



**Request for Proposal**

**Land Acquisition Services  
7<sup>th</sup> Ave Reconstruction - 12<sup>th</sup> St to 22<sup>nd</sup> St**

**ADDENDUM #1**

Date Issued:  
October 3, 2025

City of Marion – Public Works Department  
202 44<sup>th</sup> St  
Marion, IA 52302  
319-743-6340



# NOTICE TO VENDORS – REQUEST FOR PROPOSAL (RFP)

## Land Acquisition Services

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#### PRE-PROPOSAL MEETING MINUTES

##### PROJECT OVERVIEW

City of Marion provided a project overview using the RFP documents and Intermediate Construction Plan Set. Went over the easement and acquisition areas, project schedule, project funding sources, etc. Items to highlight:

1. Project contains federal funds. These funds are for construction only and begin in FY 27.
2. The goal is to complete acquisitions as specified to allow for a winter 2026/2027, this would allow a spring / early summer of 2027 construction start.
3. Project is anticipated to last 2 construction seasons. With the construction of year 1 beginning at 12<sup>th</sup> St and the 1<sup>st</sup> year cut off occurring near 17<sup>th</sup> Street.
4. Private utilities have been contacted and they are working on relocation plans. For the most part, it is expected that these utilities will be re-fed off of 6<sup>th</sup> Ave / 8<sup>th</sup> Ave, and no additional ROW or easements will be acquired by the City on their behalf.

##### QUESTION AND ANSWER PERIOD

1. Would the City prefer hard or electronic copies of the RFP. *There is no preference, however, if you provide hard copies, please provide a PDF as well.*
2. You state the appraisals will be contracted separately, when will these occur? *After the land acquisition agent is on board, we will meet to discuss the best route for appraisals, including the potential waiver procedure.*
3. Has right of entry been completed? *This was completed for the field survey and environmental work. No other right of entry has been obtained.*
4. Has a public information meeting been held? *A formal public informational meeting or open house has not been held. Existing businesses have only been contacted about the project for the field survey and environmental work. Public communication via email list and social media about the project start date has been shared as well. After the land acquisition agent is on board, we can discuss timing of a public open house.*
5. There are business signs along the corridor, what is their status post construction? *Intermediate signs have been added to the RFP document link. Goal is to leave all signs in place / do not disturb.*
6. Do temporary construction easements require a notary to sign? *Yes*



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7. Will the City be providing the purchase agreement, easement agreement, agreement exhibits?  
*Yes, the consulting engineer will prepare the easement / ROW exhibits, legal descriptions, and parcel impact details. City will provide draft templates of the purchase agreements.*
8. If property owners wish to have work done outside of the project scope, will the City share the contractor's contact information with them? *Acquisitions will be completed prior to the project being bid, and as such, the contractor will be unknown during the acquisitions. The City will make the contractor's information known if requested.*
9. NEPA clearance has been obtained, were there any special requirements noted in that clearance? *None.*
10. Describe the process after signatures are obtained? *Consultant will submit signed documents to the project team. Upon review to ensure all documents are included, a resolution will be placed on the next available council meeting for approval. The goal is to complete this process as quickly as possible. Council meetings with official action typically occur the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month*



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**Attendance**

In Person

- Jacob Hahn – Marion
- Melissa Tiedemann – Stanley
- Dax Stunken – Snyder
- Emily Honicutt – UFS
- Chris Whalen – UFS

Online

- Mike Barkalow – Marion
- Brian DePrez – Ulteig
- Mark Pomerening – Ulteig
- Shelby Mayash - HDR
- Todd Muehlich - HDR
- Aaron Granquist – HDR
- Justin Walton – JCG Land



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**QUESTIONS RECEIVED**

**Questions received outside of proposal meeting.**

1. The RFP indicates that appraisals will be covered outside of the acquisitions services. Our acquisition agents anticipate that a Project Book will need to be ordered to establish the property valuations for initial offers. Will the City order a Project Book, or should we include this in our scope? *The city will order this in connection with the 3<sup>rd</sup> party appraisal services. Consultants will likely have discussion level coordination with the City and appraiser on this topic.*
2. Will the City order title certificates, or should we include this in our scope for any permanent easement and fee title acquisitions? *The consultants can order the title search and have the City be invoiced for this work. Alternatively, the City can order the search as well. There is no preference, and we can work with the selected acquisition agent on preferred process.*
3. Will the City Council prefer to approve the acquisition agreements throughout the process as we go? Or will it be preferred to do all acquisition agreements as one Council approval action at the end? *We approved these as we go.*
4. Does the City only want us to use Rally, or will any certified eminent domain appraiser work? *The City will contract this appraisal work separately.*
5. Similar question with review appraisers, does it matter who we use? *The City will contract this appraisal work separately.*
6. If appraisals are necessary, do we include that in our cost proposal for the RFP? Or are appraisals something that the City orders and pays for separately? *The City will contract this appraisal work separately.*
7. After reviewing the 7th Ave to 22nd Acquisition RFP, we did not find any reference to title work responsibilities. For purposes of properly scoping services, could you please clarify the following items:
  - a. Title Search/Commitment - o Will the City of Marion be responsible for ordering title searches, commitments, and updates, or should the acquisition consultant include this in their scope? *See number 2 above*



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- b. Curative Actions -In the event that mortgages, liens, judgments, or other encumbrances require resolution prior to conveyance, who will be responsible for coordinating and funding curative work? This scope of work will be provided by the City if necessary. In the event that assistance from the consultant is necessary, and contract amendment will be developed between both parties.
  - c. Effective Date / Updates - Will the City be providing an effective date commitment for each parcel, and are interim updates prior to closing required to be obtained by the consultant? *City will provide*
  - d. Recording & Closing Costs - Please confirm who is responsible for ordering commitments, updates, and recording fees at closing. *Consultant or City may order items, however, City should be invoiced for direct payment.*
8. Per Federal guidelines, all tenants are required to sign an agreement in addition to the property owner. This requirement was not included in the City of Marion's RFP. Please provide direction on how the City intends to address this requirement to ensure compliance. *Acquisitions are to follow all applicable federal guidelines and Iowa Code Chapter 6B. If tenant signatures are required, acquisition agent is to obtain.*
9. Clarifying these items will ensure that acquisition services align with federal and state guidelines and avoid duplication or gaps in responsibility.
- a. There is a note on the attached spreadsheet that City Owned Parcels Excluded. For City owned parcels that need public street right-of-way established, should right-of-way acquisition plats be prepared to be recorded, and property pins set? These parcels wouldn't need separate agreements since they are owned by the City, but this would establish the public street R.O.W. within these parcels in case the City were to sell or develop these parcels in the future. *There is one City owned parcel to where a utility easement is noted (south end of 16<sup>th</sup> St). There are no areas noted for city owned parcels that should be converted to ROW (or portions thereof). The city will create and record the utility easement for this area outside of this scope of services.*
  - b. Should the Triangular parcel at 637 / 1637 6th Avenue (City of Marion) be a R.O.W. Acquisition Exhibit (no Purchase Agreement Necessary since it is a City Parcel) to be



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recorded? Shouldn't this parcel also include R.O.W. for the portion of the hammerhead turn-around (similar to the parcel at 1578 6th Avenue (Genesis Equities, LLC)? *A portion of this work is being currently worked on by the City and will be completed outside of this project. ROW for the turnaround is not required on the City owned lot. It is possible the ROW currently noted for the noted 1578 parcel is revised to a public access easement.*

- c. Should the parcel at 1405 7th Avenue (City of Marion) have a R.O.W. Acquisition Exhibit (no Purchase Agreement Necessary since it is a City Parcel) to be recorded along the southeast corner of this parcel (round-about at the intersection of 6th Avenue & 15th Street)? *This work is being currently worked on by the City and will be completed outside of this project.*
- d. Will the consultant be responsible for preparing City Resolutions for the City Council approving these acquisitions, & recording the final documents? *City of Marion will prepare the resolutions and will record the final documents.*