

City of Ottumwa, Iowa

Request for Qualifications: Professional Services for Structural Analysis of
105-107 E Main Street, Ottumwa, Iowa
Date: April 18, 2024

I. Project Introduction

The City of Ottumwa seeks a qualified engineer and cost estimator to develop a report on the condition of the buildings at 105-107 E Main Street and to develop recommendations and cost estimates for temporary and permanent stabilization.

II. Project Location and Current Initiatives

The properties at 105-107 E Main were acquired by the City of Ottumwa on February 15, 2024. The properties had been abandoned and the City acquired them using a legal action under Iowa Code Section 657A. The properties have apparent and urgent structural needs, especially 105 E Main which has a large hole in the roof.

These buildings are key features of the 100 block of East Main Street and rescuing them is a priority for the City and Main Street Ottumwa. To pursue this priority, the City intends to seek a Challenge Grant from Main Street Iowa and direct the property toward a developer who would complete the rehabilitation of these buildings.



III. Project Description

The proposed project represents a critical first step in a multi-phase plan to revitalize these buildings. The City seeks an engineer to provide a structural analysis and point

cloud model for the buildings. We further seek recommendations and cost estimates for both temporary and permanent stabilization measures which would allow progress to be made on rehabilitation.



IV. Submission Requirements

All respondents wishing to receive consideration must submit, in writing, the following information:

1. A **detailed description of the project team**, which includes descriptions and resume/background information for all principals and their proposed level of involvement.
2. **Demonstrated experience in delivering superior preservation planning and architectural work product**, especially in the context of downtown buildings and Midwest small cities. Specific examples of similar projects are preferred.
3. The **proposed fee** for professional services. Please provide the fee schedule for professional services which includes hourly rate for the professionals involved and the approximate number of hours required for the services requested.
4. Proposed **timeline for delivering services**. Because of the building's condition and the upcoming Challenge Grant application window, time is of the essence.

V. Selection Process

The responses to the Request for Qualifications will be reviewed by a small committee of individuals that represent the City of Ottumwa and Main Street Ottumwa. Responses will be scored according to overall qualification, the proposed timeline and proposed fee. If necessary, the committee will select up to three finalists for an interview with the committee for further discussion. Interviews will take place using Microsoft Teams.

VI. Timetable

- **April 18, 2024:** RFQ Released
- **May 1, 2024 4:30PM CDT:** Questions Due to Zach Simonson
- **May 2, 2024 4:30PM CDT:** Answers to All Submitted Questions Sent to All RFQ Respondents
- **May 9, 2024:** RFQ Responses Due
- **May 9 through 13, 2024:** Review of RFQs and Interviews if Necessary
- **May 13, 2024:** Selection and Project Negotiation
- **May 21, 2024:** Professional Services Agreement Presented to City Council

VII. Contact Information and Questions

Please contact Zach Simonson with any questions prior to April 22, 2024. Any substantive questions and answers will be distributed to all RFQ respondents on April 23, 2024.

Zach Simonson, Director of Community Development
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