THE CITY OF

Atkins

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COUNCIL COVER MEMORANDUM

TO:	Mayor Brian Cruise & Members of the City Council
FROM:	Scott L. Flory, City Administrator
DATE:	November 10, 2026
SUBJECT:	RFQ/RFP Authorization: 2027 Sanitary Sewer System Smoke Testing

EXECUTIVE SUMMARY

Council is requested to review and approve Resolution No. 2026-11-00, which authorizes the formal release of a Request for Qualifications and Proposals (RFP) for professional engineering services to conduct comprehensive smoke testing of the City's sanitary sewer collection system.

- **RFP Authorization Date:** November 10, 2026
- **Proposal Submission Deadline:** December 7, 2026, by 2:00 P.M. CST
- **Anticipated Contract Award:** December 22, 2026 (Regular Council Meeting)
- **Project Funding Stream:** Municipal Wastewater Utility Fund

BACKGROUND

The City of Atkins operates and maintains sanitary sewer infrastructure servicing residential, commercial, and light industrial accounts. Over the past year, city staff have identified potential vulnerabilities relating to heavy storm-water inflow and infiltration (I&I) entering our collection lines.

Two recent events highlight the need for this infrastructure evaluation:

1. **Hydraulic Overload Event (Sept 19–20):** The City received a severe storm event yielding more than 5 inches of localized rainfall inside a 48-hour window. This sudden deluge routed over 2.4 million gallons of water directly through the Wastewater Treatment Plant—vastly overwhelming its maximum engineered design capacity of 1.9 million gallons. For context, our system's standard baseline average daily flow sits at just 130,000 gallons.
2. **Eagle Avenue Structural Failure & Backups:** The high-priority Northwest collection area recently sustained 11 simultaneous residential backups. A subsequent review discovered a broken sanitary

sewer riser at the end of Eagle Avenue, which had allowed a physical 7-inch basketball to enter and completely plug the collection line when it became lodged by broken sewer pipe material suspected from the riser..

Based on these findings, city staff believe that multiple unauthorized cross-connections, storm sewer configurations, and structural defects exist across this grid. This RFP seeks a qualified, licensed engineering firm to map, smoke test, and pinpoint these illicit inflow points so they can be systematically eliminated.

SUMMARY OF PROCUREMENT & TIMELINE

This schedule provides engineering firms with a standard 4-week window to prepare thorough qualification packages, allows staff time to score the bids, and returns to Council on December 22nd for a formal contract award.

Date	Milestone
November 10, 2026	Council Authorization to Release RFP
December 7, 2026	Proposal Submission Deadline (2:00 P.M. CST)
December 8 – 18, 2026	Staff Technical Review & Scoring Period
December 22, 2026	Council Review & Consultant Contract Award
January 15, 2027	Engineering Project Kickoff & System Segmentation Map
March 1, 2027	Public Notifications & Door Hanger Layout Finalization
May 1, 2027	On-Site Field Smoke Testing Operations Complete
May 30, 2027	Engineering Draft Summary Report Delivered to City Staff
June 30, 2027	Final Report, Complete Photo Database, & GIS Geodatabase Delivery

FISCAL IMPACT & RECOMMENDATION

Sufficient funding will be allocated within the municipal wastewater utility fund to cover the engineering fees associated with this initial high-priority testing phase. Compensation will be structured strictly on a Time & Expense basis with a firm “Not-to-Exceed” financial cap to protect city resources.

Recommendation: It is recommended that the City Council approve Resolution No. 2026-11-00 as presented, authorizing the immediate release of the Request for Qualifications and Proposals.

RESOLUTION NO. 2026-11-01

A RESOLUTION AUTHORIZING THE RELEASE OF A REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFP) FOR PROFESSIONAL ENGINEERING SERVICES REGARDING THE 2027 SANITARY SEWER SYSTEM SMOKE TESTING PROJECT FOR THE CITY OF ATKINS, IOWA

WHEREAS, the City of Atkins, Iowa, owns, operates, and maintains a municipal sanitary sewer collection system serving residential, commercial, and light industrial users; and

WHEREAS, the city collection system recently experienced hydraulic overloading during the heavy rainfall events of September 19th and 20th, during which wastewater flows exceeded 2.4 million gallons, significantly overwhelming the Wastewater Treatment Plant's maximum design capacity of 1.9 million gallons; and

WHEREAS, city staff have determined that a comprehensive smoke testing program is required to systematically locate, identify, and catalog illicit storm-water cross-connections, lateral defects, and structural failures within the high-priority Northwest zone of the community; and

WHEREAS, a formal Request for Qualifications and Proposals (RFP) document has been prepared to solicit competitive, sealed packages from licensed, qualified engineering firms to execute these field operations, data analyses, and GIS geodatabase mapping integrations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ATKINS, IOWA:

SECTION 1. AUTHORIZATION TO RELEASE RFP. The City Council hereby approves the procurement parameters and authorizes City Administration to officially publish and release the Request for Qualifications and Proposals for the 2027 Sanitary Sewer System Smoke Testing Project on November 11, 2026.

SECTION 2. ESTABLISHMENT OF PROCEDURAL DEADLINES. The procurement schedule for this project shall be governed by the following strict deadlines:

1. **Submission Deadline:** All engineering proposals must be received by the City Administrator no later than December 7, 2026, at 2:00 P.M. CST.
2. **Review and Contract Award Target:** City staff shall evaluate all submittals using a structured scoring matrix and present a formal selection recommendation to the City Council during the regular legislative session on December 22, 2026.
3. **Fieldwork Completion:** All on-site field testing and smoke evaluations must be physically completed by May 1, 2027.

SECTION 3. FISCAL ASSIGNMENT. Funding for the professional engineering services authorized under this procurement process shall be discharged from the municipal Wastewater Utility Fund, with compensation structured on a time-and-materials basis including a firm, not-to-exceed maximum cost threshold.

SECTION 4. REPEALER AND EFFECTIVE DATE. All resolutions or parts of resolutions in conflict herewith are hereby repealed. This resolution shall be in full force and effect immediately upon its passage and approval by the City Council.

PASSED AND APPROVED this 10th day of November, 2026.

APPROVED:

_____

Brian Cruise, Mayor

ATTEST:

_____

Shelley Annis, City Clerk

REQUEST FOR QUALIFICATIONS AND PROPOSAL

PROFESSIONAL ENGINEERING SERVICES: 2027 SANITARY SEWER SYSTEM SMOKE TESTING

CITY OF ATKINS, IOWA

RFP Release Date: November 11, 2026
Proposal Submission Deadline: December 7, 2026, by 2:00 P.M. CST
Anticipated Contract Award: December 22, 2026 (Regular City Council Meeting)

1. OBJECTIVE & PROJECT SCOPE

The City of Atkins is soliciting Statements of Qualifications and Proposals from qualified engineering firms to perform detailed smoke testing across high-priority zones of the city's sanitary sewer system. The ultimate project objective is the identification, localization, and eventual removal of stormwater Inflow and Infiltration (I&I) sources currently overwhelming municipal treatment structures.

The initial phase targeted in this RFP focuses directly on the Northwest community zone bounded on the south by Park Ridge Road, the west by 32nd Avenue, the east by 3rd Avenue, and the north by Railroad Street. This area contains sewer line diameters ranging from 8” to 18” and includes the Eagle Avenue terminus where historical blockages have occurred.

2. MINIMUM QUALIFICATIONS FOR BIDDING FIRMS

To be considered a qualified respondent for this project, submitting engineering firms must satisfy and document the following baseline metrics:

1. **Licensure:** The firm must be actively registered and legally licensed to conduct corporate engineering business within the State of Iowa.
2. **Demonstrated Experience:** The bidding Firm, the designated active Project Manager, and the on-site Lead Field Manager must each independently document the successful completion of a minimum of four (4) distinct municipal smoke testing projects of similar scale.

3. BASE SCOPE OF ENGINEERING SERVICES

The selected consultant will be expected to deliver a complete, turn-key program containing the following components:

Field Operations & Logistics

- **Segmentation Map:** Provide a detailed engineering plan breaking the collection zone into distinct test segments and marking explicit smoke introduction points.
- **Public Notifications:** Draft localized informational letters for businesses and residents. Prepare physical door hangers to be placed by City staff 3 to 7 days prior to field work. Format alternative files for Reverse 911 texts and billing inserts.

- **Civil Coordination:** Provide daily operational schedules to City Administration, Local Law Enforcement, and the Fire Department. Coordinate directly with public facilities, such as local schools, to ensure testing does not disrupt building operations.
- **Crew Demands:** Maintain a certified minimum three-person crew on-site at all times during active smoke operations to monitor surrounding properties and handle public inquiries.
- **Equipment Minimums:** Deploy direct-drive type smoke blowers capable of generating a minimum of 4,000+ CFM of air volume, using high-pressure sandbags, plugs, and liquid smoke or smoke candles.
- **Defect Mapping:** Walk the entirety of every tested line segment, inspecting yards and foundations. Flag, photograph, and GPS locate every instance of escaping smoke, assigning a distinct identifier (e.g., storm cross-connection, lateral failure, or foundation drain).

Analysis, Reporting, & GIS Integration

- Compile all raw field forms and data points into a synchronized master defect manifest.
- Analyze each identified defect point and prescribe specific engineering rehabilitation methodologies.
- Develop itemized, localized cost projections evaluating necessary physical repairs, downspout disconnections, or source removals.
- Deliver a comprehensive, polished Draft Report by May 30, 2027, and address city staff revisions.
- Deliver a polished Final Report by June 30, 2027, accompanied by native photographic logs, data layers, and clean, fully integrated GIS geodatabases.

4. ENVIRONMENTAL FIELD CONSTRAINTS

To guarantee accuracy and prevent data failures, field operations shall be immediately suspended by the City if any of the following weather conditions develop:

1. Active precipitation or any rainfall event occurring within the preceding 12 hours.
2. Accumulation of standing surface ponding resulting from significant rain inside 24 hours.
3. Ground or soil saturation levels deemed non-conducive to clear vapor escape by City staff.
4. Active hydraulic surcharging discovered within the targeted pipe segment.
5. High wind interference or sustained atmospheric wind currents reaching 10 mph or higher.

5. PROPOSAL SUBMITTAL STRUCTURE

Bidding firms must package their submissions into seven distinctly labeled sections:

1. **Cover Letter:** Expressing formal corporate desire to assist Atkins, signed by an officer authorized to bind the firm, addressed directly to Scott L. Flory, City Administrator.
2. **Firm Description:** Overview of internal corporate bandwidth, managing offices, and any sub-consultants used (strictly limited to 2 pages maximum).
3. **Project Understanding:** Narrative showing a clear grasp of Atkins' I&I hurdles, plant overloading metrics, and localized line histories.

4. **Project Approach:** Step-by-step field methodology explaining equipment selection, data logging software, public interaction protocols, and specific GIS integration techniques.
5. **Project Experience Matrix:** Verifiable record of at least four completed smoke testing projects meeting the qualifications, including completion dates and active reference contact numbers/emails.
6. **Project Team Profiles:** Dedicated biographies identifying the Project Manager, Lead Field Manager, and key field staff, explicitly tracing their history across past projects.
7. **Cost Proposal:** Detailed labor-hour and expense calculations leading to a firm Time & Expense, Not-to-Exceed financial cap. Any suggested scope deviations or modifications must be priced and presented in separate columns.

6. SUBMISSION INSTRUCTIONS & CONTACT INFO

Sealed proposals must be submitted electronically via email or delivered via physical copy to the municipal office no later than 2:00 P.M. CST on Monday, December 7, 2026. Late bids will not be opened or evaluated.

- **Addressed To:** Scott L. Flory, City Administrator
- **Municipal Office Location:** City of Atkins, Iowa | 480 3rd Avenue, Suite #2, Atkins, IA 52206
- **Direct E-mail Delivery:** sflory@cityofatkins.org

APPENDIX A: PROPOSAL EVALUATION SCORECARD

For City Use Only — To be completed by staff reviewers following the December 7th submission deadline.

Reviewer Name: _____

Bidding Firm Name: _____

Evaluation Criteria	Max Points	Awarded Points	Reviewer Notes
1. Project Understanding & Approach (30%) • Clear grasp of Atkins' hydraulic plant overloading and Eagle Ave history. • Methodical process for data capture, safety, and equipment choices. • Sound technical logic for GIS data sharing and schema delivery.	30		
2. Firm Qualifications & Corporate Experience (25%) • Firm is actively registered and licensed in the State of Iowa. • Clean documentation of 4 or more municipal projects of similar scope. • Excellent performance history based on references provided.	25		
3. Project Team Personnel Quality (25%) • Designated Project Manager meets the 4-project minimum rule. • Lead Field Manager meets the 4-project minimum rule. • On-site crew strategy strictly satisfies the 3-person minimum.	25		
4. Cost Proposal & Fee Value (20%) • Fees are structured on a clear Time & Expense, Not-to-Exceed basis. • Fee schedules represent fair and logical municipal market value. • Modifications or scope variations are cleanly isolated from base costs.	20		
TOTAL EVALUATION SCORE	100		

Reviewer Summary / Action Recommendation:

_____

Signature of Reviewer: _____ Date: _____

APPENDIX B: PUBLIC NOTICE

For publication on the City of Atkins website and public notice boards on the morning of Wednesday, November 11, 2026.

CITY OF ATKINS, IOWA

NOTICE OF REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL ENGINEERING SERVICES: 2027 SANITARY SEWER SMOKE TESTING

Notice is hereby given that the City of Atkins, Iowa is actively seeking sealed proposals and statements of qualifications from qualified, licensed engineering firms to provide professional engineering and field evaluation services for the 2027 Sanitary Sewer System Smoke Testing Project.

The project is driven by hydraulic loading experienced during heavy storm events, where stormwater Inflow and Infiltration (I&I) routed over 2.4 million gallons through the municipal Wastewater Treatment Plant, exceeding its 1.9-million-gallon design threshold. Testing will target high-priority sewers ranging from 8” to 18” in diameter within the city's Northwest quadrant.

- **RFP Release Date:** November 11, 2026 (Authorized under City Council Resolution No. 2026-11-00)
- **Proposal Closing Date:** Monday, December 7, 2026, at 2:00 P.M. CST
- **Anticipated Selection/Award:** Tuesday, December 22, 2026

Interested firms may review, examine, or secure complete copies of the official RFP specifications directly from the City of Atkins administrative offices.

All inquiries and sealed proposals must be directed to:

Scott L. Flory, City Administrator
City of Atkins, Iowa
480 3rd Avenue, Suite #2, Atkins, IA 52206
Office Phone: (319) 446-7870 | E-mail: sflory@cityofatkins.org

EXHIBIT A — PHASE 1 SMOKE TESTING AREA MAP

The map below is the City's parcel map with the Phase 1 testing area outlined in red. The area is the Northwest collection zone described in Section 1 of the Request for Qualifications and Proposal: bounded on the north by Railroad Street, on the south by Park Ridge Road (County Road E44), on the west by 32nd Avenue (County Road W26), and on the east by Third Avenue. Sewer lines in the zone range from 8” to 18” in diameter and include the Eagle Avenue terminus. The selected consultant's segmentation map (due January 15, 2027) will show the exact test segments.

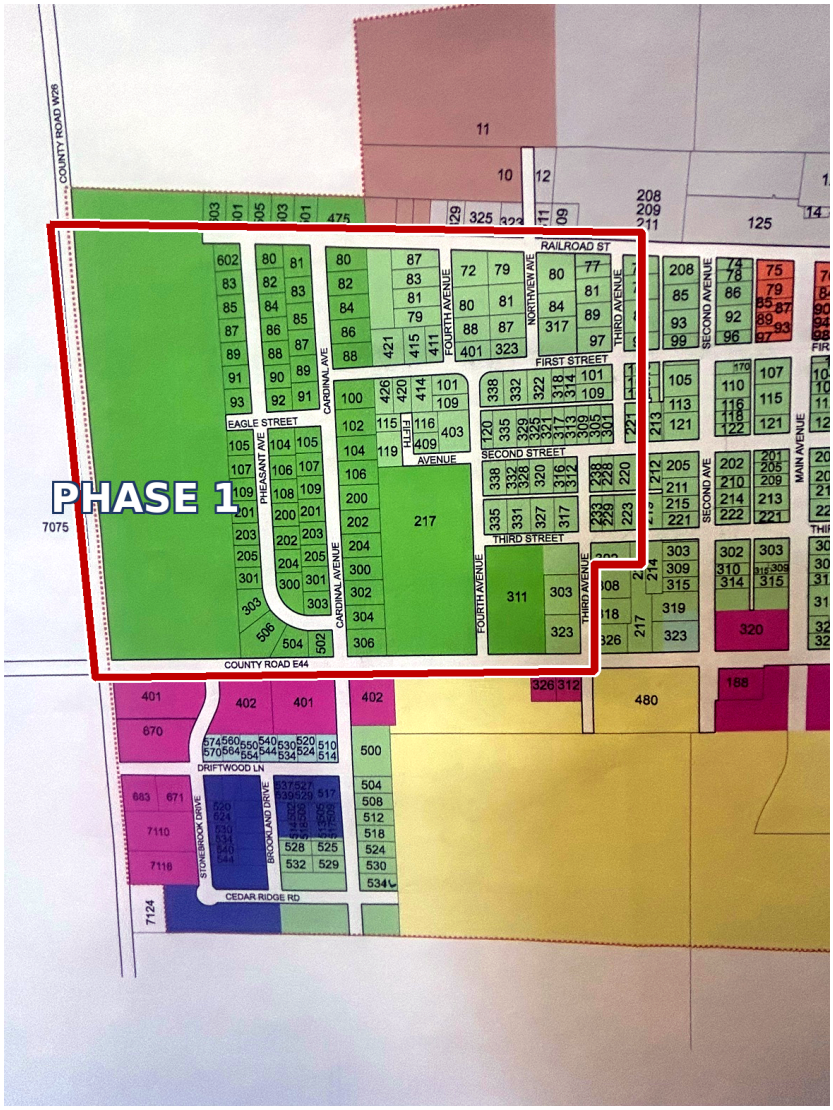


Exhibit A — Phase 1 testing area, outlined in red. Boundaries: Railroad Street (north), Park Ridge Road / County Road E44 (south), 32nd Avenue / County Road W26 (west), Third Avenue (east).