions that will help keep a project within budget and save taxpayer money.

John E. Dostart, P.E.
City Engineer
City of Altoona, Iowa

**For more information and FAQs on how you can easily use
qualification-based-selection on your project go to
www.cec-iowa.org/iowa-guide-to-qbs or scan QR code**



Here you will find templates on how to

- **Announce your project and request scope of service**
- **Draft letter requesting a statement of qualifications**
- **Evaluation form you can use when reviewing statement of qualifications**
- **Evaluation forms to review references**
- **Draft letter to short-listed firms**
- **Memo to firms selected for interviews**
- **Evaluation form for short-listed firms**
- **Evaluation tally sheet**
- **Draft letter announcing final selection**