



Mount  
Vernon  
IOWA

## Request for Qualifications

Architectural Services

Community Development Block Grant Downtown Revitalization (CDBG DTR)

RFQ Release Date	June 12, 2025
Deadline to Submit Questions	June 27, 2025
Answers to Questions Posted	June 30, 2025
RFQ Submittal Date	July 3, 2025



**Mount  
Vernon**  
IOWA

**Chris Nosbisch, City Administrator**  
**Douglas Shannon, Chief of Police**

**Thomas M. Wieseler, Mayor**

**Council:**

**Scott Rose**  
**Stephanie West**  
**Paul Tuerler**  
**Craig Engel**  
**Mark Andresen**

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## **RFQ for Architectural Services**

The City of Mount Vernon, Iowa, is requesting qualifications for architectural services to assist with a project seeking funding under the Community Development Block Grant (CDBG) Downtown Revitalization (DTR) program through the Iowa Economic Development Authority (IEDA).

The proposed project consists of improving building facades within a target area determined to have a predominance of “slum/blighting” conditions, as stipulated by CDBG regulations, within a defined area in Mount Vernon’s uptown (core business district). Refer to the attached map. It is estimated that there will be 8 to 12 participating buildings.

The following outlines work specifications and the request for qualifications:

**I. Scope of Work:** The scopes of services that the firm must be prepared and qualified to provide are as follows:

### Application Development

The architect shall assist the East Central Iowa Council of Governments (ECICOG), who is writing the grant application and would administer an awarded grant, with the descriptions and rankings of blighting elements. The architect will develop conceptual renderings and cost estimates to be included in the grant application with an estimated submission deadline of December 2025/January 2026. Concurrence of project eligibility through classification of at least 25% of buildings in a likely project area being classified as “fair” or “poor” condition shall be provided by the architect prior to beginning design work. The proposed scope of work that is illustrated in the concept renderings and cost estimates must address the most blighting elements of each participating building.

### Final Designs, Bid Document Development, and Construction Management

Assuming a positive relationship with the City through the application development, the selected firm will enter a separate contract for final design, possible Iowa Site Inventory Form development (potentially for buildings outside the historic district), bid document development, and construction management if the project is awarded CDBG funding. The designs for any building that is listed/potentially eligible for listing on the National Register of Historic Places or contributing to an eligible historic district shall be created following the Secretary of the Interior’s Standards for the Treatment of Historic Properties. The grant program is subject to Section 106 review, Build America Buy America Act, and Davis-Bacon and related acts; however, the architect will not be responsible for grant administration activities.

**II. Statement of Qualifications.** Architects interested in submitting their qualifications should at a minimum include the following information which will be considered equally by a committee established by the City:

- Description of experience with IEDA's CDBG program
- Description of the firms' familiarity with the project's architectural requirements, including the historic preservation process and requirements
- Description of similar projects the firm has successfully completed
- Description of organizational capacity to complete all necessary activities, including resumes of all employees who will be or may be assigned to this project.
- Description of the anticipated timeframe necessary to complete activities,
- References from previous clients of related work within the past five years, and
- Description of the firm's errors and omissions coverage, including amount of coverage

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

	<u>Maximum</u>
Qualifications necessary to complete project:	30 points
▪ Highlight historically appropriate rehabilitation	
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Experience with the state's CDBG program:	<u>20 points</u>
<b>Total:</b>	100 points

**Please note that the architectural costs will not be considered during the selection process. Selection will be based on architectural qualifications. Fair and reasonable compensation will be negotiated following selection of the architect.**

If applicable, architectural firms submitting qualifications will be informed of possible need for interview, and/or selection decision. The City is hoping to have selected a candidate by July 21, 2025.

**IV. Deadline for submission and requirements.**

Proposals should not exceed 30 pages and must be submitted no later than 2:00 p.m. on July 3, 2025. One digital copy should be sent to Joe Jennison at [JJennison@cityofmtvernon-ia.gov](mailto:JJennison@cityofmtvernon-ia.gov). Six paper copies should be mailed to Joe Jennison at the following address: City Hall, Attn: Joe Jennison, 213 1<sup>st</sup> St. NW, Mount Vernon, IA 52314.

Questions regarding this request for proposals should be directed to Tom Gruis, Planner, ECICOG at [tom.gruis@ecicog.org](mailto:tom.gruis@ecicog.org) or 319-289-0064 no later than 5:00 p.m. on June 27, 2025. Questions and answers will be available to interested firms at <https://www.ecicog.org/mtvernonrfq> by 5:00 p.m. on June 30, 2025. Questions related to the City of Mount Vernon or the Uptown District should be directed to Joe Jennison at [JJennison@cityofmtvernon-ia.gov](mailto:JJennison@cityofmtvernon-ia.gov) or 319-538-6297.

### **Section 3 Clause**

- 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 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.



## Mount Vernon DTR Approximate Target Area

