

# **City of DeWitt and the City of Manchester**

## **Request for Proposal for Consultant Professional Engineering Services for Intersection Improvements**

### **Regional Planning Affiliation 8**

#### **INTRODUCTION**

Regional Planning Affiliation 8 (referred to as the RPA) is seeking competitive proposals from qualified professional consulting engineering firms or project teams to assess interest and capabilities in providing professional engineering services. These services will focus on evaluating alternative intersection configurations to enhance safety at various intersections in the City of DeWitt and the City of Manchester.

The professional consulting services contract aims to improve the operational efficiency of two key locations: the 11th St/Westwood Dr and US 61 Interchange in the City of DeWitt, and the Highway 13/Honey Creek Drive and Highway 13/Crescent Drive intersections in the City of Manchester. Additionally, the project will evaluate alternatives for Honey Creek Rd, specifically from the E Honey Creek Dr intersection to the Highway 13 intersection in the City of Manchester.

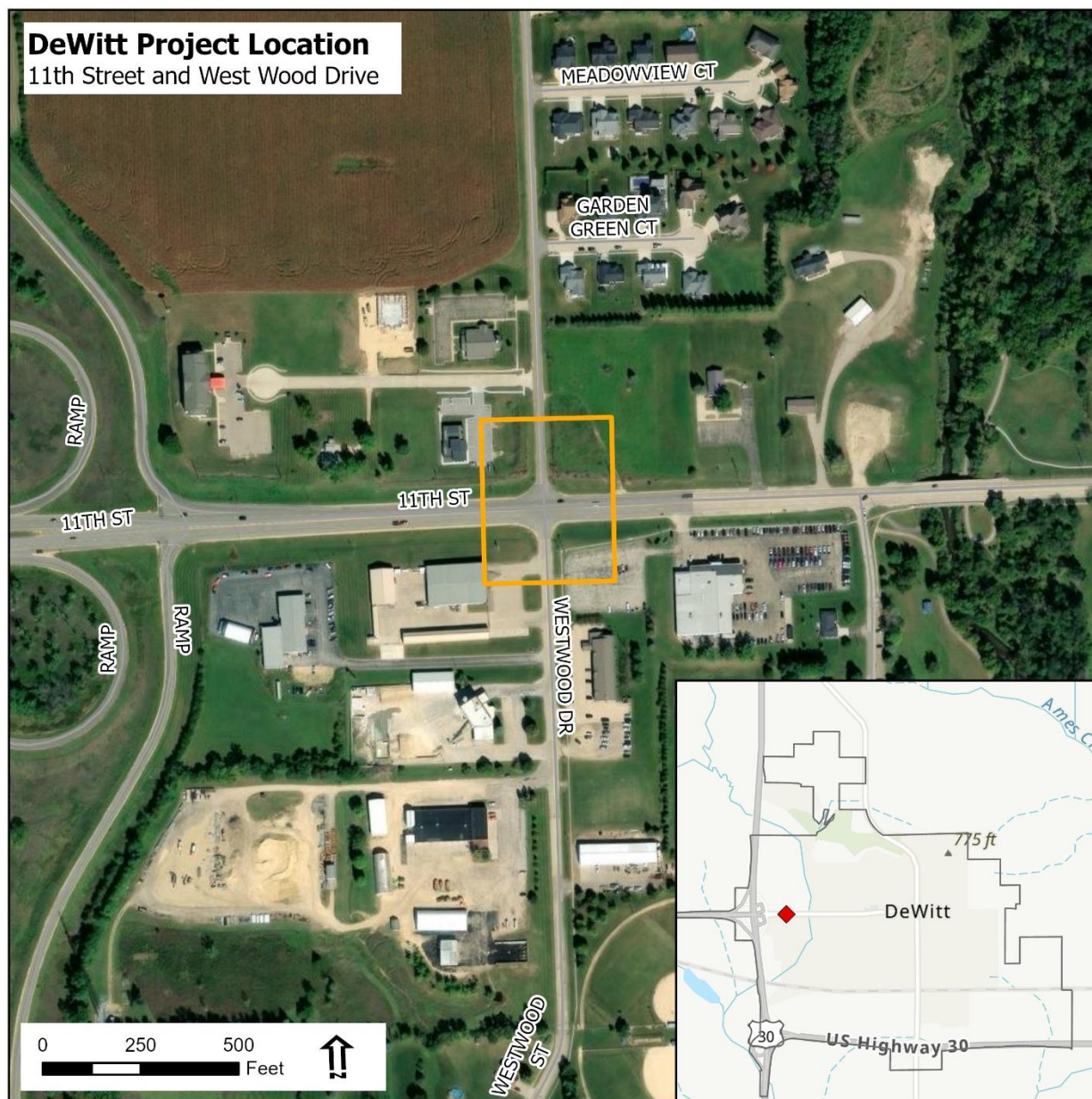
The anticipated duration for this project is approximately four (4) to six (6) months following the signing of a professional services contract. The selected consultant will be expected to complete the contracted scope of work within the specified timeframe, under the general direction and coordination of the City Administrators for both the City of DeWitt and the City of Manchester, as authorized by the RPA board.

#### **PROJECT BACKGROUND**

The Regional Planning Affiliation (RPA8) includes the eastern Iowa counties of Clinton, Delaware, Jackson, and Dubuque, with the exception of the area within Dubuque County that falls under the Dubuque Metropolitan Area Transportation Study (DMATS) planning boundary. Three of these counties—Dubuque, Jackson, and Clinton—are located along the eastern edge, bordered by the Mississippi River. In addition to the four counties, RPA8 serves 57 cities. The populations of these cities vary significantly, ranging from 24 in Durango to 27,772 in Clinton. This wide range of community sizes provides RPA8 with a diverse set of circumstances to address. The cities of DeWitt and Manchester are among the largest in RPA, each with a population exceeding 5,000.

One of the growth areas in the City of DeWitt is on the far west side on the 11th Street corridor, where it intersects with Westwood Drive. Westwood Drive is a local street that provides access to residential neighborhoods to both the north and the south. However, recently, the development of 12th Street Court has added additional commercial space to the area. Twelfth Street Court is one block north of 11th Street and runs parallel to 11th Street and west of Westwood Drive. Starting with the construction of a hotel in 2017, this commercial area has been built out steadily since 2017. An optometrist's office was added in 2023, and a regional coffee shop and a health clinic were added in

2025. Additionally, construction has started on a large events center (600 people capacity) adjacent to the hotel, and a brewery/restaurant is planned for the northeast corner of the 11th Street/Westwood Drive intersection in 2026. It is also anticipated that additional residential lots will be added to the property north of 12th Street Court. The traffic at this intersection has increased and will continue to do so in the near future.



Currently, the north/south Westwood Drive is posted 25 mph and has stop signs for both northbound and southbound traffic at 11th Street. The speed limit for 11th Street is posted at 45 mph at this intersection, but it transitions to 55 mph just west of the intersection. The intersection is already challenging for crossing traffic and left turns, and those difficulties will increase as the planned development continues. The city would like to have this intersection analyzed to determine potential actions to improve the functionality of the intersection.



The City of Manchester has identified that the intersections of Highway 13 (North Franklin Street)/Honey Creek Drive and Honey Creek Road, along with Crescent Drive and Winslow Drive, are a source of conflict and confusion for drivers. Specifically, the complex geometry where North Franklin Street, Honey Creek Road, and Crescent Drive converge creates a challenging T-intersection followed immediately by a Y-intersection. This forces southbound traffic on Honey Creek Road to make an awkward, over-the-shoulder check for oncoming southbound vehicles from North Franklin Street.



Adding to the confusion, northbound traffic on North Franklin Street faces multiple options, including continuing straight onto Honey Creek Drive, taking a sharp curve to stay on North Franklin Street, or turning right onto Crescent Drive. This can create uncertainty and potential hazards for drivers behind

them, who may be unsure whether the vehicle in front is turning, leading to potential last-minute braking and rear-end collisions.

Additionally, this area is not served by sidewalks or pedestrian trails, thus requiring pedestrians to walk the narrow shoulders along these roads.

## **PROJECT SCOPE**

The Consultant should not feel limited to the preliminary scope of services outlined in this Request for Proposals (RFP). Consultants are encouraged to include any suggestions that could enhance the development of the project and to propose work not identified in this RFP.

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

The services performed by the Consultant must comply with generally accepted standards of practice, the Iowa Statewide Urban Design and Specifications (SUDAS). This shall include the services and supplies necessary to advance the project from the preliminary design stage to the final construction documents.

Since one possible solution may involve a roundabout, proficiency in roundabout design is required.

The scope of services shall include, but is not limited to, the following tasks:

1. Evaluate Current Conditions and Operations: This includes, but is not limited to:
  - a. Traffic data
  - b. Traffic movement analysis
  - c. Preliminary Site Survey
2. Evaluate Future Conditions with Surrounding Growth: This includes, but is not limited to, input from:
  - a. The city
  - b. Chamber of Commerce
  - c. Economic Development agencies
  - d. Iowa Department of Transportation
  - e. Regional Planning Affiliation
3. Conduct Safety Analysis using the following data sets:
  - a. IADOT crash data
  - b. IADOT potential for crash reduction (PCR) data
  - c. ECIA Safe Streets and Routes for All Plan
4. Conduct Stakeholder Engagement Process: This will involve forming a stakeholder committee for each city, based on discussions with the respective city officials.

5. Provide Roadway Alignment and Movement Alternatives: This includes, but is not limited to:
  - a. Preliminary alternative analysis
  - b. Preliminary intersection design
  - c. Feasibility/warrant analysis (preliminary)
6. Conduct Planning-Level Cost Estimates: This should include a list of contingency items.
7. Make Recommendations for Proposed Improvements: This includes concept drawings and a preliminary summary report.

## **CONTRACT INFORMATION**

- RPA expects to complete the selection process by the first week of November 2025. The selection committee will interview the top three most qualified consultants during the week of November 10th. The consultants will receive notice approximately one week before their interview date.
- The anticipated start date for the contract is **January 5, 2026**.
- The estimated duration of the contract is between 4 to 6 months.
- Contract Type: Project-Specific
- Payment Method: Cost Plus Fixed Fee

## **GENERAL REQUIREMENTS**

### **DBE GOAL**

RPA has set the Disadvantaged Business Enterprise (DBE) goal at 5%. The Iowa Department of Transportation (DOT) emphasizes that DBEs should have the greatest feasible opportunity to participate in contracts that are partially or fully financed with federal-aid highway funds. Most of the work associated with this contract is expected to involve such federal funds. Consultants are required to demonstrate a good faith effort to meet this DBE goal, and this effort will be evaluated during the selection process. A list of certified DBE firms can be found on the Iowa DOT website at: <https://secure.iowadot.gov/DBE/Home/Index/>

## **SELECTION INFORMATION**

The Selection Committee will evaluate proposals based on their ability to meet the specified evaluation criteria. Each criterion is assigned a point value, totaling 100 points.

- **Key Staff and Experience– 30 Points (30%)**  
This category assesses the quality and relevance of the consultant’s previous projects in relation to the current project. Additionally, the technical skills and specialized expertise of the consultant and their subconsultants will also be considered.

- Cost of Services – 30 Points (30%)  
This category evaluates the costs proposed by the consultant for conducting the scope of services. The selection committee will take into consideration the cost to complete each task and the estimated number of hours required.
- Understanding Local Issues and receiving feedback – 15 Points (15%)  
This category evaluates the consultant’s approach to soliciting information from local entities and the public on various issues, as well as how both the public and local entities will be engaged throughout the process.
- Work Plan and Timeline – 10 Points (10%)  
Points in this category will be awarded based on the proposed timeline and the work plan presented by each consulting firm, as well as their ability to meet project schedules.
- Responsiveness – 10 Points (10%)  
Points will be given based on the completeness of the RFP and submissions. Firms should demonstrate their ability to address development and coordination issues promptly and effectively while engaging with all stakeholders. Providing examples of how critical issues were managed in past projects is encouraged.
- 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 clear information on the cover page of their submission, indicating that the submittal is for the City of DeWitt and the City of Manchester Intersection Improvements. This should include the name of the replying firm and an email address for the firm's point of contact.
- Detail your firm’s approach to addressing the identified tasks and confirm your eligibility to meet the requirements listed under the “Required Work Categories” for the work you intend to perform. Provide an understanding of the project’s scope and key issues. Briefly discuss three relevant projects that team members have completed within the past three to five years.
- Include the name, qualifications, experience, office address, and availability of the contract manager, as well as the manager responsible for each major work task. This section should highlight similar projects these individuals have managed or participated in. The selection of both the contract manager and work task managers will represent a commitment by your firm; no substitutions will be allowed without prior written approval from the RPA.

- Provide the experience and qualifications related to the “Required Work Categories” for any sub-consultants you will use, along with the specific work they will perform.
- Include a detailed resume, a summary of the current workload, and time commitment for each professional or technical person assigned to the project. Specify the principal or manager who will serve as the project manager.
- Prepare a project schedule that outlines the timeline and estimated completion date for each major task identified in your scope of work. This should include a schedule detailing all deliverable products throughout the project period, accompanied by a graphical representation of the proposed timeline.
- Provide a detailed budget that outlines major tasks, hours assigned to each task, and the hourly rate for the staff performing the work, organized by study location.
- Indicate the location of the office where the majority of work will be performed.
- Disclose any work for other clients that may be affected by this project to avoid potential conflicts of interest.
- Include a statement confirming that the consultant will meet the DBE (Disadvantaged Business Enterprise) goal. If the consultant cannot meet the minimum goal, a commitment statement indicating the percentage of participation that can be met should be included.
- Promotional literature of a general nature will not be considered in the selection process. The proposal must be submitted as a single electronic PDF formatted for printing on 8.5” x 11” pages. The proposal is limited to 25 single-sided pages. This page count includes all components such as covers, cover letters, dividers, appendices, etc. Additionally, the maximum file size for the proposal is 10 megabytes.

Please submit the electronic proposal via email to [cravada@ecia.org](mailto:cravada@ecia.org), and also carbon copy [administrator@cityofdewittiowa.org](mailto:administrator@cityofdewittiowa.org) and [tvick@manchester-ia.org](mailto:tvick@manchester-ia.org) . You will receive an email confirming the receipt of your proposal within 30 minutes or by 3:00 p.m. on the submission deadline date, whichever is later.

**Proposals are due by 3:00 p.m. on October 31, 2025.**

If you have any technical questions or inquiries regarding this RFP, please email them to [cravada@ecia.org](mailto:cravada@ecia.org), while copying [administrator@cityofdewittiowa.org](mailto:administrator@cityofdewittiowa.org) and [tvick@manchester-ia.org](mailto:tvick@manchester-ia.org) . All questions about this RFP must be submitted by noon on **October 17, 2025**. Answers to the questions will be posted along with the RFP on the RPA website: [www.eciatrans.org](http://www.eciatrans.org).

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

## **PUBLIC RECORDS LAW**

RPA 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. RPA'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))