



Date: December 1, 2025

The City of Oelwein is seeking proposals from interested and qualified firms for archaeological services to conduct a Phase 1 Archaeological Survey along the proposed Area of Potential Effect (APE) of their water improvement project corridor.

Three areas of the city have been experiencing water breaks, are in poor condition, and will be addressed first. These three locations are identified as:

- 10th Street SE, (South Frederick Ave to 2nd Ave SE).
- 1st Ave SE (old railroad tracks to 3rd Street SE) and 3rd Street SE (1st Ave SE to 2nd Ave SE).
- 6th Street NE (2nd Ave NE to 4th Ave NE) and 3rd Street NE (6th St NE to 7th St NE).

### **10<sup>th</sup> Street SE**

This portion of the project will construct an 8-inch diameter water main along 10th Street SE from South Frederick Avenue to 2nd Avenue SE. This will replace an existing 4-inch diameter main on the west side of IA Highway 150 and an existing 8-inch diameter main on the east side of Iowa Highway 150, both of which are in poor condition with frequent breaks. The new main will provide a connection across IA Highway 150, which does not currently exist, improving flow and eliminating two dead ends. The hydrant at the intersection of 10th Street SE and 2nd Avenue SE currently has very low flow and will be replaced with supply from the new main. The westerly approximately 520 feet is within 500 feet of a known leaking underground storage tank. This area will be replaced with Ductile Iron Pipe (DIP) with nitrile gaskets. The crossing of Iowa Highway 150 will also be DIP, with the full length of the water main along 10th Street SE installed by directional boring. Water service lines will be replaced to the curb stop, with new curb stops placed.

### **1st Avenue SE and 3rd Street SE**

This portion of the project will construct an 8-inch diameter water main along 1st Avenue SE from the approximate north right of way of the railroad, northerly to 3rd Street SE and along 3rd Street SE from 1st Avenue SE to 2nd Avenue SE. This will replace the existing 4-inch diameter and small section of 8-inch diameter water main along the same street area, which is in poor condition. Most of this location is within 500 feet of known leaking underground storage tanks. Due to this, the use of DIP with nitrile gaskets is assumed. The actual need for upgraded pipes and gaskets will be verified with final design. Water service lines will be replaced to the curb stop, with new curb stops placed. Water mains will be open cut, except for the Iowa Highway 150 crossing, which will be directionally bored. The hydrant at the intersection of 3rd Street SE and 2nd Avenue SE will be replaced and will have additional flow due to the connection to a larger main.

### **6th Street NE and 3rd Avenue NE**

This portion of the project will construct an 8-inch diameter water main along 6th Street NE from 2<sup>nd</sup> Avenue NE to 4th Avenue NE and along 3rd Avenue NE from 6th Street NE to 7th Street NE. This will replace the existing 4-inch diameter water main in poor condition. The water main is proposed to be Polyvinyl Chloride and will be directionally bored. Services will be replaced to and including curb stops. The hydrant at the intersection of 6th Street NE and 3rd Avenue NE will be replaced, with flow increase from connecting to a new 8" diameter main vs the existing 4" diameter main.

The total estimated cost of improvements is \$2,093,765. Benefits provided by the improvements include decreased unscheduled, emergency repairs, increased system's longevity, and improved system flows.

The project is being funded with Community Development Block Grant funds received through the Iowa Economic Development Authority (IEDA), who is the lead federal agency.

In accordance with Section 106 of the National Historical Preservation Act (NHPA), as amended, the State Historical Preservation Office (SHPO) and IEDA, with consultation with the Office of State Archaeologist (OSA), has determined that a portion of the project may result in an adverse effect on possible prehistoric/early historic sites and any unknown archaeological site and resources within the APE. Therefore, this Phase 1 must be conducted prior to construction starting. Maps are attached to show the project areas.

### **Proposals of Person and/or Firms:**

The city desires to retain a person or firm to conduct a Phase 1 Archaeological Survey. All archaeological services shall conform to the "Guidelines for Archaeological Investigations in Iowa" provided by Iowa's State Historical Preservation Office.

The following information shall be included in the proposal and will be used in the evaluation of said proposal:

- a) The specialized experience and technical competence of the firm with respect to conducting a Phase 1 Archaeological Survey;
- b) The past performance record of firm with respect to such factors as accessibility to clients, quality of work, demonstrated success in obtaining SHPO approval, and ability to complete work in a timely matter to meet designated schedule and budget parameters;
- c) The ability of the firm to successfully complete the necessary requirements of a Phase 1, including resumes of all employees who will be or may be assigned to this project.
- d) Ability to start project immediately after award of contract, including timeline necessary to complete SHPO approval. Repair of Oelwein's water system can not begin until this Phase 1 Survey is accomplished, and approval and clearance from SHPO are obtained.
- e) Cost of services; and
- f) References (minimum three) of previous clients of similar work conducted by the firm within the past five years. Include brief description of projects performed, contact name, and telephone number.

## 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
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Experience:	<u>20 points</u>
<b>Total:</b>	100 points

## Deadline for submission

Written proposals must be received no later than **December 16th at 4:00pm.** Please send **three** sets of qualifications to the attention of:

Brett Devore  
City of Oelwein  
20 2<sup>nd</sup> Avenue SW  
Oelwein, IA 50662

Requests for additional information and questions should be directed towards Diana Johnson, UERPC at 563-419-6104 or [djohnson@uerpc.org](mailto:djohnson@uerpc.org). However, if additional engineering information is needed, please contact Jon Biederman, Project Engineer at Fehr Graham at (563) 422-5131 or [jbiederman@fehr-graham.com](mailto:jbiederman@fehr-graham.com). If the City of Oelwein has questions or finds two or more firms with equal qualifications, you will be contacted.

A committee will review all proposals received and will recommend a firm to the council at a Oelwein council meeting, where a selection will be voted on and made.

The City of Oelwein reserves the right to negotiate with the most responsible firm and select the firm determined in their judgment to be most advantageous to the City of Oelwein, taking into consideration the evaluation factors mentioned above. No formal interviews are planned for the selection; however, the city may decide to conduct interviews if deemed necessary. The City Council also retains the right to reject any and all proposals received.

As this request for proposal is for a CDBG funded project, the following clauses for Section 3 are included:

### 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.

Section 3 Businesses are encouraged to respond to this proposal. A Section 3 business is one that satisfies one of the following requirements:

1. It is at least 51 percent owned and controlled by low- or very low-income persons;
2. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers\*; or

3. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

\*A Section 3 Worker is defined as any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

1. The worker's income for the previous or annualized calendar year is below the applicable income limit established by HUD;
2. The worker is employed by a Section 3 business concern; or
3. The worker is a YouthBuild participant.

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3 Business through HUD's website:

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

All persons and/or firms awarded this project shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to non-discriminations, Equal Employment Opportunity, and Affirmative Action. The City of Oelwein is an EEO Employer; MBE/WBE firms are urged to respond.

Sincerely,

*Brett DeVore*

[Brett DeVore \(Dec 1, 2025 10:53:43 CST\)](#)

Brett DeVore, Mayor  
City of Oelwein