

## REQUEST FOR PROPOSALS

1. The electronic proposal must be submitted via email to [mcguire@mahaskacountyia.gov](mailto:mcguire@mahaskacountyia.gov) and carbon copy [hefner@mahaskacountyia.gov](mailto:hefner@mahaskacountyia.gov). An email will be sent confirming receipt of the proposal within 30 minutes or by 3:00 p.m. on the submittal deadline date, whichever is later. Proposals are due by 3:00 pm on August 12, 2022 for Consultant Professional Engineering Services for a Planning and Environment Linkages (PEL) study and a streamlined Environmental Assessment (EA) for the Mahaska/Oskaloosa Driving Economic Success (MODES) Project, Project Number: HDP-C062(102)--6B-62.
2. All proposals must be filed according to the specifications provided by Mahaska County. Proposals containing any reservations not provided for in the forms furnished may be rejected, and the County Board reserves the right to waive technicalities and to reject any or all proposals.
3. In keeping with the principles of Equal Employment Opportunity and the Civil Rights Act of 1964, no employee shall be favored or discriminated against in the hiring and placement process because of race, religion, color, sex, national origin, age, physical or mental disability, political affiliation or other non-merit factors, unless bona fide occupational requirements necessitate selective hiring.
4. Consideration will be given to a locally owned business if costs and other considerations are relatively equal.
5. By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, and also, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country, which gives or requires a preference to bidders from that state or foreign country both, on projects in which there are no Federal Funds involved.
6. It is the policy of Mahaska County that Minority, Women and Disadvantaged Business Enterprises shall be given maximum practicable opportunity to participate in the performance of contracts financed in whole or in part with county funds, notwithstanding Chapters 23A.3 and Chapter 73 of the Code of Iowa.
7. Mahaska County requires that potential vendors employing personnel required to hold Commercial Drivers Licenses must comply with the provisions of the Commercial Driver's License Regulations, Code of Federal Regulations, Title 49, Part 382, and comply with procedures for the administration of the Department of Transportation substance abuse prevention program.

July 5, 2022, Board of Supervisors of Mahaska County, Iowa.

By: Sue Brown, Mahaska County Auditor

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# **Mahaska/Oskaloosa Driving Economic Success (MODES) Project**

**Project Number: HDP-C062(102) --6B-62**

**Consultant Professional Engineering Services for a Planning and Environment Linkages Study and a Streamlined Environmental Assessment**

**Request for Proposal**

**Mahaska County**

## **INTRODUCTION**

Mahaska County, Iowa (hereafter referred to as the County) is soliciting competitive proposals from qualified professional consulting engineering firms or project teams to determine interest and capabilities providing Professional Engineering Services that include a Planning and Environment Linkages Study (PEL) and a Streamlined Environmental Assessment (EA) in Mahaska County.

The professional consultant services contract will be for a proposed connection beginning south of Oskaloosa from US Highway 163 to Highway 23, Highway 23 to Highway 92, and Highway 92 to Highway 63, north of Oskaloosa. The County along with the City of Oskaloosa and the Mahaska Chamber are in the process of developing a certified site along with a Southeast Local Connector between Highway 63 and Highway 23 on the southeast side of Oskaloosa. These efforts will be taken into account as part of the PEL and EA.

It is anticipated that the timeframe for the Project will be approximately twenty-three (23) months to twenty-four (24) months following the signing of a professional services contract. The selected Consultant will be expected to complete the contracted scope of work within the specified timeframe, under the general direction and coordination of the County Engineer as authorized by the Board of Supervisors.

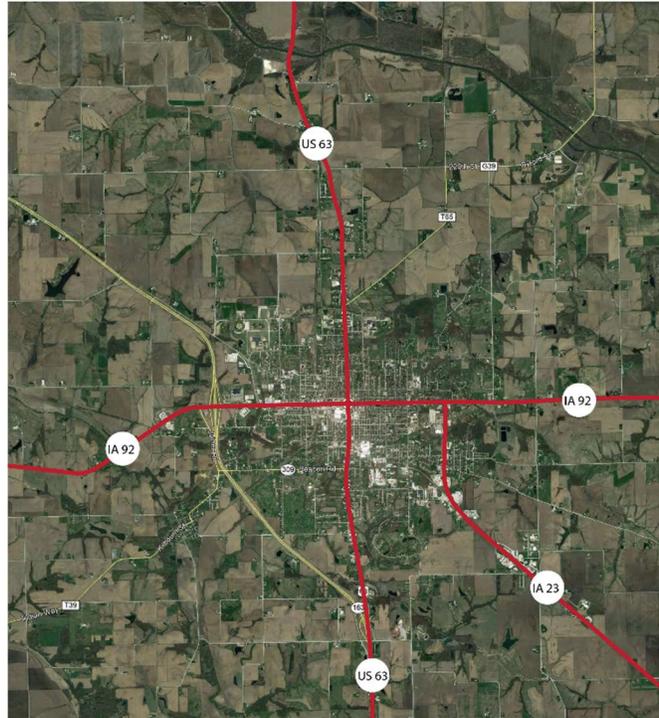
## **PROJECT DESCRIPTION**

Located in rural east central Iowa, the City of Oskaloosa has worked diligently to live up to its tagline of “Simply Brilliant.” The community has invested in itself, resulting in a lively downtown square with foot traffic frequenting locally owned small businesses. Second story living units and an emphasis on arts and culture add to that vibrancy. However, the brilliance of Oskaloosa is being stymied by significant freight loads traveling through downtown.

After recognizing this limitation, the City of Oskaloosa, Mahaska County, and the Mahaska Chamber Development Group (Mahaska Chamber), a private nonprofit comprised of area professionals and businesses, collectively created a vision for a project that would:

- Improve regional access to better accommodate freight needs;
- Spur additional economic development in the existing industrial park;
- Improve quality of life for Oskaloosa residents by removing heavy freight loads away from residential areas; and,
- Expand the agricultural production of east central Iowa.

The public-private project, dubbed Mahaska/Oskaloosa Driving Economic Success (MODES), is the basis for this study, which is intended to produce a Planning and Environment Linkages (PEL) study and a streamlined Environmental Assessment (EA) for a new roadway that will provide improved regional and local access in rural east central Iowa. Mahaska County is the lead agency for this study. The City, County, and Mahaska Chamber share the common goal of evaluating one or more roadway options to the southeast and northeast of the City of Oskaloosa to collectively and collaboratively plan a new roadway corridor while uncovering any environmental or archaeological hurdles to the project.



Achieving the common goals is a resultant of three highways converging within Oskaloosa. US Highway 63, Iowa Highway 92, and Iowa Highway 23 all provide access for agricultural and manufacturing freight from both local and regional businesses. All three highways have multiple stops and degrading infrastructure within the MODES project area which lead to poor travel times and higher emissions.

The work supported by this study will be used to provide a clear path forward for the public and private partnership to continue planning and advocating further investment in construction of the roadway infrastructure. The MODES project will leverage the US Highway 63 (US 63) Corridor Location Study, which a local and regional partnership completed in 2013. The study identified and prioritized various improvements to US 63 and established that improvements to this section of the highway would boost connectivity through Iowa between Columbia, Missouri, and the Minneapolis-St. Paul metropolitan area, thereby reducing traffic demand on Interstate 35. This portion of US 63 was added to the Commercial and Industrial Network (CIN) and the National Highway System in 2012. The study recognized that current freight trips are diverted from US 63 to alternate routes due to the road's poor condition and longer travel times resulting from low speed limits and signals in the core of Oskaloosa. The MODES project was identified in the US 63 Study as a potential improvement and is included in the City of Oskaloosa's comprehensive plan.

US 63 is critical to transporting agricultural products in east central Iowa. It serves the Eddyville Bioprocessing Complex, which employs 1,250 people and is the only major facility of its kind to serve east central Iowa and north central Missouri. Eddyville is home to one of the few 100-hopper rail car grain facilities in the east central area. In peak times for grain processing, truck traffic along the US 63 corridor balloons to 2,000 trucks a day, more than three times its normal volumes. Because US 63 runs through downtown Oskaloosa, trucks hauling the grain are delayed by stoplights and low speeds, and local businesses see less foot traffic. Heavy truck traffic downtown

also increases noise levels, causes damage to curbs and street infrastructure, impacts lane and signal timing requirements, and reduces pedestrian safety (making it less walkable).

The Ottumwa Generating Station (OGS) in Chillicothe, which is southeast of Oskaloosa, has been part of the ten-year Chariton Valley Biomass Project, which uses switchgrass as an alternative fuel source to reduce the need to ship coal to the area via rail. If commercial switchgrass operations become permanent, it would reduce the amount of coal shipped into the area via rail and increase biomass fuel material to be transported by trucks from across Iowa to the plant. This would free up rail freight capacity on transcontinental lines by transferring shipments of biomass to truck but would exacerbate traffic flow and volume issues in downtown Oskaloosa. By addressing the highway issues locally, the upper Midwest north-south highway network would be positioned to allow for the more efficient movement of agricultural products used in the production of fuel and electricity.

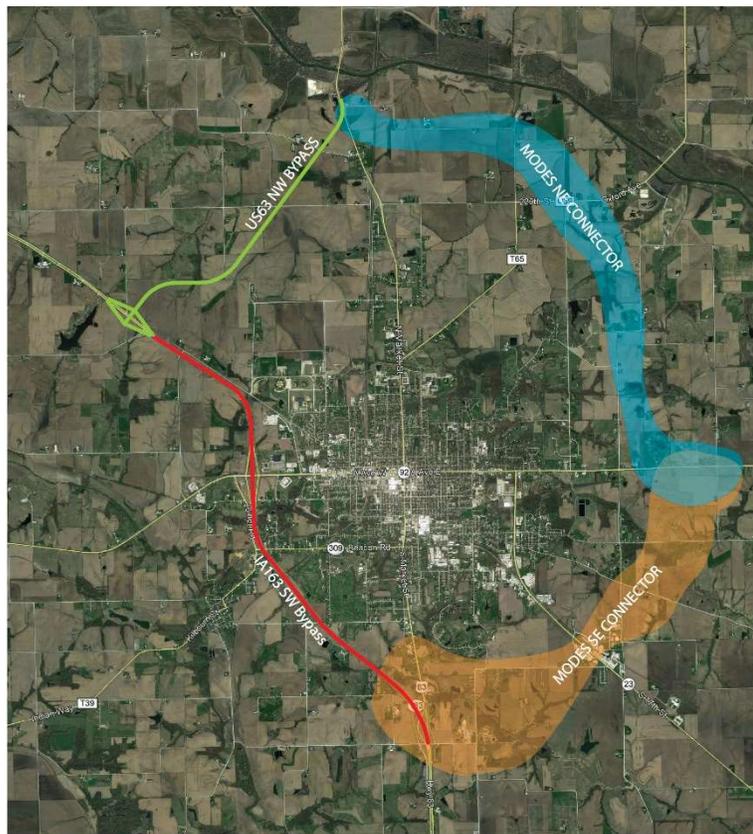
### **PROJECT LOCATION**

The MODES project in Mahaska County, Iowa, will provide a transportation loop around the City of Oskaloosa and the City of University Park. The project touches five of the seven census tracts (2010) that make up Mahaska County.

As of 2019, the US Census estimated the population of Mahaska County to be 22,095. Oskaloosa is the county seat of Mahaska County and is centrally located within the agriculturally and industrially driven Midwest.

The project area was founded based on its local abundant agricultural and geological resources; in the late 1800s, Oskaloosa and Mahaska County were the largest producers of coal in the State of Iowa. The mining industry made Oskaloosa a hub for transcontinental railroads, and many served Mahaska County as the country's economy grew. Today, Mahaska County has access to rail service from the Union Pacific, Burlington Northern Santa Fe, and the Canadian Pacific Railroads.

As the economy of the region has evolved and agricultural technology has improved, Mahaska County has become the east central Iowa destination for agricultural products. Companies like International Ingredient



*Figure 1 Existing and Proposed Infrastructure*

Corporation, DFS Animal Nutrition, Puris Foods, and Oskaloosa Engineering & Manufacturing have invested in the area because of its access to one of the Midwest's top agricultural producing regions. However, all these companies are located within the existing industrial park along IA 23 and are freight generators that ship and receive products regionally and globally. Their freight travels in all four cardinal directions, which result in heavy vehicles traveling through residential neighborhoods and under-designed, outdated roadways.

The MODES project will evaluate locations for new roadway connectors around the southeast and northeast sides Oskaloosa. As shown in the Figure 1, the new connectors would originate in and around the area of the existing Iowa Highway 163 and US 63 interchange and proceed in a northeasterly direction toward Iowa Highway 23 and the existing Oskaloosa industrial park. It then would proceed north toward Iowa Highway 92 just east of the city limits of Oskaloosa and University Park and terminate near the proposed connection of the northwest US 63 bypass near the South Skunk River. It is important to note that the northwest US 63 bypass is currently under Iowa Department of Transportation design development, underscoring the state's commitment to this area.

Oskaloosa is located in the east central Iowa area. Agencies and businesses from the area's 60+ communities have noted that the regional transportation system in this portion of the state could be improved to better accommodate freight needs and regional travel. Iowa Highway 163 provides diagonal access to Des Moines from this area, and US Highway 63 functions as the primary north-south corridor. However, US Highway 63 was built in the 1920s when highway design standards did not exist. As a result, the corridor is functionally obsolete and is in poor condition within the area of the MODES project. Portions of Iowa Highway 92 are in poor condition as well within the city limits of Oskaloosa.

Other north-south corridors in the area, such as Iowa Highway 14, Iowa Highway 21, Iowa Highway 23, and Iowa Highway 146, are not continuous regional or interstate corridors, and sections of each have designs that do not meet the needs of today's vehicles and economy, resulting in safety and traffic flow issues. Local agencies and businesses view these north-south corridors as impediments to the growth of regional travel and freight movement. These corridors are unsuitable for regional freight travel in the 130 miles between Interstate 35 and Iowa Highway 27/US Highway 218 Avenue of the Saints corridors, which connect Interstate 70 to Interstate 80.

## **PROJECT BACKGROUND**

Bypasses in and around Oskaloosa along US Highway 63 and Iowa Highway 92 started to be identified in the early 1980s and culminated with the construction of the existing Highway 163 in 1997. In 2000 the eastern arterials were identified within both Oskaloosa's and Mahaska County's comprehensive plans. As noted previously, the US 63 Corridor Location Study identified the MODES project as a recommendation. The Corridor Study prioritized a new US Highway 63 NW Bypass, which the Iowa Department of Transportation started the Project Review of in early 2014, received a signed finding of no significant impact in May 2018, and is currently scheduled to begin construction in 2024. The Iowa Department of Transportation began an Iowa Highway 92 SE Bypass Study in 2015, but it was placed on hold due to; limited resources, competing priorities, limited shelf life for studies, and focus on the US 63 NW Bypass. At the time that the Iowa Department of Transportation's Iowa 92 SE Bypass study was placed on hold, the community was encouraged to seek additional funding sources for the eastern arterials the community saw as a priority.

## **PROJECT PARTIES**

The MODES project has secured broad community support from several stakeholders. They include federal, state, and local representatives, businesses, schools, medical facilities, bike clubs, and many residents.

Of particular note is the Mahaska Chamber (<https://www.mahaskachamber.org/>). Mahaska Chamber is a private nonprofit, tax-paying volunteer organization of businesses and professionals collaborating to promote the civic, commercial, and downtown district progress of Mahaska County. Mahaska Chamber works with businesses to make Oskaloosa and Mahaska County a better place to live, work, and play.

Mahaska Chamber is committed to helping fund a portion of the MODES project along with the City of Oskaloosa and Mahaska County. Mahaska Chamber also is committed to working proactively with the joint applicants to promote the MODES project and generate support from its members, local residents, and decision makers.

## **GRANT FUNDS, SOURCES AND USES OF ALL PROJECT FUNDS**

The total estimated project budget is \$950,000. This amount includes all anticipated costs to be incurred towards the PEL and the EA activities. The MODES project has received \$850,000 from a Community Project Funding Grant which is a federally funded source. The balance of the funds will be completed through local funding via the County, City and the Chamber.

## **PROJECT SCOPE**

The Consultant should not feel constrained to the preliminary scope of services as outlined in this RFP. Consultants are encouraged to include any ideas to improve the development of the Project as outlined and to recommend work not identified in this RFP.

The final contract scope of services may be adjusted to include items not listed in the preliminary scope of services, if it is determined that additional factors need to be investigated and addressed in the project development and design process.

The scope of services to be performed by the Consultant shall be completed in accordance with generally accepted standards of practice, the Iowa DOT Design Standards and Specifications and shall include the services and supplies to advance the project. The scope of services shall include, but is not limited to, the following tasks:

### **SCOPE OF WORK - PEL STUDY**

The Study will be conducted in accordance with the most recent Iowa Department of Transportation (Iowa DOT) Location and Environment Bureau Manual as found on the Iowa DOT website. The findings of the Planning and Environmental Linkages (PEL) Study will establish the Purpose and Need, early action items and reasonable alternatives, logical termini and independent utility, and programming priorities/timeframes/funding to be used in updating transportation plans and transportation improvement programs (TIPs).

The Study will include development and evaluation of alternatives based on a consideration of purpose and need, geometric, traffic, planning and environmental factors, the location of communities and other developed areas, and public and agency input.

The Study will be developed and documented in a form that can be incorporated by reference, as appropriate, in subsequent NEPA document(s) as outlined in Iowa DOT Location and Environment Bureau Manual and NEPA Processes. All final deliverables identified in this contract will be of such quality that they could be incorporated directly or by reference into these NEPA documents.

A Project Management Plan will be developed which satisfies the requirements of the project development. The activities of communication, consensus building, project reviews, conceptual design, data gathering, documentation, and formal public notice will be coordinated with the stakeholders/steering committee. The type and number of meetings, documents, etc., will depend on the category and characteristics of the project work.

## **TASK 1 - PROJECT INITIATION AND CONTINUING REQUIREMENTS**

### **A. Initial Project Meeting**

An initial project kick-off meeting will be held with the appropriate disciplines. The meeting will review the Project Management Plan, project scope, schedule, key milestones, and project study area boundary. The meeting may include an on-site inspection to familiarize the entire Project Team with the character and conditions of the area.

### **B. Project Management Plan**

Provide a Project Management Plan for management coordination and control to ensure successful and timely completion of this study. The Project Management Plan shall:

1. Include a detailed work plan, including schedule and cost breakdown for each sub-task described in this scope of services
2. Identify the method for tracking budget and schedule for the duration of the project
3. Establish key project contacts within the Project Team and other Stakeholders
4. Establish the project milestones
5. Include a Quality Control Plan that describes the Quality Control Process to be used on the project

### **C. Project Management Communication**

1. The project team shall meet at least monthly to review the cost, schedule status and progress of the work, as well as address unanticipated problems and potential solutions.

The project milestones include: Scoping, Purpose and Need Statement, Corridor Conditions Assessment Report, Alternatives Development/Analysis, Proposed Action(s), Funding/Prioritization/Phasing, and PEL Report.

2. Submit monthly cost and schedule reports to enable project monitoring. The contract budget and schedule shall be regarded as the baseline against which status and progress are measured and reported.
3. Submit working and final drafts on all work products in a timely manner to allow for adequate review and revision prior to final submittal schedules.

#### D. Consensus Building Process and Public Outreach

1. Key Stakeholder Interviews: Understanding ideas, perspectives and needs of the key stakeholders in the corridor is critical for broadly supported decisions. At the start of the project, interviews will be conducted with key stakeholders to understand their respective interests, goals, issues and desired outcomes for the PEL Study. An interview template will be prepared prior to conducting interviews. An overall summary of interview issues will be prepared after the interviews take place and results will be part of both the public participation plan and the Innovation Brainstorming Workshop agenda.
2. Innovation Brainstorming Workshop: An interactive Innovation Brainstorming Workshop will be held with design professionals, Iowa DOT, and key stakeholders to explore Managed Lanes, Intelligent Transportation Systems (ITS), Active Traffic Management (ATM), Transportation Demand Management (TDM), transit, bicycle corridors, and short-term and long-term alternatives to forward into the alternative analysis. Prepare and facilitate the Innovation Brainstorming Workshop and lay the foundation for the workshop by identifying potential concepts for discussion, and key issues and concerns from the interviews. A summary of the Innovation Brainstorming Workshop will be produced and distributed.
  - The Agency Coordination and Public Outreach Plan shall at a minimum include: Preliminary identification of critical issues and problems in need of resolution.
  - Recommend the proper level and means of involvement in the study by the public.
  - Identification of Resource Agencies with an interest in the corridor and the level of consultation required with each agency for successful completion of the study.
  - Identification of Stakeholders, Resource Agencies, community leaders, elected officials and key community groups and recommend the level and means of involvement in the study by those identified.
  - Identification of planned community events near the highway and interchange complex that are scheduled during the study.
  - Description of participation methods, objectives, and where each fits into the schedule.

3. **Technical Working Group (TWG) Coordination and Meetings:** The TWG, composed of local agency & resource agency representatives at the staff level along the corridor, will serve as the focal point for the stakeholder engagement process and is the primary mechanism to directly interact and engage the corridor communities and stakeholders. The Project Team will coordinate with the TWG to determine the proper level of involvement and engagement required for their respective elected officials and other associated stakeholder groups. It is anticipated that there will be twenty-four (24) facilitated TWG meetings that will be the forum for addressing corridor-wide issues and making recommendations as a group. Segment-specific issues can be addressed through consultation with the affected jurisdictions as needed. Meeting agendas, associated materials and summaries will be prepared for each meeting. Community coordination and follow up will occur for each meeting as needed. Operating guidelines and a TWG work plan will be established to define the group's goals and how it will function.
4. **Resource Agency Scoping Meetings:** Individual meetings will take place to coordinate and consult with Iowa Department of Public Health (IDPH), Iowa State Historic Preservation Office (SHPO), Iowa Department of Natural Resources (IDNR), and US Fish and Wildlife Service (USFWS).
5. **Public Meetings:** Public meetings will be held at the beginning of the process to educate the public on the PEL process and to collect input about the vision for the highway and interchange complex and associated concerns, and later to present the range of short-term and long-term alternatives to the public and collect input for recommendations. It is anticipated that there will be three (3) meetings total. Community coordination and communication efforts will be carried out in conjunction with the meetings. Public meetings will include corridor wide public notifications such as press releases, post card mailing, social media, telephone Town Hall Meetings, or other methods.
6. **Outreach to Regional Partners and Small Groups:** Coordinate closely with the TWG to develop effective strategies for involving their respective constituencies and other key stakeholders' groups. Various approaches may be used to engage and interact with the broader community including utilizing existing communication channels, such as planned events or pre-existing meetings when necessary.
7. **On-going Outreach and Public Involvement Efforts:** Serve as point of contact for the distribution of information to key stakeholders, agencies or the general public; to populate and manage the email/ mailing lists and the contact database; to create content for Iowa DOT's project website if one is established; to support the creation and distribution of media advisories; and to advertise and communicate the public meetings.
8. **Policy Committee Meetings:** Building upon the TWG meetings with local agency representatives at the staff level, approximately 20 Policy Committee Meetings with their respective Elected Officials will be required.

## **TASK 2 – CORRIDOR CONDITIONS ASSESSMENT REPORT**

#### A. Obtain Necessary Trespass Rights and Permits

Prepare the necessary paperwork and coordinate with the property owner or municipal entity in order to obtain the necessary written permission to enter the premises. The Consultant shall obtain any other permits, as required, for fieldwork activities.

#### B. Traffic Data Collection and Existing LOS Calculation

1. Collect and consolidate crash data and traffic counts (including truck traffic) for the project limits and surrounding roadway network impacted by the project to be used for the safety and operational analyses. Crash data will be obtained by the consultant from the Iowa DOT database, and requested by the consultant from local municipalities as required for the purposes of the study. Available traffic data shall be compiled from various State and municipal sources or counted in the field as required for the purposes of the Study.
2. Calculate levels of service at relevant locations within the project boundaries. At a minimum, this will include the mainline of Highways 23, 63, 92, and 163, including all ramp terminals, merge/diverge points, weave areas at all interchanges in the project limits, and signalized intersections. Additional locations to be evaluated will be determined in coordination with Iowa DOT, with input from the project stakeholders. Daily vehicle classification counts will be collected at locations determined to be relevant to the Study. Intersection turning movement count locations and origin/destination data are to be determined in coordination with Iowa DOT.
3. Document the existing and any planned transportation systems in the corridor including highway through and auxiliary lanes, interchanges, right-of-way and access; arterial lanes and access, weigh stations; high speed rail and transit types / service levels including station locations, routes and frequency, safety records and ridership and major concentrations of riders. Document existing vehicle weigh station. The document shall also include bicycle and pedestrian facilities, planned and existing intermodal connection facilities and stations.
4. Document the existing travel markets that use the transportation system by using the Area 15 travel demand model (not field surveys) to establish:
  - a. Geographic locations of the origins and destinations
  - b. Trip purpose (Commuter/Non-commuter trips)
  - c. Local versus regional trips
  - d. Average Length of Trip
5. Summarize current roadway features including present lane configurations, roadway and right-of-way widths, adjacent land ownership characteristics, utility, and environmental concerns.

#### C. Travel Demand Forecasting

1. Summarize land use and modeling data as provided by the Area 15 travel demand model (Years 2020 and 2050).
2. If it is determined necessary to perform any additional Travel Demand Forecasting (e.g., to account for changed planned land use or travel network conditions), the consultant shall develop a sub-area model specific to the project study area and will utilize one of the Area 15 models that is available for such purposes. This may include local agency transportation models, the adopted 2050 regional Area 15 model, along with a mesoscopic model and an appropriate traffic micro-simulation software. Previously projected transit utilization may be incorporated into the study without new transit modeling being performed. The primary product of this work will be the 2050 travel demand forecasts approved for study use by Iowa DOT and Area 15. These forecasts will be used to develop 2050 traffic volumes on highways, arterial roadways, and peak hour turning movements at signalized intersections and freeway ramp terminals.
3. Ensure that the traffic analysis is compatible with the NEPA process.

#### D. Traffic Operations

1. Future travel demands shall be compared to existing corridor capacity at select screen lines and inadequately served travel patterns shall be identified.
2. Summarize future traffic (2050) operations along the corridor for both the AM and PM peak hours.
3. Traffic operational analysis will include an evaluation of the Corridor Conditions as well as a 2050 analysis for the No-Action and a preferred set of alternatives.
4. Modeling shall be used to help understand the regional distribution of traffic, possible diversions for different design alternatives and to help determine the limits of the micro-simulation analysis. The specific model(s) to be used will be determined during the study and must be acceptable to both Iowa DOT and FHWA.
5. Perform a sketch plan sensitivity analysis for future traffic operations (beyond 2050) based on anticipated growth in traffic.
6. It is anticipated that Synchro and/or VISSIM software will be used for evaluation of intersection operations.
7. Use a micro-simulation model to evaluate the traffic operations of the complete roadway system, particularly the freeways, and report the agreed upon measures-of-effectiveness (MOE's) for the existing conditions, the No-Action and the preferred set of alternatives. Site specific operational analysis (i.e., turning movement delays, weaving analysis, queue length determination, etc.) may also be required at strategic locations within the project boundaries to help identify preferred short-term improvements that may provide operational benefits while remaining consistent with the long-term preferred alternative. Specific locations will be determined in

coordination with Iowa DOT. Follow the guidelines provided in the FHWA Traffic Analysis Toolbox as a framework for methods for collecting traffic data, setting up and calibrating the micro-simulation models. Coordinate with Iowa DOT at key milestones in the traffic modeling and approval process (i.e., model validation and calibration, MOE selections, etc.) before additional work proceeds.

8. Based on the initial traffic data collection, travel demand forecasting, and traffic operational analyses, identify traffic problem areas and determine the effects to the surrounding roadway network and intersections. This analysis shall consider network travel patterns that include traffic volumes, travel/access patterns, LOS, delays, travel times, and speeds in neighborhoods and other areas of anticipated traffic congestion. Coordinate this work with other studies in the immediate area, as appropriate.
9. Analyze existing bicycle and pedestrian facilities for safety, adequacy, connectivity, and Americans with Disabilities Act Accessibility requirements and make recommendations for improvements in accordance with the latest Iowa DOT Statewide Bicycle and Pedestrian Plan and the local bicycle and pedestrian master plans.
10. Analyze the existing use and potential need of Park & Ride Facilities.

#### E. Safety Assessment Report

1. Obtain all available Safety Assessment Reports from Iowa DOT which identify existing safety problems within the project limits to the extent that they are readily available. In the alternatives evaluation portion of the PEL Study, and any other sections that pertain to Safety, specifically identify how the "Build" alternatives propose to mitigate the existing safety problems based on the Safety Assessments and on crash data collected as part of this PEL.
2. If Iowa DOT deem that existing available traffic safety reports are outdated and need to be updated; prepare a traffic safety assessment report in accordance with Iowa DOT standards. Iowa DOT shall provide all data and statistical summaries necessary to complete the report. If required, a new Safety Assessment report shall include an evaluation of the Corridor Conditions as well as a 2050 analysis for the No-Action and a preferred set of alternatives using predictive crash models.

#### F. Conduct an Environmental Overview of the Corridor

The analysis for this environmental overview shall build from and be consistent with other environmental studies completed or nearing completion in the project area. The overall study area for this PEL project is rectangular in nature and includes the area of US Highway 63 from Mile Post 60 to Mile Post 68, Iowa Highway 92 from junction 163 to Queens Avenue. However, the Environmental Overview limits may be reduced, or expanded, depending upon the alternatives being studied.

The following environmental resources are considered "red-flag" resources and technical memos will be required as part of the PEL Study. This list is not all-inclusive and is subject to change based on meetings with project stakeholders. Modifications to the list may be necessary depending on the results of the Innovation Brainstorming

Workshop. A scoping meeting with Iowa DOT will be required to define the levels of environmental analysis for each resource area.

- Land Use
- Air Quality
- Bicycle and Pedestrian Facilities
- Floodways and 100-year floodplain boundaries
- Parks, Open Spaces, Trails, Recreational Resources/4(f) and 6(f)
- Historic Resources
- Hazardous Substances (including oil/gas wells)
- Wetlands and Other Waters of the US
- Wildlife Movement
- Threatened and Endangered Species
- Water Quality
- Noise
- Cumulative Impacts
- Geotechnical Considerations

Incorporate the results into the overall PEL Study documentation.

- G. Reference the list of issues that resulted from contacts with stakeholders and general knowledge of the corridor to identify a list of key needs in the corridor.
- H. Prepare a preliminary list of existing and anticipated deficiencies in the corridor. The list should describe the existing or anticipated deficiencies in the transportation system and the growth or changing needs in the corridor along with an estimate as to the timeframe in which deficiencies will occur.

TASK 2 WORK PRODUCT:

Corridor Conditions Assessment Report which presents the findings from the Responsibilities described above in a clear and concise manner. A summary of comments and key issues received at Public-Stakeholder meetings will be included. Environmental Resource Technical Memos describing the Corridor Conditions in the corridor. In addition, a separate stand- alone traffic report that could be used for future Interchange Access Requests will be required.

**TASK 3 - DEVELOP A STATEMENT OF PURPOSE AND NEED AND IDENTIFY GOALS FOR THE TRANSPORTATION SYSTEM**

Develop a Technical Memo containing the following:

- A. Identify existing and expected deficiencies in the transportation system serving the corridor area and compile a list of system deficiencies. Where possible, locate the deficiencies on a base map for use at the public meetings.
- B. Prepare a draft or general Mission Statement and key issues to be discussed at a stakeholder meeting and at public meetings.
- C. Produce a written statement of purpose and need. This statement should be an

"umbrella" statement for the corridor, based in identification of needs and deficiencies. The statement should reflect the context sensitivity of the corridor's communities to help reach their transportation goals by encouraging the consideration of land use, transportation, environmental and infrastructure needs in an integrated manner.

- D. Identify goals and visions for the highway and interchanges.
- E. Determine logical termini for the study area.

**TASK 3 WORK PRODUCT:**

A Technical Memo which presents the findings from the task described above in a clear and concise manner. A summary of comments and key issues received at Public-Stakeholder meetings.

**TASK 4 - PLANNING ENVIRONMENTAL LINKAGE (PEL) STUDY**

The PEL Study shall be prepared with the following objectives.

- A. Express a common vision between Iowa DOT and the stakeholders as to the future operational functionality of the corridor.
- B. In addition to the No-Build Alternative, Develop up to three (3) short-term and three (3) long-term alternatives which:
  - Meet the Purpose and Need identified in Task 3.
  - Balances regional mobility with local connectivity needs and access management.
  - Enhances corridor aesthetics and safety
  - Considers unconventional and innovative approaches including managed lanes, ITS, ATM and TDM as part of the solution
  - For highway expansion or other modal use of Iowa DOT right-of-way, an analysis should be conducted to identify alternatives for the most appropriate use of the existing right-of-way. A determination then must be made if this represents the maximum right-of-way capacity or if additional right-of-way should be acquired.

Alternatives Development – Basic concepts for alternatives will be developed through the project’s Technical Working Group, Stakeholders, and the project team. Basic roadway engineering will generally be to a conceptual level of design; however, more detail may be needed in some areas to support screening. Survey work in specific areas to the level needed to support design work could be required.

For the Proposed Action(s), a cross section study will be developed. This information shall be sufficient to determine general cut and fill limits, toe of slope locations, right-of-way needs and easement requirements, earthwork requirements, structural requirements, and water quality facilities.

The conceptual design for the roadway alignments, interchange configurations, roadway templates, lane additions, pedestrian facilities, bicycle facilities, and major structures (bridges, grade separations, retaining walls, etc.) included in the Proposed Action(s) will

be completed to approximately five (5%) design so that planning-level cost estimates can be established. This may also include short term improvements as identified in the analysis.

For a limited number of early action projects perform a full range of engineering design services up to and including final design.

- C. Establish meaningful project phases and connect them with potential funding packages. Given the variability in the amount and timing of funding, identify and prioritize projects for a range of funding scenarios to ensure that the corridor is getting maximum benefit for the available dollar. Other options such as Business Improvement Districts, Tax Increment Financing, and new federal programs such as livable communities, will also be reviewed for applicability on the corridor.
- D. Alternatives Screening – Utilize a NEPA-appropriate screening process. A two-step or three step screening process through which the level of analysis detail becomes greater as the number of alternatives reduces shall be considered. Several basic measures shall be used to judge alternatives. This evaluation is intended to illuminate the issues and provide a coherent discussion prior to selecting a preferred corridor strategy. Develop evaluation criteria and will submit the criteria to FHWA for review. The following measures shall be included:
- Operational Effectiveness – This analysis should quantify how each alternative addresses deficiencies and needs as identified in Tasks 2 and 3. The analysis should also identify negative upstream, downstream and any other roadway network consequences of proposed improvements. For estimating purposes, it is anticipated that a general analysis will be done on initial screening of alternatives and a more detailed analysis will be required for up to three (3) short-term alternatives and three (3) long-term alternatives. The detailed analysis will consider the AM and PM peak hour to determine how well each alternative addresses the deficiencies and needs as identified in Tasks 2 and 3.
  - Land Use Consequences - This analysis should quantify how the alternatives will affect accessibility and mobility in the corridor. Resultant land use implications should then be assessed and compared to adopted comprehensive plans and zoning. Any inconsistencies between the proposed transportation investment and levels or types of development in local plans should be clearly identified and understood by all decision-makers.
  - Economic Feasibility – This analysis should compare the alternatives in terms of whether the benefits are commensurate with the costs. It also should consider the availability of funds for construction and operation as well as equity – the distribution of costs and benefits.
  - Environmental Feasibility - Impacts of each alternative on important environmental resources and feasibility regarding environmental issues and regulations. Conceptual avoidance and minimization measures should be developed following the identification of impacts and concerns.

Following screening, the Proposed Action, or Actions, will be documented and the conceptual

design will be refined as needed to avoid impacts and/or provide mitigation.

- E. Provide an easy-to-read pictorial summary guide that helps evaluate the pros and cons of each alternative in a creative and meaningful way.
- F. Recommend ROW needs along the corridor expressed as typical sections and as part of any proposed interchange reconstruction concept. The recommended ROW for the Proposed Action(s) will be identified (including physical environmental mitigation like Storm water controls). These elements will combine to allow for corridor preservation by the local communities.
- G. Prepare the PEL Study report that includes an Executive Summary and the following chapters: Introduction including Purpose and Need Statement, Alternative Development and Analysis including the No-Action Alternative, Study Recommendations, Affected Environment and Environmental Consequences, Agency Coordination and Public Involvement, and Next Steps.

**TASK 4 WORK PRODUCT:**

PEL Study Report, which presents the findings from the Responsibilities described above in a clear and concise manner; Traffic and Environmental Resource Technical Memos/Reports; and a summary of comments and key issues received as a result on the implementation of the Public Participation Work Plan as per Task 1.

**SCOPE OF WORK - EA STUDY**

**Introduction**

The project generally consists of studying the above-described area to determine and document issues related to the construction of new US 63 bypasses, including grading and floodplain/floodway impacts. The purchase of floodway easements and additional right-of-way may be needed where alternatives are proposed outside of the existing right-of-way owned by the City of Oskaloosa, Mahaska County and Iowa Department of Transportation and, may be required as the planning study progresses and the project may also have cumulative effects on other natural and human environment resources.

This Scope of Services is based on the following assumptions:

- The project will require a Class III NEPA document, prepared as a Streamlined Environmental Assessment.
- The alignments currently under study by the Iowa DOT and additional potential routes developed as a result of the planning study will be documented in the EA.
- The project will require coordination and cooperation from all partners including the City, County and District and Bureaus of the Iowa Department of Transportation.

The scope of services shall be completed in accordance with generally accepted standards of practice and shall include the services to complete the following tasks:

## **Task 1 – Project Management and Administration**

### 1.1 Development of Work Plan

Prepare instructions for project staff, providing background, responsibilities, schedule, and budget information and other important elements for the project. Establish a graphic project schedule indicating critical dates, milestones, and deliverables. Prepare a detailed work plan with specific staff assignments, by task, corresponding to the schedule.

### 1.2 Project Coordination

Maintain communications with project stakeholders. On a bimonthly basis, or as necessary, meet with stakeholders/steering committee to review progress or to discuss specific elements of the project. Prepare minutes of meetings and maintain documentation of related communications.

### 1.3 Project Monitoring and Progress Reports

Maintain the system for monitoring progress and expenditures to allow monthly tracking by task. Prepare and submit monthly progress reports outlining the following:

- Activities during the reporting period and activities planned for the following month;
- Problems encountered and recommended solutions; and
- Overall status.

### 1.4 Quality Control Plan

Establish review and checking procedures for project deliverables. Designate responsibility for implementation of the Plan.

## **Task 2 - Environmental Data Gathering**

While it is anticipated that an Environmental Assessment (EA) will be the final work product for this Scope of Services, no guarantee can be made that another level of NEPA analysis (i.e., Environmental Impact Statement) will be required.

### 2.1 Develop Land Use Inventory

Conduct a field review of the project area to update land use information. Information will be incorporated into the project GIS database.

### 2.2 Review Recent Local and Regional Reports, Plans, and Documents

Collect material that supports the EA and discussion of the affected environment. Example material could include information on socioeconomics, community services, emergency

services, commercial/industrial development plans, groundwater and drinking water supply information, and water resource plans and standards. In addition, documents will provide background information regarding previous commitments and plans including activities that need to be considered in the evaluation of cumulative impacts on the study area.

### 2.3 Public/Special Use Lands

Update the information used to identify and locate existing (and planned) public use recreational areas, bike trails, hiking trails, or other land uses that may be subject to Section 4(f) or Section 6(f) requirements. Evaluate if Section 4(f) statement is needed. If the Section 4(f) Evaluation is required, the utilize the Iowa DOT's Section 4(f) Five Step Process to identify and document public/special use lands. Technical memorandums will be used to document each of the five steps in the process.

### 2.4 Waters of the U.S. Inventory

Wetland delineations will be completed for the project corridor and used in the analysis of potential impacts by the project alternatives. Include the wetland information as a data layer into the project GIS database and provide working drawings of wetland mapping and EA exhibits for the project.

### 2.5 Historic and Archeological Resources

Assess historic and archaeological resources in coordination with the Office of the State Archaeologist, State Historic Preservation Officer, and Cultural Resources staff of the Iowa DOT.

### 2.6 Contaminated Sites

Conduct a preliminary review (records review and windshield survey) of potential contaminated sites in the corridor. Perform a Phase I ESA if needed. The results of the investigation will be incorporated into the project GIS database and included in the NEPA document.

### 2.7 Cemeteries

Verify existing information on known cemeteries within the area of potential effect.

## **Task 3 - Environmental Impact Analysis**

Following concept development, analysis of the probable environmental impacts associated with this project in accordance with the National Environmental Policy Act (NEPA) may also be required. This analysis includes updating and advancing the engineering concept plans to the level necessary to prepare and submit the appropriate level of NEPA documentation in accordance with Federal Highway Administration (FHWA) and Iowa Department of Transportation (DOT) guidelines. In addition, a Section 4(f) Statement may be required if the proposed action and alternatives that may evolve following concept development have the potential to impact Section

4(f) resource(s).

### 3.1 Land Use and Related Impacts

The impact of the project upon land use will be evaluated. This will assess the impact of the project on potential historic properties, commercial uses, residential uses, industrial uses, park and recreational uses, community buildings, parking, and special uses.

### 3.2 Socioeconomic Impact

Identify impacts on community services, community cohesion, potential impacts on businesses caused by access changes, changes in traffic flow, and impacts on tax base. Analyze secondary effects of roadway improvements on businesses and effects on future land use and development potential. Assess the proposed action impact on the local and regional economy both during and after construction.

### 3.3 Commercial and Industrial Impacts

Assess existing commercial and industrial activity in the project area. Each alternative's impact on commercial and industrial activity will be evaluated in terms of access changes and ease of goods movement both during and after construction will be evaluated. The analysis will consider the features of the project that might affect the values of adjacent properties (e.g., proximity, noise, capacity).

### 3.4 Community and Residential Impacts

Assess existing residential areas and community setting in the project area. Evaluate each alternative's impact on residences, community services, community facilities, and neighborhoods both during and after construction. The environmental impact analysis will address potential impacts to other groups that may require special consideration with respect to travel patterns and access to jobs, schools, churches, parks, hospitals, shopping, and community services. These other groups may include school-age children, elderly, pedestrians, and bicyclists.

### 3.5 Environmental Justice

Assess the project's impact on low-income and minority populations as required by the Executive Order (EO) on Environmental Justice (EO 12898). The environmental justice assessment will be based on income and race information from the most recent U.S. Census. Additional information on race will be obtained from project team coordination with local residents and officials. The discussion will indicate if low-income or minority communities will be affected by the action and whether the impacts to these communities will be disproportionately adverse. Potential mitigation will be presented as appropriate. Document any needs of Limited English Proficiency (LEP) with the local government agencies and the Area 15 Planning Organization.

### 3.6 Waters of the U.S. Impacts

Conduct impact analysis on waters of the U.S (WOTUS) for incorporation into the EA. Prepare working graphics to assist in the evaluation of impacts to wetlands and WOTUS and NEPA document exhibits (from wetland delineations prepared by the Iowa DOT).

### 3.7 Storm Water Runoff Impacts

Evaluate impacts to the receiving waters from storm water run-off and evaluate measures to control storm-water runoff.

### 3.8 Endangered or Threatened Species Impacts

Conduct a preliminary field review for species of special concern that could exist in the area of potential affect and provide written consultation from the U.S. Fish and Wildlife Services (FWS) and Iowa DNR Bureau of Endangered Resources to determine if threatened or endangered species or distinct habitats are present in the project area.

### 3.9 Noise Analysis

Utilize FHWA's Traffic Noise Model (TNM) to conduct a noise study for the project study area. Noise sensitive receptor locations will be identified and modeled for existing, no build, and build alternative conditions. Noise monitoring will be conducted to verify the models results.

### 3.10 Air Quality

A qualitative air quality analysis will be prepared for the EA using the most up to date FHWA guidance on Air Toxic Analysis. This qualitative assessment will compare, in narrative form, the expected effect of the project on traffic volumes, vehicle mix, or routing of traffic, and the associated changes in Mobile Source Air Toxics (MSATs) for the project alternatives, based on VMT, vehicle mix, and speed. It will also include a discussion describing national trend data projecting substantial overall reductions in emissions due to stricter engine and fuel regulations issued by EPA.

### 3.11 Contaminated Sites

Evaluate facility improvements against data collected regarding potential contaminated sites. Provide recommendations for subsequent and future investigations to determine the extent and nature of potential contamination for potentially affected sites of concern.

### 3.12 Indirect Impacts

Evaluate secondary impacts of the project. The impact evaluation includes defining the secondary impact area, analyzing existing and future land use trends and proposed development, assessing project characteristics, assessing the potential for project-induced changes to land use development, and evaluating existing tools or recommending tools to

manage changes to land use development.

### 3.13 Cumulative Impacts

Evaluate the incremental impact of the proposed project when added to other past, present, and reasonably foreseeable future projects.

### 3.14 Construction Impacts

Assess the impact of construction on the project area and on construction workers, including access to facilities and services; economic impacts; noise; and vibration and develop mitigation recommendations as required.

### 3.15 Constraint Map

Use the project GIS database to prepare a constraint map showing the resources identified in previous tasks. The map will be used as a tool for agency coordination, public involvement, local government coordination, development, and refinement of alternatives, and impact analyses.

## **Task 4 - Environmental Documents**

### 4.1 Prepare Environmental Assessment and FONSI

Prepare a streamlined EA that follows the content requirements of the National Environmental Policy Act, FHWA Iowa Division office guidelines for preparation of environmental documents, and the Iowa DOT's streamlined EA template.

If applicable, prepare a Finding of No Significant Impact (FONSI) document following the EA public comment period, disposition of comments on the EA, and public hearing.

## **Task 5 - Agency and Public Involvement**

### 5.1 Early Agency Coordination

Conduct Early Agency Coordination with appropriate federal, state, regional, and local agencies based on Iowa DOT guidance in partnership with the Iowa DOT. Agencies will be provided an opportunity to comment on the project's range of alternatives, environmental impacts, and preferred alternative. The following agencies will be contacted as a part of Early Agency Coordination:

- U.S. Army Corps of Engineers
- U.S. Department of Interior, Office of Environmental Planning
- U.S. Environmental Protection Agency Region VII
- U.S. Federal Emergency Management Agency
- U.S. Fish and Wildlife Service

- U.S. National Park Service
- U.S. Natural Resource Conservation Service
- Iowa Department of Natural Resources Des Moines Area Metropolitan Planning Organization
- Mahaska County Board of Supervisors
- Mahaska County Conservation Board
- Mahaska County Departments of Public Works (includes Planning)
- City of Oskaloosa – Public Works and Community Development
- Other municipal jurisdictions as appropriate (Cities of Beacon, University Park)
- State Historical Society of Iowa for their information
- Native American tribes to meet Iowa DOT guidelines regarding cultural resources and Native American tribal consultation

## 5.2 Public Involvement

One public information meeting (PIM) will be held for this phase of project development. Another meeting conforming to Iowa DOT PI requirements will be held for the EA (Public Hearing).

### *Iowa Code 6B Assistance*

Because farmland may be acquired for the construction of the proposed project, and the potential for the use of eminent domain and/or condemnation of farmland to be acquired for the project exists, it is anticipated that the provisions of Iowa Code Section 6B may apply. If so, coordinate agricultural land certifications with Mahaska County, prepare property owner notification letters, and prepare and publish the 6B public hearing requirements. The Section 6B hearing, if held, will be conducted simultaneously with the EA Public Hearing. Summarize the Section 6B process and results in the EA documentation.

Exhibits for the Public Hearing will be refinements of those displayed at the public informational meeting. As needed, the 1"=400' and larger scale aerial mosaics will be finalized to show alternatives and project details. No audio-visual presentation is expected to be prepared as part of the public hearing.

## **SCHEDULE**

The schedule for the EA is a 15-month timeline expected to begin in September 2023. The completion date of this project will be approximately December 2024.

## **TECHNICAL AND PEER REVIEW**

All study reports and design work products will be reviewed by Iowa DOT, Stakeholders, and Resource Agencies.

## **CONTRACT INFORMATION**

- The County anticipates that the selection process will be completed by the end of September 2022. The selection committee will be conducting interviews with the top three

most qualified consultants in the first week of September 2022. The consultants will receive notice approximately one week prior to the interview date.

- The anticipated start date of the contract will be December 5, 2022.
- The estimated duration of the contract will be 23 to 24 months.
- The Contract Type – Project-Specific
- The Payment Method – Cost plus Fixed Fee

## **GENERAL REQUIREMENTS**

The County is following the Iowa DOT Instruction Memorandums for local public agencies I.M 3.310.

### **DBE GOAL**

The County has determined to set the DBE goal at 5%. It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBE) shall have the maximum practicable opportunity to participate in the performance of contracts financed in whole or in part with federal-aid highway funds. Most of the work under this contract is expected to involve federal-aid highway funds. Consultants will be expected to demonstrate a good faith effort to meet this goal, and the selection process will include an evaluation of that effort. A list of certified DBE firms may be found on Iowa DOT's web site at: <https://secure.iowadot.gov/DBE/Home/Index/>

## **SELECTION INFORMATION**

The Selection Committee will evaluate proposals on their ability to address the evaluation criteria. The point value of each evaluation criterion is indicated below, adding up to a total of 100 points.

- **Key Staff and Experience– 30 Points (30%)**  
This category refers to the quality and similarity of the consultant's previous projects to this project. In addition, technical ability and specialized expertise of the consultant's staff or sub consultants is also a factor for this category.
- **Technical Qualities and Past Experience – 30 Points (30%)**  
This category allows the selection committee to determine if there are certain technical qualities or understanding of the project that make one consulting firm stand out over another firm. This may include but is not limited to: the detail of their work, reputation from other agencies the firm has worked with, experience working with subcontractors or subconsultants and the success of previous projects.
- **Work Plan and Timeline – 5 Points (5%)**  
Points will be awarded in this category based on the proposed timeline and work plan to meet schedule that is presented by each of the consulting firms.
- **Understanding Local Issues and Resources Available to Complete the Project – 10 Points**

(10%)

This category awards points based on the staff available to work on the project, other projects the company is working on, the location of a firm and the technological resources available to complete the project. Show possible examples of risk management and mitigation.

- Responsiveness – 10 Points (10%)

This category awards points based on completeness of RFP and submittals. Demonstrate abilities to address development and coordination issues quickly and efficiently with all parties. Show examples of addressing critical issues on other projects.

- Knowledge of Federal and State Regulations and Ability to Work with Lead Agencies – 10 Points (10%)

Points will be awarded for coordination abilities with lead agencies and knowledge of Federal and State regulations. This may include but is not limited to: Federal Highway Administration, Iowa Department of Transportation, State Historic Preservation Office.

- DBE Participation – 5 Points (5%)

The Selection Team will consider the Project Team’s willingness and ability to meet or exceed the established DBE involvement goal as stated in “General Requirements”.

## **PROPOSAL REQUIREMENTS**

Please provide the following information in the order listed:

- All responders must provide adequate information on the response’s cover page to clearly identify the submittal is for the MODES Planning Environmental Linkages Study and Streamlined Environmental Assessment along with the replying firm and an email for the point of contact for the firm.
- Include your firm’s approach to addressing the identified tasks, your eligibility to meet the requirements of the “Required Work Categories” for the work you intend to perform, your understanding of the project’s scope and key issues. Briefly discuss similar projects the members on your team have completed in the past three to five years. This listing should be limited to the three most applicable projects.
- Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by these individuals. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
- Include experience and qualifications as related to the “Required Work Categories” for any sub-consultants to be used and work they will perform.

- Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
- A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period. A graphical representation of the proposed schedule should be included.
- The location of the office where the majority of work will be performed.
- A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.
- Include a statement that the consultant will meet the DBE goal. If the consultant cannot meet the minimum goal, include a commitment statement for the percentage of participation that they can meet.
- Inclusion of promotional literature of a general nature will not be considered in the selection process.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5” x 11” pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, appendices, etc. The maximum size limit of a **proposal is 7.5 megabytes**.

The electronic proposal must be submitted via email to [mcguire@mahaskacountyia.gov](mailto:mcguire@mahaskacountyia.gov) and carbon copy [hefner@mahaskacountyia.gov](mailto:hefner@mahaskacountyia.gov). An email will be sent confirming receipt of the proposal within 30 minutes or by 3:00 p.m. on the submittal deadline date, whichever is later. Proposals are due by 3:00 pm on **August 12, 2022**.

Any technical questions or questions regarding this RFP shall be submitted via email to [mcguire@mahaskacountyia.gov](mailto:mcguire@mahaskacountyia.gov) and carbon copy [hefner@mahaskacountyia.gov](mailto:hefner@mahaskacountyia.gov). Any questions about this RFP must be received by noon on **July 29, 2022**. Questions and answers regarding this RFP will be posted with the RFP on the county website, [www.mahaskacountyia.gov](http://www.mahaskacountyia.gov)

**Any proposal not complying with all requirements stated in the RFP may not be accepted.**

### **PUBLIC RECORDS LAW**

Mahaska County will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. Mahaska County’s release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

## **STATEMENT OF NON-DISCRIMINATION**

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa DOT's affirmative action officer at 515-239-1422. If you need accommodations because of a disability to access the Iowa DOT's services, contact the agency's civil rights/ADA coordinator at: 515-239-1514

## **REFERENCES**

I.M. No. 3.310 Federal-aid Participation in Consultant Costs  
[https://www.iowadot.gov/local\\_systems/publications/im/3310.pdf](https://www.iowadot.gov/local_systems/publications/im/3310.pdf)

PPM 300.12 – Negotiated Contracts for Architectural, Engineering, and Related Professional and Technical Services ([http://www.prof-tech-consultant.dot.state.ia.us/uploads/300\\_12.pdf](http://www.prof-tech-consultant.dot.state.ia.us/uploads/300_12.pdf))