



To: Professional Engineering/Consulting Firms
From: Village of Bellwood, Nebraska

RE: Bellwood Lagoon Preliminary Engineering Report - Request for Proposals (RFP)

The Village of Bellwood, Nebraska, has been awarded a Community Development Block Grant (CDBG) from the Nebraska Department of Economic Development (DED) for the purpose of completing a Preliminary Engineering Report (PER).

The Village of Bellwood is requesting proposals from qualified engineering firms with experience in preparing PERs for municipal lagoon facilities and collection systems. A PER is required to address critical violations in the construction and operation of the Village's lagoon system, as identified by the Nebraska Department of Environment and Energy (NDEE) in November 2023. In order to fulfill CDBG requirements, the PER must be fully completed by May 7th, 2027.

Firms responding to this invitation should align their responses with the Scope of Work identified below:

Scope of Work

- The Scope of Work should align with the requirements outlined in the "Preliminary Engineering Report Guide for Wastewater or Drinking Water Facilities," document, copies of which are available at the Village Office (410 Taylor Street, Bellwood, NE 68624), or on the Village's website (<https://bellwoodnebraska.com/>). The PER must adhere to these guidelines to be accepted.

Interested firms should submit their proposal in writing, with the following required information included:

1. A letter of interest that outlines the following:
 - a. Technical experience of the firm in relation to the above identified Scope of Work and complexity of the project.
 - b. Knowledge of the Village of Bellwood, the proposed project, and CDBG funding requirements.
 - c. References and contact information for three (3) similar reports undertaken by the firm within the last five (5) years.
2. Qualifications and experience of the firm, and experience of the firm's key personnel anticipated to work with the Village of Bellwood on the project.
3. A review of the firm's existing and anticipated workload, and the firm's capacity to perform the work within the established CDBG timeframe.

4. A detailed project schedule that includes an outline of the scope, major tasks, anticipated completion dates and costs for various phases, and the total overall project cost.

Submittals will be scored according the following metrics:

1. Technical expertise of the firm in connection with the scope of services and complexity of the project (30 points).
2. Past record of performance on similar projects, including quality of work, timeliness, and cost control (25 points).
3. Capacity of the firm and key personnel to perform the work within the established time limitations, taking into consideration the current and planned workload of the firm (20 points).
4. Familiarity with CDBG guidelines (15 points).
5. Cost of services (10 points).

Total possible points = 100 points

The Village of Bellwood will evaluate all submittals and make a recommendation to the Village Board. A contract with a “not to exceed” clause will be required; contract execution is contingent upon the Village receiving formal Release of Funds (ROF) from DED.

The Village of Bellwood reserves the right to accept any bid it deems most favorable to the Village, to waive any irregularities or informalities in any bid received, to reject any or all bids submitted, and to hold as many bids as it desires for consideration for a period of thirty (30) days after the bid opening date. Bids received after the specified time of closing will be returned unopened. The Village is an equal opportunity employer and requires all contractors and consultants to comply with all applicable Federal and State laws and regulations.

Important submittal requirements:

- Proposals may not exceed a total of 15 single-sided pages (not including the cover page, table of contents, or separating “tabs”).
- Only sealed, written proposals will be accepted. Physical copies are required.
- Deadline for submission of written materials is 5:00pm on Friday, March 7th, 2025.
- Submittals of 6 copies should be mailed, or hand delivered to the below address by the above identified deadline:

RFP - Bellwood Lagoon PER
Attn: Jennifer Stracke, Village Clerk
410 Taylor Street
Bellwood, NE 68624

If you have any questions, please call (402) 538-4026 and speak with Jen Stracke, Village Clerk.