



City of West Liberty

The City of West Liberty is requesting qualifications for architectural services to assist with a project seeking funding under the Community Development Block Grant (CDBG) program through the Iowa Economic Development Authority (IEDA). **This is a revision of an RFQ originally released on October 25, 2017.**

The proposed project includes two phases. The first phase is for architectural services for the grant writing work. The second phase is for architectural services for post award work which is contingent upon grant being awarded to the City of West Liberty. The goal is to have at a minimum 10 buildings involved in the project in West Liberty's Commercial Historic District which was listed on the National Register of Historic Places in 2002.

The selected architectural firm will work with the Down Town Task Force which is a task force appointed by the Mayor of West Liberty. The City of West Liberty has entered into a contract with HBK Engineering to assist with grant writing and if the award is granted, the City will engage in a contract with HBK Engineering for grant administration. Qualifications should be presented to address both the pre-application phase and post award phase of said Downtown Revitalization project. A full description of the work specifications is available at City Hall at 409 N Calhoun St, West Liberty, IA.

Statements of qualifications to the City of West Liberty should include the minimum information:

- Experience with IEDA's CDBG program
- Description of similar projects the firm has successfully completed
- Description of organizational capacity to complete all necessary activities, including an estimated project timeframe
- Names and professional experience of key personnel who will be assigned to this project
- References from previous clients of related work within the past five years
- Description of firm's professional errors and omissions coverage

One copy of the proposal must be submitted no later than 5 PM CST, November 27, 2017. Qualifications must be submitted in written or printed bound form, along with one electronic copy on a USB memory drive, in a sealed envelope marked "Proposal to Serve as Architect" and shall include all information required pursuant to this RFQ. The envelope shall be marked with the name of the firm submitting the Proposal. (Neither faxed copies nor electronic submissions will be accepted.)

Anticipated Timetable for RFQ and Qualifications:

Release Revised RFQ	November 6, 2017
Qualifications Due	November 27, 2017
Selection of Architect	December 5, 2017

Qualifications should be submitted to:

Down Town Task Force
City of West Liberty
409 N Calhoun Street
West Liberty, IA 52776

Questions regarding this request for qualifications should be directed to:

Sandee Buisse-Baker
(319)627-4045

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