



EMBRACING CHILDREN & FAMILIES

March 27, 2026

Request for Qualifications – Architectural and Construction Management Services

The Crittenton Center is requesting qualifications for architectural services for a project to make improvements to their Transitional Therapeutic Home, a child welfare emergency shelter. Woodbury County has received funding to support this project from the Iowa Economic Development Authority (IEDA) Community Development Block Grant (CDBG) program. The selected contractor will work with the Crittenton Center, Woodbury County, and SIMPCO grant administrators to ensure compliance with CDBG Program requirements.

In addition to architectural design work, construction management services are needed to execute the project. This RFQ will result in two (2) contracts, one for design and a subsequent contract for construction management that is contingent on environmental clearance and release of funds. Once final designs are approved and the project passes environmental clearance and release of funds, the second contract for construction management will be executed.

The following outlines work specifications and the request for qualifications:

I. Scope of Work: The scopes of services that the consultant must be prepared and qualified to provide are as follows:

- Final design of a facility addition (*contracted upon completion of RFQ process*)
 - Renovate/Remodel youth homeless shelter (Transitional Therapeutic Home) in Sioux City, Iowa to add approximately 1,000 square feet and improve facility to more adequately serve homeless children – addition of restroom/shower wing, replace flooring throughout the facility, kitchen updates, replace windows, and exterior upgrades.
 - Coordinate with SIMPCO staff to complete the Section 106 review process
- Construction management services (*contract contingent upon environmental clearance and release of funds*)
 - Facilitate the bid-letting process, including construction advertising and issuing of addenda.
 - Tabulate bid costs
 - Facilitate and review the lowest responsible bidder

- Coordinate with Crittenton Center, Woodbury County, and SIMPCO staff to review and execute contracts
- Plan and facilitate the pre-construction meeting.
- Perform inspections and progress meetings throughout the project construction timeframe.
- Facilitate change orders, directives, and pay applications as needed.
- Perform final punch-list and closeout documents.

II. Statement of Qualifications. Proposals to the selection committee should include the minimum information:

- Name, address, and key contact information on the proposal.
- Firm leadership information and credentials.
- Qualifications and credentials of staff members likely to be assigned the project.
- List of any sub-consultants you could engage, such as structural engineer.
- Brief description of design philosophy.
- Description of experience with IEDA's CDBG Program.
- List of three or more references of relevant projects in the past five years.
- Description of current workload and projects now underway relevant to the staff assigned to this project.
- Overall proposed timeframe and how staff will be used to meet the timeframe – include a brief outline of how you will engage with Crittenton Center staff, Woodbury County, SIMPCO, prime contractor, and IEDA.
- Please do NOT include cost information in the proposal. Inclusion of cost information will disqualify the proposal.

Please note: Firm must not be debarred, suspended, or otherwise excluded, as documented in SAM.gov.

III. Evaluation criteria. Each member of the selection committee will evaluate and score proposals received according to the following criteria. Committee members' scores will be averaged to determine a final score for each proposal received.

RFQ Evaluation Criteria	
Criteria	Possible Points
General qualifications of the firm and individuals likely to perform the project	15
Availability of staff and capacity to perform the work in a timely manner	15
Recent successful examples of relevant projects	15
Ability to navigate and comply with federal policies	10
Design philosophy and understanding of trauma informed design principles	15
Timeframe, engagement with partners, and understanding of the project expectations	25
The firm is a Minority Business Enterprise, Women Business Enterprise, small business, or within Woodbury County	5
Total Possible Points	100

IV. Deadline for submission.

Proposals must be submitted no later than April 16, 2026 at 5:00pm CST. Proposals should be submitted to Crittenton Center, ATTN: Beau Sudtelgte, 4212 Gordon Drive, Sioux City, IA 51106 OR bsudtelgte@crittentoncenter.org. Questions regarding this request for proposals should be directed writing to Beau Sudtelgte – bsudtelgte@crittentoncenter.org.

CDGB Procurement Required Citations

Build America Buy America and Section 3 apply to this project.

BABA Language for Inclusion into Professional Services Agreements

The Grantee and its Contractors/Subcontractors must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee’s infrastructure project. Pursuant to HUD’s Notice, “Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build

America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance” (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

This agreement is for professional services related to a project that is subject to the Build America, Buy America Act (BABA) requirements under Title IX of the Infrastructure Investment and Jobs Act (“IIJA”), Pub. L. 177-58. While professional services are not subject to BABA, the Provider understands that they are responsible for ensuring that, absent a waiver by the Department of Housing and Urban Development, Provider shall not approve for use in this project, any iron, steel, manufactured products, or construction materials unless such materials have been produced in the United States. Provider shall obtain all necessary compliance certificates for work that is within provider’s scope of work. Failure to do so shall be a default under this agreement. Guidance on complying with BABA is outlined by Office of Management and Budget’s Memorandum M-24-02, Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

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.

INTENT TO COMPLY WITH SECTION 3 REQUIREMENTS

(To be provided with procurement documents and returned with all submitted bids)

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 75] is HUD's legislative directive for ensuring that economic opportunities resulting from HUD financial assistance, including employment, job training, and contracting are, to the greatest extent feasible, directed to low- and very low-income persons. The regulations seek to ensure that public housing residents and low and very low- income persons, and the businesses that employ these individuals, are notified about the expenditure of HUD funds in their community and encouraged to seek opportunities, if created.

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.

A Targeted Section 3 Worker is defined as a Section 3 worker who fits one of the following categories:

1. a worker employed by a Section 3 business concern; or
2. a worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - a. Living within one mile of the project, or if fewer than 5,000 people live within one mile of the project, within a circle centered on the project that is sufficient to encompass a population of 5,000 people; or
 - b. a YouthBuild participant

A Section 3 Business Concern is defined as a business in which:

1. At least 51% owned 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. At least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing

Note: If your business meets the definition of a Section 3 business, you are encouraged to register as a Section 3 Business through HUD's Business

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

Businesses who self-certify that they meet one of the regulatory definitions of a Section 3 Business Concern will be included in a searchable online database. The database can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of covered construction and non-construction contracts to Section 3 Business Concerns.

Please complete the following:

1. If awarded a contract for this CDBG funded project, do you anticipate being able to determine employees' hourly wages and addresses?

Yes No

If yes, please estimate the number of hours to be completed on the project by all workers: _____

2. Is your business a Section 3 Business? Yes No

3. Is the bidder willing to consider hiring Section 3 Workers for future employment opportunities that are a direct result of this CDBG funded project?

Yes No

4. Is the bidder willing to consider subcontracting with Section 3 Businesses for this project?

Yes No

5. Is the bidder willing to provide information on hours worked by Section 3 Workers and Targeted Section 3 Workers on this project?

Yes No

I understand that this contracting opportunity is subject to HUD Section 3 requirements (24 CFR Part 75). I have read and understand the Section 3 requirements as generally described above and presented in the Section 3 contract language included in the procurement documents for this project. If awarded a contract, the business commits to following Section 3 requirements, as they apply to this project. If awarded a contract for this project, the business agrees to provide reports to (insert City/County) on Section 3 efforts and accomplishments.

Name of Contractor/Subcontractor Address

Print Name

Title

Signature

Date