

RFP for CDBG Historian

The City of Nevada is requesting proposals from qualified historian services to assist with a project funded with Community Development Block Grant (CDBG) through the Iowa Economic Development Authority (IEDA).

The selected contractor will work with the City of Nevada, the City's CDBG Grant Administrator (Mid-Iowa Planning Alliance), and the City's Project Architect (Curtis Architecture) 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 contractor must be prepared and qualified to provide are as follows:

- a. Prepare a Reconnaissance Survey
- b. Prepare Iowa Site Inventory Forms (ISIFs) for the participating buildings in the project area
 - Current photographs of all visible elevations, streetscapes, etc. will be integrated into the ISIF rather than a separate document.
- c. Conduct field surveys and research of buildings and other structures and resources within the project area
- d. Ensure work activities and work products are in compliance and to the satisfaction of the State Historic Preservation Office (SHPO), Iowa Economic Development Authority (IEDA), and Community Development Block Grant (CDBG)

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

- Description of experience with IEDA's CDBG program, especially the Downtown Façade Revitalization Grant
- Description of experience with Reconnaissance Surveys and ISIFs and of past Reconnaissance Surveys and ISIFs that were completed
- Description of capacity to complete all necessary activities, including resumes of all employees who will be or may be assigned to this 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. Timeline. Work is expected to begin upon signing the contract. **Work must be completed within 30 calendar days of signed contract.** This solicitation does not constitute a commitment to award a contract or to proceed with the project. Any award is contingent upon completion of the environmental review process and receipt of environmental clearance from IEDA (or the City of Nevada).

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

	<u>Maximum</u>
Experience with the state's CDBG program:	30 points
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Proposed cost:	<u>20 points</u>
Total:	100 points

VI. Deadline for submission. Proposals must be submitted no later than 5 PM on **September 1, 2025**. Proposals should be submitted to Kerin Wright, Nevada City Clerk. kwright@cityofnevadaiaowa.org

Questions regarding this request for proposals should be directed to Jordan Cook, Nevada City Administrator; 515-382-5466; jcook@cityofnevadaiaowa.org.

Section 3 Clause

This clause to be included in all RFPs/ RFQs & publications

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 135, 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 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice 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 include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. 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 135.

E. 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 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).