



Request For Qualifications: Topographic Survey & Utility Assessment

Glenwood Resource Center Campus Site

Issued: August 4, 2025
Response Date: August 12, 2025, at 12:00 PM CT
Selections: August 18, 2025

Contents

1 Project Overview1

2 RFQ and Selection Schedule2

3 Scope of Work2

3.1 Topographic Survey.....2

3.2 Utility Assessment3

4 Instructions to Respondents3

4.1 Submission Content and Format3

4.2 Response Submittal.....4

5 Evaluation and Award4

5.1 Evaluation Criteria.....4

5.2 Award4

Figures

Figure 1. Proposed Redevelopment and Survey Area1

Tables

Table 1. Key Dates.....2

1 Project Overview

HDR, on behalf of the Glenwood Redevelopment Corporation (GRC), is seeking a qualified firm to provide topographic survey and utility assessment services at the Glenwood Resource Center Campus Site. GRC is committed to redeveloping this 245-acre site located within the Glenwood, Iowa, city limits. This neighborhood's design will include walkable urbanism elements (pedestrian-oriented, mixed-use development patterns) along with open space design to take advantage of the site's amazing natural features and adjacency to 900+ acres of State Preserve lands. The survey and utility assessment work is required to help with early preparation work to make the site "shovel ready" for redevelopment. Additional information on the redevelopment can be found in the Glenwood Redevelopment Corporation Master Plan.¹

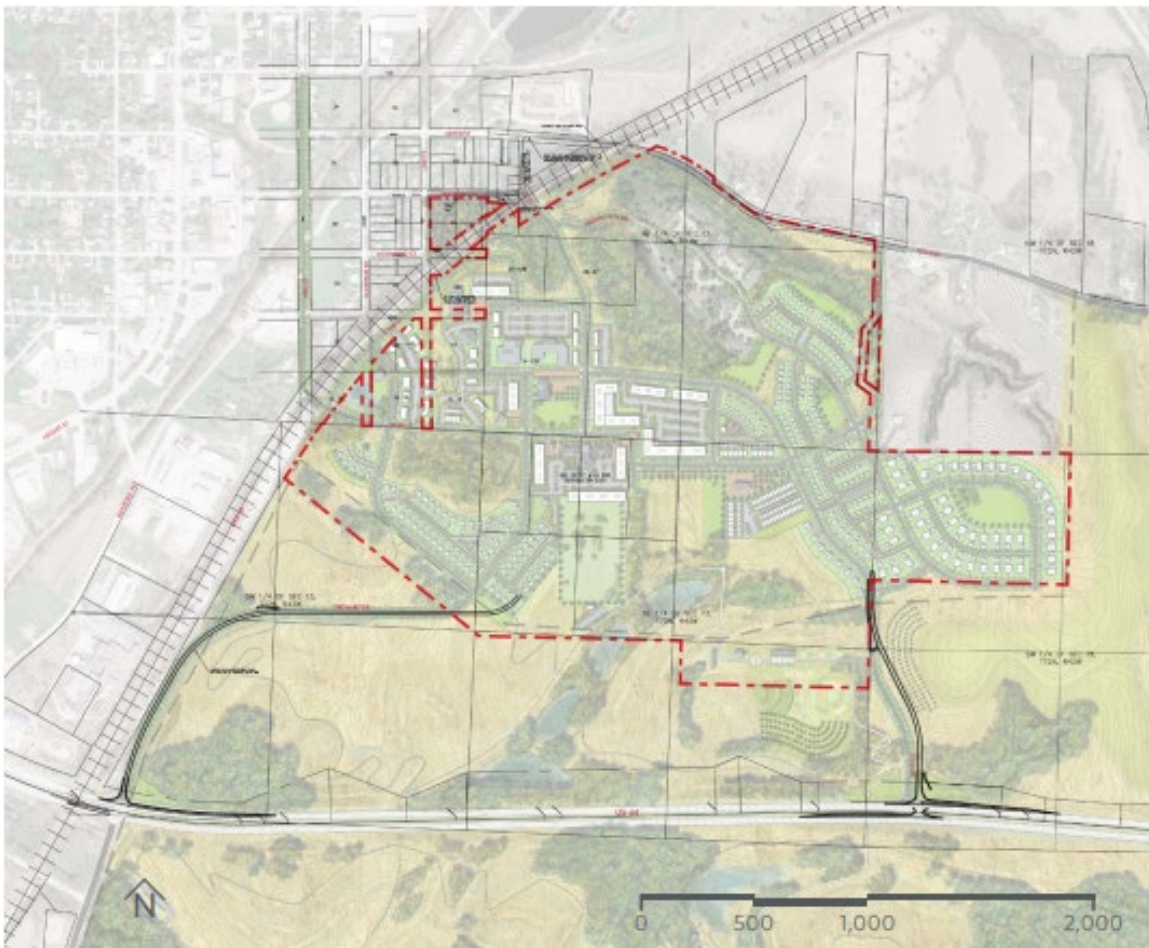


Figure 1. Proposed Redevelopment and Survey Area

Three main parties are involved in the redevelopment plan for the Glenwood Resource Center Campus Site. Each will take on a different set of responsibilities throughout the redevelopment process:

¹ <https://millscountyiowa.com/glenwood-resource-center-redevelopment-planning/>

- GRC: Owner, final decision regarding all project activities
- HDR: Project architect, project engineer, overall project consultant, administrative advisor to GRC, manager of selected sub-consultant service activities
- Master Developer: Project visionary, project lead, manager of selected subcontractor construction activities

Respondents are required to comply with each requirement listed herein. Respondents must be registered with the State of Iowa to conduct business within the state.

2 Request for Qualifications and Selection Schedule

Table 1. Key Dates

Activity	Date	Location
Request for Qualifications (RFQ) Posted	August 4, 2025	https://millscountyiowa.com/glenwood-resource-center-redevelopment-planning/
Submission Deadline	August 12, 2025, at 12:00 PM CT	Email: mark.pohlmann@hdrinc.com
Anticipated Evaluation Period	August 13–15, 2025	N/A
Notification of Award	August 18, 2025	Respondents to be emailed
Anticipated Negotiations	August 18–22, 2025	N/A
Anticipated Notice to Proceed	September 3, 2025	N/A

3 Scope of Work

To prepare the Glenwood Resource Center Campus Site for redevelopment, a topographic survey and utility assessment are required to facilitate continued development of the master plan and early design and demolition efforts. Figure 1 provides an aerial overlay of the area to be surveyed. Additional details for each category of work are included below.

The survey firm should complete all survey and utility locates and provide survey files within 60 days of notice to proceed.

3.1 Topographic Survey

The selected contractor shall provide a topographic survey of the site. Work shall be conducted by a surveyor licensed in the State of Iowa. The survey shall include the following details:

- Survey shall include topography and other key features, including existing building footprints, roads, walks, pavement edges, trees over 9 inches in diameter, tree clusters, drainageways, grade breaks, walls, fences, manholes, valves, vaults, pull boxes, pedestals, utility poles, and other utility information, as available, from locates.
- Measurements (inverts) through surface access points to model the underground piping and structures for both sanitary sewer and storm drain systems.

- Show sizes/materials of below ground utilities based on field observations, as-built plans, utility company as-builts, and field markings.
- Aerial and traditional survey methods can be combined.
- Horizontal and vertical accuracy of +/- 0.1 foot
- Sufficient data shall be collected to accurately define horizontal and vertical breakline data and provide a digital terrain model.

The selected contractor shall provide the following as a final deliverable:

- Digital terrain model
- Survey data and CAD files compatible with AutoCAD 2022 or later.

3.2 Utility Assessment

The selected contractor shall provide known existing public utility information based on record information, surface evidence, and as-built drawings. The selected contractor shall contact Iowa One Call Design System and submit a Locate Request for public utilities. The selected contractor shall request record information and as-built drawings from the utility providers, labeling such information as Quality Level "D" (QLD), as outlined in the ASCE-38-02, Standard Guideline, for the collection and depiction of existing subsurface utility data.

The selected contractor shall incorporate utility information into survey CAD files as a final deliverable.

4 Instructions to Respondents

4.1 Submission Content and Format

Respondents must submit the following information:

- **Firm Experience:** Descriptions of three (3) projects of similar scope and scale completed within the last five (5) years. The description shall include, at a minimum, the following details:
 - Description of the services provided and work completed.
 - Client name, address, email address, and telephone number for each project
 - Information regarding whether the project was completed on time and within budget.
 - One to two paragraphs describing the firm's survey experience, including prior work at or near the project site or comparable sites.
- **Firm Qualifications:** Descriptions of the qualifications of the Project Manager and other key personnel to be assigned to the project. The description shall include, at a minimum, the following details:
 - Relevant qualifications for key personnel proposed to work on the project.
 - Percentage of availability for key personnel identified to work on the project.
 - Proof of all relevant and required professional registrations and licenses, including, but not limited to, a licensed surveyor.

Responses are limited to five (5) pages (8.5 x 11). Pagination count includes cover letter, proposal narrative, and all associated attachments. Pagination count does not include signed certifications.

4.2 Response Submittal

Responses shall be emailed to mark.pohlmann@hdrinc.com no later than 12:00 PM Central Time on Tuesday, August 12, 2025. File size is limited to 10 MB.

For questions concerning this RFQ, please contact Mark Pohlmann at mark.pohlmann@hdrinc.com.

Respondents shall not contact any other employee or officer of HDR or GRC concerning any aspect of this RFQ, except the individuals listed above. Violation of the provision may be grounds for rejecting a response.

5 Evaluation and Award

5.1 Evaluation Criteria

The following evaluation criteria will be used to evaluate each response:

- Firm Experience (40 points)
 - Demonstrated ability to successfully conduct work of similar scope and scale.
 - Prior work at or near the project site.
- Firm Qualifications (40 points)
 - Demonstrated ability to provide all necessary personnel to complete the work.
- Respondent's project history of accomplishing work on-time and within budget (10 points)
- Respondent teams' availability to meet project completion dates as noted in the Scope of Work (10 points)

5.2 Award

Submittals will be evaluated by an HDR staff evaluation committee based upon the Evaluation Criteria outlined previously. The committee members will meet to discuss the submittals and their individual evaluations. The committee will then come to a consensus evaluation and rank each submittal. The highest ranked submittal will be designated as the most qualified respondent.

HDR will then submit the highest ranked submittal to the GRC board for concurrence.

Following the evaluation process and concurrence from the GRC board, contract negotiations will commence with the respondent submitting the highest-ranked submittal. Negotiations will include final agreement on scope of work, fee, and contract terms and conditions. If negotiations fail with the highest-ranked respondent, negotiations will proceed with the next highest-ranked respondent, and so forth. The agreement will be awarded to the respondent having the highest ranked submittal, which will successfully conclude negotiations with HDR.

HDR reserves the right to award the agreement to the next highest ranked and available respondent in the event the successful respondent fails to enter into the agreement, or the agreement with said respondent is terminated within forty-five (45) days of the effective date.

All respondents will be notified of HDR's intent to award or decision to award the Agreement.