

LEVEE IMPROVEMENT COMMISSION MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, MARCH 28, 2017; 5:30 PM

POLICE DEPARTMENT COMMUNITY ROOM, 416 N. HARRISON STREET, DAVENPORT, IA

I. Call to Order

- A. Call to Order

II. Approval of Minutes

- A. Approve minutes from the March 8, 2017 meeting

III. Finance

IV. Leases

V. Projects

- A. Mayoral Report on recent Mississippi River Conferences
- B. Draft Levee Commission Governance Ordinance
- C. Food Truck Interim Venue Power Supply Plan
- D. Riverfront Design Standards RFP

VI. Staff Report

VII. Other Business

VIII. Adjournment

- A. Adjourn

IX. Next Meeting Date:

- A. Next Meeting -
Tuesday, April 25, 2017 at 5:30 p.m.

City of Davenport
Levee Improvement Commission

Department: Levee Improvement Commission
Contact Info: Steve Ahrens 563/888-2235

Date
3/28/2017

Subject:
Call to Order

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	3/24/2017 - 4:49 PM

City of Davenport
Levee Improvement Commission

Department: Levee Improvement Commission
Contact Info: Steve Ahrens 563/888-2235

Date
3/28/2017

Subject:
Approve minutes from the March 8, 2017 meeting

ATTACHMENTS:

Type	Description
▯ Cover Memo	Minutes3/8/17

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	3/24/2017 - 4:49 PM

Levee Improvement Commission
Minutes
March 8, 2017

Present: Mayor Klipsch; Bill Ashton, Shelley Chambers, Karl Rhomberg, Mike Veal, and Pat Walton

Others Present: Andrew Freitag, Friday's Fresh Market; Ald. Kyle Gripp and Ald. Rita Rawson, Council Liaisons; Maureen Lemek, Parks Liaison; Kurt Allemeier, City Communications; Devan Patel, QC Times, Emilene Leone and Tracy Dvorak, Citizens; and Steve Ahrens, Levee Improvement Commission

Mayor Klipsch called the meeting to order at 2:01 p.m. Ashton moved to approve the minutes as presented at the meeting of the February 8 regular meeting. Walton seconded the motion and it carried. Ashton also moved to approve the minutes of the March 1 special meeting (joint with Parks). Chambers seconded the motion and it carried.

Finance

Ahrens presented the month's disbursements, aged receivables report and the FY2017 Lease Report. Ashton moved to approve the disbursements. Chambers seconded the motion and it carried.

Projects

Andrew Freitag with Friday's Fresh Market introduced a project called, The Grow Wall, for the south exterior façade at the Freight House. The agreement will be with the QC Food Hub, who is in complete support of the effort. After discussion, Ashton moved to approve the project concept, subject to having a hold harmless clause included in the agreement between the QCFH and FFM. Chambers seconded the motion and it carried. The matter now is forwarded to the Design Review Board for its consideration and approval.

Ahrens requested a continuation of the existing realty listing agreement for the Package Express Building until October 12, 2017 with Thad DenHartog. Rhomberg moved to approve the renewal. Walton seconded the motion and it carried.

Ahrens informed the Commission of the sixteen currently scheduled stops by passenger vessels at Oneida Landing in 2017.

Mayor Klipsch led a discussion with the Commission regarding the organizational recommendations stemming from the recent joint meeting held with the Parks and Recreation Advisory Council. After much discussion of the individual items, the Mayor agreed that the Commission will review the draft ordinance currently under revision by City Legal prior to any approvals to ensure synergy with changes to its organizational by-laws.

On a motion by Rhomberg and seconded by Walton, the Commission agreed to move its regular monthly meeting to the last Tuesday of each month at 5:30 PM, beginning March 28. The meeting will be held in the Police Department's Community Room.

Staff Report

Ahrens provided the Commission with an update regarding the following items of interest:

- Freight House Centennial Celebration – August 5; Time capsule?
- Freight House Farmer's Market – New Wednesday hours of operation (8am-1pm)
- FY18 Funded CIP Riverfront Projects
- Flooding – Docks removed / replaced after ongoing evaluation

Other Business

Mayor Klipsch provided the Commission with a brief synopsis of his recent trip to Washington, DC for the Mississippi River Cities and Towns Initiatives Conference (MRCTI). The Mayor reported that he had been elected to the Board of the Conference because, "Davenport is doing it right," on Riverfront development.

With no further business, the meeting was adjourned at 3:46 p.m.

Karl Rhomberg, Secretary

City of Davenport
Levee Improvement Commission

Department: Levee Improvement Commission
Contact Info: Steve Ahrens 563/888-2235

Date
3/28/2017

Subject:
Mayoral Report on recent Mississippi River Conferences

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	3/24/2017 - 4:50 PM

City of Davenport
Levee Improvement Commission

Department: Levee Improvement Commission
Contact Info: Steve Ahrens 563/888-2235

Date
3/28/2017

Subject:
Draft Levee Commission Governance Ordinance

ATTACHMENTS:

Type	Description
▣ Cover Memo	Draft LIC Governance Ordinance

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	3/24/2017 - 4:50 PM

ORDINANCE NO. ____

Ordinance amending Chapter 2.62 entitled “Levee Improvement Commission” to update the governance and processes of the Commission.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF DAVENPORT, IOWA:

Section 1: That Chapter 2.62 is amended to reads as follows:

Chapter 2.62 Riverfront Improvement Commission

Sections:

- 2.62.010 Created.**
- 2.62.020 Chair presides.**
- 2.62.030 Purpose and powers.**
- 2.62.040 Meetings.**
- 2.62.050 Adoption of rules or bylaws.**
- 2.62.060 Riverfront defined.**

2.62.010 Created.

There is created and established a Riverfront Improvement Commission consisting of eleven members, all of whom shall be residents of the city. Each Alderman and the Mayor shall have an assigned commission position for which they are the appointing authority. Appointments shall be confirmed by the City Council. The term of office is six years. The Mayor and Aldermen shall give due consideration to appointing members focused foremost on the stewardship of the Riverfront and overall gender balance of the Commission. When making an appointment they should consider whether any particular professions or occupations are lacking in representation such as educational, finance, real estate, law, construction, engineering or other design professions. When making an appointment a ward Alderman should give preference to residents of his ward. If a member appointed to a ward-assigned slot, does not live in that ward, the ward alderman may remove such member on that ground alone and appoint a ward

resident to fulfill the remainder of the term. If any other vacancy occurs, the person appointed to fill the same shall hold office until the expiration of the term for which he was appointed.

Transition rule: Current commissioners as of May 1, 2017 shall be allowed to serve out their terms so long as death, disability or conduct (excepting residency) does not result in removal from office. In order to assign a seat to the Mayor and each Council Member the following transition plan shall be in place:

- 1st Ward – Open for immediate appointment; term ends 4/30/2023
- 2nd Ward – Open for immediate appointment; term ends 4/30/2023
- 3rd Ward – Patrick Walton (3rd Ward Resident); term ends 4/30/2022
- 4th Ward – Open for immediate appointment; term ends 4/30/2019
- 5th Ward – Karl Rhomberg (5th Ward Resident); term ends 4/30/2020
- 6th Ward – Mike Veal (6th Ward Resident); term ends 4/30/2018
- 7th Ward – Open for immediate appointment; term ends 4/30/2019
- 8th Ward - Shelley Chambers (6th Ward Resident); term ends 4/30/2018
- At Large – Bill Ashton (6th Ward Resident); term ends 4/30/2020
- At Large – Frank Clark (6th Ward Resident); term ends 4/30/2022
- Mayor – Open for immediate appointment; term ends 4/30/2021

The first “At Large” appointment is granted to the most senior Alderman at Large at the time of appointment; if they are of equal seniority then the top vote recipient of the two at the last city election shall have the appointment privilege. From April 2022 onward, if only one of the Aldermen at Large has not appointed a then serving commissioner, he shall have the privilege of appointment; otherwise, the Alderman at Large who is the top vote recipient of the two at the last city election shall have the appointment privilege.

2.62.020 Chair presides.

In July of every year, the members shall choose a chair and vice chair from among their membership. The chair shall preside at all meetings, and the vice chair shall preside in the absence of the chair. If neither is present, but a quorum is present, the members present shall nominate and choose a member to preside at the meeting immediately after the announcement of a quorum.

2.62.030 Purpose and powers.

A. The Mississippi Riverfront is one of Davenport’s most important resources. The Riverfront Improvement Commission visions and promotes future Riverfront recreational opportunities and amenities and assists the City Council in exploring and charting the future

course of the Riverfront. The commission works with the Parks and Recreation Advisory Board to assist the City Council in coordinating a vision and an overall recreational amenity plan for the Riverfront and parks. The commission shall assist the Mayor and Council, as requested by the Council, in working with staff, individual citizens, community organizations, and other groups in planning and developing long term infrastructure for recreational and leisure opportunities on and along the Riverfront.

B. The commission reviews and approves any new lease, easement, license, agreement or otherwise (collectively "Agreements for the Use of Land") for a period of three years or less (automatic extensions and renewals or those solely at the discretion of the other party included). With respect to new Agreements for the Use of Land for more than three years, the commission reviews and provides a recommendation to the City Council to approve or deny. The commission's recommendation must be made within sixty days of the item first appearing on the commission's agenda for consideration; if the applicant has not consented to a longer timeframe and the sixty day deadline is not met, the item will move to the City Council for consideration with no recommendation. In the case of no recommendation or a recommendation to approve, the Agreement for the Use of Land will require a simple majority of all the members of the City Council to pass. In the case of a recommendation to deny, the Agreement for the Use of Land will require three-fourths of all the member of the City Council to be approved. City staff members assigned by the City Administrator to the property management function are authorized and may handle the management and administration of the Agreements for the Use of Land after their approval including, but not limited to, routine renewals of three years or less.

C. The commission may not consent to or otherwise authorize or approve any lien, by mortgage or otherwise, upon the Riverfront. In regard to a lease of three years or less, the commission may consent to a lien, by mortgage or otherwise, that attaches to the tenant's leasehold interest only and not the underlying estate.

2.62.040 Meetings.

The commission shall meet at least monthly at a time and place conducive to public meetings. A majority of the members present and voting shall be necessary for the passage of any motion. The chair may call a special meeting upon at least 24-hours' notice.

The commission shall meet jointly at least quarterly with the Parks and Recreation Advisory Board to discuss future opportunities and amenities in an effort to create a coordinated vision and effort. When present, the Mayor shall preside at any joint meetings of these bodies.

The commission shall choose a member to act as a liaison to and attend the meetings of the Parks and Recreation Advisory Board.

The commission shall choose four members to attend, participate and report back on Council work sessions called for the purpose of discussing future opportunities and amenities including the Riverfront. At least once a year Council shall hold such a work session.

2.62.050 Adoption of rules or bylaws.

The commission shall have power to adopt the rules or bylaws concerning the procedure or protocol of its meetings that are not inconsistent with provisions of this chapter.

2.62.060 Riverfront defined.

Except as otherwise provided in this chapter, the Riverfront as used in this chapter is:

Beginning at a point at the intersection of the east city limits and the centerline of the Mississippi River (Iowa-Illinois boundary); thence northerly along the east city limits (extension of Fernwood Avenue) to the intersection with the centerline of East River Drive, then in a generally westerly direction along the centerline of East River Drive and West River Drive to the intersection of West River Drive to the intersection of West River Drive with the centerline of the Soo Line Railroad (immediately west of Blackhawk Creek), thence in a southwesterly direction along the centerline of the Soo Line Railroad to the intersection with the west city limits (Utah Avenue); thence in a southerly direction to the intersection of the extension of the west city limits with the centerline of the Mississippi River, thence upstream along the centerline of the Mississippi River (Iowa-Illinois boundary) to the point of beginning.

SEVERABILITY CLAUSE. If any of the provisions of this ordinance are for any reason illegal or void, then the lawful provisions of this ordinance, which are separable from said unlawful provisions shall be and remain in full force and effect, the same as if the ordinance contained no illegal or void provisions.

REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

EFFECTIVE DATE. This ordinance shall be in full force and effective after its final passage and publication as by law provided.

First Consideration _____,

Second Consideration _____,

Third Consideration _____,

Frank Klipsch
Mayor

Attest: _____

Jackie E. Holecek, CMC
Deputy City Clerk

Published in the Quad-City Times on _____.

City of Davenport
Levee Improvement Commission

Department: Levee Improvement Commission
Contact Info: Steve Ahrens 563/888-2235

Date
3/28/2017

Subject:
Food Truck Interim Venue Power Supply Plan

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	3/24/2017 - 4:51 PM

City of Davenport
Levee Improvement Commission

Department: Levee Improvement Commission
Contact Info: Steve Ahrens 563/888-2235

Date
3/28/2017

Subject:
Riverfront Design Standards RFP

ATTACHMENTS:

Type	Description
▣ Cover Memo	Riverfront Design Standards RFP

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	3/24/2017 - 4:51 PM



REQUEST FOR QUALIFICATIONS (RFP) #17-XX RIVERFRONT DESIGN STANDARDS

The City of Davenport is currently accepting submissions from qualified design firms to develop design standards in preparation of future riverfront improvements. Submissions received will be reviewed by an evaluation committee comprised of City Staff and selected representatives.

Method

This solicitation is a Request for Proposals (RFP). Proposals will be reviewed by a Selection Committee that will evaluate each proposal according to the selection criteria outlined in the RFP. Interviews may be requested with one or more firms responding to the RFP.

Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFP and other services as deemed necessary by the City.

Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent. Proposal content will be kept confidential until award of the contract.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject any or all proposals. The City reserves the right to waive any requirement or condition of the RFP upon finding that it is in the public's best interest to do so.

Inquiries

All requests for clarifications or interpretations shall be made via email to the Purchasing Division at purchasing@ci.davenport.ia.us. Inquiries shall contain the firm's name, contact person and fax number and be titled **"RFP 17-XX – Riverfront Design Standards"**. Deadline for inquiries is **Month, XX, 2017 @ 3:30 PM CST**. Responses to all inquiries will be posted in the form of an addendum on the City's website by the end of the business day on Month XX, 2017. Addenda are posted on the City's website at <https://davenport.ionwave.net> under the original RFQ documents. Failure to acknowledge all addenda may result in the rejection of your proposal.

Be advised that any conversation (in reference to this RFP) between vendors and any City employee, City official or City Project Manager, outside of the Purchasing Division, during the entire competitive bidding process is strictly prohibited. Such actions will result in removal of the vendor from the vendor's list and rejection of the vendor's proposal. **The ONLY official position of the City is that position which is stated in writing and issued by the Purchasing Division.** No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Submissions Due

Submissions shall be uploaded to the City of Davenport, Purchasing Division website by until **Month XX, 2017, @ 2:00 PM CST.**

Submissions received after the stated date and time will be considered unresponsive. Printed, faxed or emailed proposals will not be accepted. The City of Davenport cannot make exceptions for submissions received after the stated date and time or delivered in an unapproved manner.

The City of Davenport often received Freedom of Information Act (FOIA) requests for bids or submitted. According to the Iowa Code, in submissions, vendors have an opportunity to remove any proprietary information or trade secrets. If we receive a "Public Copy" from vendors, that is the copy that we make public.

Insurance

A current Certificate of Insurance will be required before performing any work for the city and will at minimum include: General Liability with coverage of \$1,000,000, Workmen's Compensation at the required rate by the State of Iowa, and Vehicle Liability coverage of \$1,000,000.

Background

Davenport, Iowa is the largest municipality in a metropolitan area known as the Quad-Cities. In 2010, the population of Davenport was 100,000 and the total Quad Cities population was 380,000.

The City of Davenport has a long and unique history with the Mississippi River. Davenport was the place where railroads first crossed the Mississippi River and became America's first gateway to the West. Today, Davenport is the largest city in America on a major river without structural flood protection. In lieu of costly, unsightly and unreliable flood protection structures, Davenport's approach is to let the river be a river as it floods into public parks, while employing tactics and technology to cost efficiently protect certain structures or districts along its riverfront.

Davenport is a historic, special charter city, created by Congress prior to Iowa gaining statehood. The City owns the vast majority of riverfront in Davenport and has, over the course of decades, cleared structures that were leased to private businesses to create multi-purpose public spaces that are unique in the region, and nation. The City's efforts are supported by a Levee Improvement Commission, which has its own long and proud history of stewardship of the downtown riverfront.

In 2003, in a partnership with the City of Rock Island, Davenport embarked on a public planning process that resulted in the Rivervision Final Report of 2004. This document is frequently called the

“Rivervision Plan” or, simply, “Rivervision”. As approved, the plan was intended to be a twenty year plan. In 2014, the City engaged Hargreaves Associates to update the plan. The update was approved by the City Council in 2014 and “Complete Rivervision” was adopted as a strategic goal of the City in 2015.

The original Rivervision Plan is accessible at:

http://www.cityofdavenportiowa.com/egov/docs/1180045217_757019.pdf

The updated 2014 plan is accessible at:

http://www.cityofdavenportiowa.com/egov/documents/1407854342_5268.pdf

Project Description (Narrative)

With the departure of the Rhythm City Casino to a land-based operation, the former riverfront casino site has become available for redevelopment as a public park amenity.

Informally known as “Main Street Landing,” the project site is approximately 10.66 AC, comprised of a four (4) block stretch between Harrison Street on the West and Pershing Street on the East between Downtown Davenport and the Mississippi River (See Exhibit 1.1).

The City of Davenport is soliciting design service proposals to develop a design standards document which will be used as a schematic layout and material library “roadmap” to further refine and guide upcoming riverfront development within the above mentioned library.

Scope of Services

It is anticipated that the project will achieve four (4) distinct project objectives as described below:

A. PHASE I-SITE INVENTORY

Using the site program outlined in *River Vision* as a framework, the Consultant will critically assess and evaluate plan recommendations to reconcile the proposed site program as outlined to meet evolving development goals. The Consultant shall perform an extensive site analysis to make themselves familiar with site opportunities and constraints and how that translates into the constructible feasibility of the proposed site program.

As part of the Inventory Phase the Consultant shall:

1. Create a base map utilizing available City Data and review past studies in preparation for project input process.
2. Conduct a site visit to document the existing surrounding design context.
3. The Special Collections of the Davenport Public Library will be available to provide historical photographs, maps, and other narratives to the Consultant.
4. Conduct an analysis of existing conditions and create a summary of site opportunities and constraints as they relate to site program and materiality.
5. Preparation of visual preference and other design precedent boards in preparation for public input meetings.

B. PHASE II-PUBLIC INPUT PROCESS

The Consultant will propose an effective public engagement strategy as a means of vetting the preferred site program and associated site amenities/materials. It is anticipated that the public input process will involve the following:

1. Meet with a Technical Review Committee of City Staff and/or Project Steering Committee of Community Stakeholders to kick off the project and discuss ideas for site amenities. Initial input may also be acquired via additional means including a project web site, online surveys and social media.
2. Review and comment on preliminary site amenity/material packages
3. Incorporate public opinion into the development of a preferred amenity/material package.
4. Summary presentation at a City Council work session prior to plan adoption.

C. PHASE III - SITE MATERIAL/AMENITY PACKAGE

Upon development of the thematic zones as identified in Phase II, the consultant shall develop a minimum of three (3) unique site amenity/material package themes for the site.

Site amenities and materials may include and are not limited to: edge streetscape treatment, paving materials, benches, seating walls, retaining walls, natural stonework applications, plant materials, light fixtures, trash/recycling, pier construction, beach, bike racks, drinking fountains, water amenities, landforms, architectural materiality for site buildings (restrooms, concessions, public private partnership area).

Upon confirmation of the preferred concept, an opinion of probable costs shall be performed outlining the square foot/unit cost installed associated with selected material/amenity type.

The preferred site amenity/material package will be supplemented by a series of vignettes that will be used as means to visualize the proposed site materiality in the ultimate site design. Vignettes may be 3D or 2D site visualization which takes into account how the site materials/amenities fit within surrounding site context.

D. PHASE IV – RIVERFRONT MASTER PLAN DESIGN STANDARDS DOCUMENT

A final site Riverfront Design Standards Document will be developed as the final project deliverable with the goal of City Council adoption. This product shall include a summary of the previous phases and shall describe the methodology that went into achieving the final project outcome. The final site materials/amenities shall be presented in a logical hierarchy with associated probable costs installed, product manufacturer info, and shall be accompanied by site diagrams and vignettes that illustrate their application within the project site.

Proposal Requirements

Submissions should contain the following information, which shall be submitted as an electronic document. If required due to file size constraints, multiple files delineated by file name may be utilized. Consultants shall include:

A letter of introduction, table of contents, summary of the proposal, brief overview of the project schedule, and the qualifications of those participating in the contract. There is no intent to limit the

contents of the proposal or the inclusion of any additional information, however brevity is preferred. The proposal **must** contain the following information at a minimum:

- A description of your firm's capabilities and recent projects. Include the firm's experience with projects of this type. Emphasize recent work by assigned personnel similar to that to be required under this agreement.
- The geographic location of the firm's office(s) and the availability of key personnel to visit the project site.
- Resumes, qualifications, experience and location of the key personnel to be assigned to this project.
- A discussion of the proposed schedule and the reasonableness of the project milestones. Proposed revised schedule if appropriate.
- A narrative discussing the proposed work to be performed and the firm's approach to the project.
- A list of sub-consultants or sub-contractors, if any, to be used and the work they will perform. Provide information for each as outlined in first three bullet points above.
- References, including contact names and telephone numbers, regarding projects similar in size and scope.
- A disclosure of any work you are doing or have scheduled for other clients that may be affected by the work on the proposed agreement.
- Proposed fees that address the items outlined in the Scope of Services.

Proposals may include additional information as you deem appropriate.

Submissions Not Confidential

Under Iowa Open Records Law, Chapter 22 of Iowa Code; *Disclosure of Proposal Content, "Examination of Public Records,"* all records of a governmental body are presumed to be public records, open to inspection by members of the public. Section 22.7 of the Iowa Code sets forth a number of exceptions to that general rule, establishing several categories of "confidential records". Under this provision, confidential records are to be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information". Among the public records which are considered confidential under this Iowa Code provision are the following:

- Trade secrets which are recognized and protected as such by law.
- Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.

Under Chapter 22 of the Iowa Code, the City, as custodian of the proposal submitted in response to a Request for Proposals or Qualifications, may, but is not required to, keep portions of such proposals confidential under either of the above exceptions (#3 and #6 in the Code). If a responding individual or firm determines that a portion or portions of its proposal constitute a trade secret, or should otherwise be kept confidential to avoid giving advantage to competitors, a confidentiality request may be submitted with the proposal identifying which portion or portions of the proposal or bid should be kept confidential and why. The burden will be on each individual proposer to make such confidentiality request and to justify application of a confidentiality exception to its proposal. The City will not under any circumstance consider the entire proposal to be a confidential record.

If a request is thereafter made by a member of the public to examine a proposal including the portion or portions thereof for which a confidentiality request has been made, the City will so notify the proposer and will keep confidential that portion of the proposal covered by the confidentiality request, pending action by the proposer requesting confidentiality to defend its request. In that notification, the proposer requesting confidentiality will be given not more than 5 calendar days within which to file suit in Scott County District Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its proposal. Absent such action by a proposer requesting confidentiality, and absent the entry of a court order declaring such portion or portions of the proposal confidential, the entire proposal will be released for public examination.

If the process for selecting the best proposal, or most qualified firm, includes two or more evaluation stages, in which proposals are evaluated at each stage and the field of competing proposals is reduced, all proposals submitted shall be kept confidential, pursuant to Section 22.7 of the Iowa Code, subsection 6 cited above, until completion of the final stage of the evaluation process in order to avoid giving advantage to competing proposers. Upon completion of the final stage in the evaluation process, all competing proposals shall be subject to disclosure, if not otherwise determined confidential as above provided.

All proposals submitted to the City of Davenport shall be subject to the State of Iowa's public record laws.

VI. Selection Criteria

From the proposals received, finalists may or may not be selected to present their proposal to a committee comprised of representatives of City staff, stakeholders and the community. Finalists shall be scored on a 100 point scale based on criteria that include:

1. Past experience of assigned personnel with similar work: 25%
2. Professional qualifications of firm and key personnel: 25%
3. Demonstration of understanding of project: 25%
4. Present workload/availability of key staff: 10%
5. Proposed work approach: 15%

After the selection committee has rated the firms, the highest ranking firm will enter into contract negotiations with the City. Should an agreement not be reached with the selected firm, the City reserves the right to open negotiations with the second ranked firm and enter into an agreement.

Information Available to the Consultant:

- a) The City has available digital aerial photography, topography and planimetric mapping which was flown in 2009 at national map accuracy standards of 1" = 100 feet with two-foot contour intervals. A 2014 aerial photography update is also available. (Post?)
- b) Information from the City's GIS system, including parcel mapping, sanitary and storm sewer location and information, flood mapping and aerial photography.
- c) City plat book information to supplement GIS parcel and sewer information.
- d) Information that the City may have regarding previous projects in the area.

- River Vision Plan Documents
- Downtown Streetscape Design Guidelines
- Current conceptual plans

VII. Project Schedule

The approximate completion schedule is as follows and is subject to change:

Issuance of RFP	March, 2017
*Pre-Submittal Meeting.....	March, 2017
Inquiry Deadline.....	March, 2017
Proposals due.....	April, 2017
Consultant Ranking and Selection	April, 2017
Notification and Contract Development.....	May, 2017
Council Approval of Contract.....	June, 2017
Work to Begin	June, 2017
Preliminary Document Review	August, 2017
Project Completion	September, 2017

**Depending on project interest, a pre-submittal meeting may be held via online video conferencing and/or site visit. Coordination will take place to determine a preferred time and location to ensure the most availability.*

Other Provisions

Signature by Responsible Party. All proposals must be signed with the firm name and by a responsible officer or employee authorized to transact business on behalf of the firm, partnership or corporation. No consultant may assign or transfer any legal or equitable interest in his proposal after the date and hour set for the receipt of proposals.

City's Rights Reserved. The City reserves the right to accept or reject any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which, in the judgment of the City is most advantageous to the City and to re-advertise if desired.

Conflict of Interest. The consultant agrees that it presently has no interest, and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. The consultant further agrees that, in the performance of the agreement, no person having any such interest shall be employed.

Interest of Public Officials. No member, officer or employee of the City during this tenure or for one year thereafter, shall have any interest, direct or indirect, in this proposal or the proceeds thereof.

Indemnification. The consultant agrees to protect, defend, indemnify, and hold harmless the City, its elected and appointed officials, agents and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or

indemnification, for injuries to any person or persons, caused by consultant's proposals or subsequent submittals.

Consultant's obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove, shall include any matter arising out of any actual or alleged infringement of any patent, trademark, copyright or service mark, or any actual or alleged unfair completion, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

Ownership. All documents and materials prepared pursuant to this proposal are the property of the City of Davenport. The City of Davenport shall have the unrestricted authority to publish, disclose, distribute and other use, in whole or in part, any reports, data or other materials prepared under this process.

Verbal Agreement. No verbal agreement or conversation with any elected or appointed official, agency or employee of any of the parties involved, either before, during or after the submittal of this proposal shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the consultant to any additional compensation or consideration whatsoever under the terms of this Request for Qualifications.

Changes. The City of Davenport may, from time to time, request changes in the Request for Qualifications issued, to be performed hereunder. Such changes shall be incorporated in written amendments to this Request for Qualifications.

Anti-Discrimination. The consultant shall not discriminate against any person or applicant for employment because of race, color, creed, religion, sex, national origin or ancestry, age, marital status, physical or mental disability, political beliefs or affiliations, or sexual orientation.

City of Davenport
Levee Improvement Commission

Department: Levee Improvement Commission
Contact Info: Steve Ahrens 563/888-2235

Date
3/28/2017

Subject:
Adjourn

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	3/24/2017 - 4:52 PM

City of Davenport
Levee Improvement Commission

Department: Levee Improvement Commission
Contact Info: Steve Ahrens 563/888-2235

Date
3/28/2017

Subject:
Next Meeting -
Tuesday, April 25, 2017 at 5:30 p.m.

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Ahrens, Steve	Approved	3/24/2017 - 4:52 PM