

**REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024**

RFP COVER SHEET

Administrative Information:

TITLE OF RFP: IDALS Wetland Field Support Services		RFP Number: WFS-RFP-24-01
Division: Iowa Department of Agriculture and Land Stewardship		
State seeks to purchase: Services		Available to Political Subdivisions?
Number of mos. or yrs. of the initial term of the contract:	3 years	Number of possible annual extensions: 3
Initial Contract term beginning: January 1, 2025		Ending: December 31, 2028
State Contract Manager: Tracy A. Bruun 515-344-6279 cell, tracy.bruun@iowaagriculture.gov e-mail, 515-281-6170 fax Mailing Address: Division of Soil Conservation and Water Quality-Water Resources Bureau 502 East 9 th Street Des Moines, IA 50319		
PROCUREMENT TIMETABLE—Event or Action:		Date/Time (Central Time):
State Posts Notice of RFP on TSB website		October 31, 2024
State Issues RFP		November 02, 2024, 48 hrs. following TSB
RFP written questions, requests for clarification, and suggested changes from Service Providers due:		November 12, 2024, 3:00 pm
Division’s written response to RFP questions, requests for clarifications and suggested changes due:		November 13, 2024, 3:00 pm
Proposals Due Date & Time:		November 25, 2024, 3:00 pm
Anticipated Date to issue Notice of Intent to Award:		December 06, 2024
Anticipated Date to execute contract:		December 27, 2024
Relevant Websites		
Internet website where Addenda to this RFP will be posted:		http://bidopportunities.iowa.gov/
Internet website where contract terms and conditions are posted:		https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf
Proposal Submission: Via email, 2 attachments see 1.4		
Firm Proposal Terms		45 Days
Per Section 3.2.13, the minimum Number of Days following the deadline for submitting proposals that the Service Provider guarantees all proposal terms, including price, will remain firm:		

**REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024**

Table of Contents

- 1. INTRODUCTION**
 - 1.1. Purpose**
 - 1.2. Definitions**
 - 1.3. Background Information**
 - 1.4. Submission Instructions**

- 2. ADMINISTRATIVE INFORMATION**
 - 2.1. Restriction on Communication**
 - 2.2. Procurement Timetable**
 - 2.3. Questions, Requests for Clarification and Suggested Changes**
 - 2.4. Amendment to RFP**
 - 2.5. Amendment and Withdrawal of Proposal**
 - 2.6. Costs of Preparing the Proposal**
 - 2.7. No Commitment to Contract**
 - 2.8. Rejection of Proposals**
 - 2.9. Nonmaterial Variances**
 - 2.10. Reference Checks**
 - 2.11. Information from Other Sources**
 - 2.12. Verification of Proposal Contents**
 - 2.13. Proposal Clarification Process**
 - 2.14. Disposition of Proposals**
 - 2.15. Copyright Permission**
 - 2.16. Release of Claims**
 - 2.17. Evaluation of Proposals Submitted**
 - 2.18. Award Notice and Acceptance Period**
 - 2.19. No Contract Rights until Execution**

- 3. FORM AND CONTENT OF PROPOSALS**
 - 3.1. Instructions**
 - 3.2. Technical Proposal**
 - 3.3. Cost Proposal**

- 4. SPECIFICATIONS**
 - 4.1. Overview**
 - 4.2. Mandatory Specifications**
 - 4.3. Scored Technical Specifications**

- 5. EVALUATION AND SELECTION**
 - 5.1. Introduction**
 - 5.2. Evaluation Committee**
 - 5.3. Technical Proposal Evaluation and Scoring**
 - 5.4. Cost Proposal Scoring**
 - 5.5. Total Score**

**REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024**

6. CONTRACTUAL TERMS AND CONDITIONS

- 6.1. Contract Terms and Conditions**
- 6.2. Contract Length**
- 6.3. Insurance**
- 6.4. Independent Service Provider Clause**
- 6.5. Contract Negotiations**

Attachment 1 – Certification Letter

Attachment 2 – Authorization to Release Information Letter

Attachment 3 – Check List of Submittals

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

SECTION 1 Information for all Proposals

1.1 Purpose

The Iowa Department of Agriculture and Land Stewardship through the Division of Soil Conservation and Water Quality (Division) is seeking proposals from responsive, responsible vendors to provide Wetland Field Specialists (WFS) and the services outlined in this RFP. The WFS's will make landowner contacts, interact with Soil & Water Conservation Districts (SWCD), the Farm Service Agency (FSA), the Natural Resources Conservation Service (NRCS) and design consultants as needed.

WFS's will meet with landowners for identified sites to determine their interest and to provide follow up as needed while wetland sites move through the design and construction processes. After a project is complete, the WFS's will complete an annual review of each site. It should be noted that not all identified sites reach construction. The number of sites requiring assistance with promotion and construction will vary from year to year depending upon funding.

1.2 Definitions

For the purposes of this RFP and the resulting contract, the following terms shall mean:

- **Proposal:** The Service Provider's proposal submitted in response to the RFP.
- **Contract:** The contract(s) entered into with the successful Service Provider(s) as described in Section 6.1.
- **Service Provider:** A vendor submitting a Proposal in response to this RFP.
- **Division or Department:** Iowa Department of Agriculture and Land Stewardship.
- **General Terms and Conditions:** The General Terms and Conditions for Services Contracts as referenced on the RFP cover page.
- **Responsible Service Provider:** A Service Provider that has the capability in all material respects to perform the scope of work and specifications of the Contract. In determining whether a Service Provider is a Responsible Service Provider, the Division may consider various factors including, but not limited to, the Service Provider's competence and qualifications to provide the goods or services requested, the Service Provider's integrity and reliability, the past performance of the Service Provider and the best interest of the Division and the State.
- **Responsive:** Proposal A proposal that complies with the material provisions of this RFP.
- **RFP:** This Request for Proposals and any attachments, exhibits, schedules or addenda hereto.
- **State:** The State of Iowa, the Division identified on the Contract Declarations & Execution Page(s), and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFP.
- **CREP:** Conservation Reserve Enhancement Program
- **DIVISION:** Division of Soil Conservation and Water Quality
- **IDALS:** Iowa Department of Agriculture and Land Stewardship
- **FSA:** Farm Service Agency
- **NRCS:** Natural Resources Conservation Service
- **WFS:** Wetland Field Specialist

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

- **WQI:** Water Quality Initiative
- **NRS:** Nutrient Reduction Strategy
- **SWCD:** Soil and Water Conservation District
- **ISU:** Iowa State University
- **PE:** Licensed Professional Engineer
- **WQI:** Water Quality Initiative

1.3 Background Information

The Division has responsibility for implementing the Water Quality Initiative by creating wetlands. Initially CREP funds were primarily used which restrict sites to a 37-county area in north-central Iowa, with the FSA serving as the lead federal agency. Today most are funded through state funds and can be located throughout all counties in Iowa. Some of these projects are completed using other partner funding.

The majority of the DIVISION's Water Resources Bureau staff is based in Des Moines and identifies potential wetland sites using Geographic Information Systems (GIS) analyses and leads from field staff.

1.4 Submission Instructions

Proposals must be received by 3:00 PM, November 25, 2024. Submissions received after that time will not be considered.

Proposals should be submitted to Tracy Bruun, Contract Manager, at tracy.bruun@iowaagriculture.gov.

- 1st email Subject Line: RFP Proposal: WFS-RFP-24-01 (with 2 attachments)
- 2nd email Subject Line: RFP Proposal: WFS-RFP-24-01 confirmation

Follow up with a second email containing no attachments to confirm that the files have been received. In the event of attachment failure from file size restrictions, alternate submission formats will be handled on a case-by-case basis. If you do not receive a confirmation email receipt, please call Tracy at 515-344-6279.

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

SECTION 2 ADMINISTRATIVE INFORMATION

2.1 Restriction on Communication

From the issue date of this RFP until a Notice of Intent to Award the Contract is issued; Service Providers may contact only the Contract Manager. The Contract Manager will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in Section 2. Oral questions related to the interpretation of this RFP will not be accepted. Service Providers may be disqualified if they contact any State employee other than the Contract Manager about the RFP except that Service Providers may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

This section shall not be construed as restricting communications related to the administration of any contract currently in effect between a Service Provider and the State.

2.2 Procurement Timetable

The dates provided in the procurement timetable on the RFP cover sheet are provided for informational and planning purposes. The Division reserves the right to change the dates. If the Division changes any of the deadlines for Service Provider submissions, the Division will issue an addendum to the RFP.

2.3 Questions, Requests for Clarification, and Suggested Changes

Service Providers are invited to submit written questions and requests for clarification. Service Providers may also submit suggestions for changes to the specifications of this RFP. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, Service Provider shall reference the page and section number(s).

The Division will send written responses to questions, requests for clarifications, or suggestions received from Service Providers on or before the date listed on the RFP cover sheet. The Division's written responses will become an addendum to the RFP. If the Division decides to adopt a suggestion that modifies the RFP, the Division will issue an addendum to the RFP.

The Division assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP through an addendum.

An addendum identifying the points assigned to evaluation criteria and minimum score will be posted prior to the RFP due date.

2.4 Amendment to the RFP

The Division reserves the right to amend the RFP at any time using an addendum. The Service Provider shall acknowledge receipt of all addenda in its Proposal. If the Division issues an addendum after the due date for receipt of Proposals, the Division may, in its sole discretion, allow Service Providers to amend their Proposals in response to the addendum.

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

2.5 Amendment and Withdrawal of Proposal

The Service Provider may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing, signed by the Service Provider and received by the time set for the receipt of Proposals. Electronic mail and faxed amendments will not be accepted. Service Providers must notify the Contract Manager in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals.

2.6 Costs of Preparing the Proposal

The costs of preparation and delivery of the Proposal are solely the responsibility of the Service Provider.

2.7 No Commitment to Contract

The Division reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the Division to award a contract.

2.8 Rejection of Proposals

The Division may reject outright and not evaluate a Proposal for reasons including, without limitation:

- 2.8.1** The Service Provider fails to deliver the Cost Proposal in a separate electronic files.
- 2.8.2** The Service Provider acknowledges that a mandatory specification of the RFP cannot be met.
- 2.8.3** The Service Provider's Proposal changes a material specification of the RFP or the Proposal is not compliant with the mandatory specifications of the RFP.
- 2.8.4** The Service Provider's Proposal limits the rights of the Division.
- 2.8.5** The Service Provider fails to include information necessary to substantiate that it will be able to meet a specification of the RFP as provided in Section 3 of this RFP.
- 2.8.6** The Service Provider fails to timely respond to the Division's request for information, documents, or references.
- 2.8.7** The Service Provider fails to include Proposal Security, if required.
- 2.8.8** The Service Provider fails to include any signature, certification, authorization, stipulation, disclosure or guarantee as provided in Section 3 of this RFP.
- 2.8.9** The Service Provider presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the specifications of this RFP.
- 2.8.10** The Service Provider initiates unauthorized contact regarding the RFP with a State employee other than the Contract Manager.
- 2.8.11** The Service Provider provides misleading or inaccurate responses.
- 2.8.12** The Service Provider's Proposal is materially unbalanced.
- 2.8.13** There is insufficient evidence (including evidence submitted by the Service Provider and evidence obtained by the Division from other sources) to satisfy the Division that the Service Provider is a Responsible Service Provider.
- 2.8.14** The Service Provider alters the language in Attachment 1, Certification Letter or Attachment 2, Authorization to Release Information letter.
- 2.8.15** The Service Provider is a "scrutinized company" included on a "scrutinized company list" created by a public fund pursuant to Iowa Code section 12J.3.

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

2.9 Nonmaterial Variances

The Division reserves the right to waive or permit cure of non-material variances in the Proposal if, in the judgment of the Division, it is in the State's best interest to do so. Nonmaterial variances include but are not limited to, minor failures to comply that: do not affect overall responsiveness, are merely a matter of form or format, do not change the relative standing or otherwise prejudice other Service Providers, do not change the meaning or scope of the RFP, or do not reflect a material change in the specifications of the RFP. In the event the Division waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP specifications or excuse the Service Provider from full compliance with RFP specifications or other Contract specifications if the Service Provider is awarded the Contract. The determination of materiality is in the sole discretion of the Division.

2.10 Reference Checks

The Division reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the Service Provider's qualifications and the qualifications of any sub-Service Provider identified in the Proposal.

2.11 Information from Other Sources

The Division reserves the right to obtain and consider information from other sources concerning a Service Provider, such as the Service Provider's capability and performance under other contracts, the qualifications of any sub-Service Provider identified in the Proposal, the Service Provider's financial stability, past or pending litigation, and other publicly available information.

2.12 Verification of Proposal Contents

The content of a Proposal submitted by a Service Provider is subject to verification. If the Division determines in its sole discretion that the content is in any way misleading or inaccurate, the Division may reject the Proposal.

2.13 Proposal Clarification Process

The Division reserves the right to contact a Service Provider after the submission of Proposals for the purpose of clarifying a Proposal. This contact may include written questions, interviews, site visits, a review of past performance if the Service Provider has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Service Provider's Proposal. The Division will not consider information received from or through Service Provider if the information materially alters the content of the Proposal or the type of goods and/or services the Service Provider is offering to the Division. An individual authorized to legally bind the Service Provider shall sign responses to any request for clarification. Responses shall be submitted to the Division within the time specified in the Division's request. Failure to comply with requests for additional information may result in rejection of the Proposal.

2.14 Disposition of Proposals

All Proposals become the property of the State and shall not be returned to the Service Provider. Once the Division issues a Notice of Intent to Award the Contract, the contents of all Proposals will be public records available for inspection by interested parties.

2.15 Copyright Permission

By submitting a Proposal, the Service Provider agrees that the Division may copy the Proposal for purposes of facilitating the evaluation of the Proposal or to respond to requests for public records. By submitting a Proposal, the Service Provider consents to such copying and warrants that such copying will not violate the

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

rights of any third party. The Division shall have the right to use ideas or adaptations of ideas that are presented in Proposals.

2.16 Release of Claims

By submitting a Proposal, the Service Provider agrees that it will not bring any claim or cause of action against the Division based on any misunderstanding concerning the information provided in the RFP or concerning the Division's failure, negligent or otherwise, to provide the Service Provider with pertinent information in this RFP.

2.17 Evaluation of Proposals Submitted

Proposals that are submitted timely and are not rejected will be reviewed and evaluated in accordance with Section 5 of the RFP. The Division will not necessarily award a Contract resulting from this RFP to the Service Provider offering the lowest cost. Instead, the Division will award the Contract(s) to the Responsible Service Provider(s) whose Responsive Proposal the Division believes will provide the best value to the Division and the State.

2.18 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Service Providers submitting a timely Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by Division. If the successful Service Provider fails to negotiate and deliver an executed Contract by that date, the Division, in its sole discretion, may cancel the award and award the Contract to the remaining Service Provider the Division believes will provide the best value to the State.

2.19 No Contract Rights until Execution

No Service Provider shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Service Provider and the Division.

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

SECTION 3 FORM AND CONTENT OF PROPOSALS

3.1 Instructions

These instructions prescribe the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

3.1.1 The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as separate electronic files.

File 1: WFS-RFP-24-01: Technical Proposal

File 2: WFS-RFP-24-01: Cost Proposal

See 1.4 Submission Instructions.

3.1.2 Proposals shall not contain promotional or display materials.

3.1.3 Attachments shall be referenced in the Proposal.

3.1.4 If a Service Provider proposes more than one solution to the RFP specifications, each shall be labeled and submitted in a separate Proposal, and each will be evaluated separately.

3.2 Technical Proposal

The following documents and responses shall be included in the Technical Proposal in the order given below. Items listed in Section 3.2 will be considered in the evaluation and scoring of the Technical Proposals:

3.2.1 Transmittal Letter (Required)

An individual authorized to legally bind the Service Provider shall sign the transmittal letter. The letter shall include the Service Provider's mailing address, electronic mail address, fax number, and telephone number.

3.2.2 Mandatory Specifications and Scored Technical Specifications

The Service Provider shall answer whether or not it will comply with each specification in Section 4 of the RFP. Where the context requires more than a yes or no answer or the specific specification so indicates, Service Provider shall explain how it will comply with the specification. Merely repeating the Section 4 specifications may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the specifications of the RFP or specifications the Service Provider cannot satisfy. If the Service Provider deviates from or cannot satisfy the specification(s) of this section, the Division may reject the Proposal.

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

3.2.3 Vendor Background Information

The Service Provider shall provide the following general background information:

- 3.2.3.1** Does your state prefer in-state vendors? Yes or No. If yes, please include the details of the preference.
- 3.2.3.2** Name, address, telephone number, fax number and e-mail address of the Service Provider including all d/b/a's or assumed names or other operating names of the Service Provider and any local addresses and phone numbers.
- 3.2.3.3** Form of business entity, e.g., corporation, partnership, proprietorship, limited liability company.
- 3.2.3.4** State of incorporation, state of formation, or state of organization.
- 3.2.3.5** The location(s) including address and telephone numbers of the offices and other facilities that relate to the Service Provider's performance under the terms of this RFP.
- 3.2.3.6** Number of employees.
- 3.2.3.7** Type of business.
- 3.2.3.8** Name, address and telephone number of the Service Provider's representative to contact regarding all contractual and technical matters concerning the Proposal.
- 3.2.3.9** Name, address and telephone number of the Service Provider's representative to contact regarding scheduling and other arrangements.
- 3.2.3.10** Name, contact information and qualifications of any sub-Service Providers who will be involved with this project the Service Provider proposes to use and the nature of the goods and/or services the sub-Service Provider would perform.
- 3.2.3.11** Service Provider's accounting firm.
- 3.2.3.12** The successful Service Provider will be required to register to do business in Iowa before payments can be made.
For vendor registration documents, go to:
<https://das.iowa.gov/procurement/vendors/how-do-business>

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

3.2.4 Experience

The Service Provider must provide the following information regarding its experience:

3.2.4.1 Number of years in business.

3.2.4.2 Number of years of experience with providing the types of goods and/or services sought by the RFP.

3.2.4.3 The level of technical experience in providing the types of goods and/or services sought by the RFP.

3.2.4.4 A list of all services similar to those sought by this RFP that the Service Provider has provided to other businesses or governmental entities.

3.2.5 Personnel

The Service Provider must provide resumes for all key personnel who will be involved in providing the services contemplated by this RFP. The following information must be included in the resumes:

3.2.5.1 Full name.

3.2.5.2 Education.

3.2.5.3 Years of experience and employment history particularly as it relates to the specifications of the RFP.

3.2.6 Acceptance of Terms and Conditions

By submitting a Proposal, Service Provider acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Service Provider takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If Service Provider's exceptions or responses materially alter the RFP, or if the Service Provider submits its own terms and conditions or otherwise fails to follow the process described herein, the Division may reject the Proposal, in its sole discretion.

3.2.7 Certification Letter

The Service Provider shall sign and submit with the Proposal, the document included as Attachment #1 (Certification Letter) in which the Service Provider shall make the certifications included in Attachment #1.

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

3.2.8 Authorization to Release Information

The Service Provider shall sign and submit with the Proposal the document included as Attachment #2 (Authorization to Release Information Letter) in which the Service Provider authorizes the release of information to the Division.

3.2.9 Firm Proposal Terms

The Service Provider shall guarantee in writing that the goods and/or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm for the number of days indicated on the RFP cover sheet following the deadline for submitting Proposals.

3.3 Cost Proposal

The Service Provider shall provide its Cost Proposal in a separate electronic file for the proposed goods and/or services. See 3.1.1

3.3.1 Payment Methods

The State of Iowa, in its sole discretion, will determine the method of payment for goods and/or services as part of the Contract.

3.3.2 Payment Terms

Per Iowa Code 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Vendor/Service Provider.

3.3.3 Payment Unit Rates

The cost proposal shall include unit costs for the following categories:

- Fee Schedule for Labor Costs (provide different levels and categories)
- Travel Expenses*
- Miscellaneous supplies (to be identified in the service provider proposal)

*Maximum travel expense reimbursements are subject to state contracting limits. The current maximum reimbursable limits are listed below:

Mileage	\$0.50 per mile
Hotel	\$120.00 + tax per night
Breakfast	\$12.00 each for services beginning prior to 6:00 a.m. or overnight
Lunch	\$15.00 each when services occur outside the county of residence or overnight
Dinner	\$26.00 each for services after 7:00 p.m. or for overnight

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

SECTION 4 SPECIFICATIONS

4.1 Overview

The successful Service Provider shall provide the goods and/or services to the State using the Contract in accordance with the specifications as provided in this Section. The Service Provider shall address each specification in this Section and indicate whether or not it will comply with the specification. If the context requires more than a yes or no answer or the section specifically indicates, Service Provider shall explain how it will comply with the specification. Proposals must address each specification. Merely repeating the specifications may be considered non-responsive and may disqualify the Service Provider. Proposals must identify any deviations from the specifications of this RFP or specifications the Service Provider cannot satisfy. If the Service Provider deviates from or cannot satisfy the specification(s) of this section, the Division may reject the Proposal.

4.2 Mandatory Specifications

All items listed in this section are Mandatory Specifications. Service Providers must mark either **“yes”** or **“no”** to each specification in their Proposals. By indicating **“yes”** a Service Provider agrees that it shall comply with that specification throughout the full term of the Contract, if the Service Provider is successful. In addition, if specified by the specifications or if the context otherwise requires, the Service Provider shall provide references and/or supportive materials to verify the Service Provider’s compliance with the specification. The Division shall have the right to determine whether the supportive information and materials submitted by the Service Provider demonstrate the Service Provider will be able to comply with the Mandatory Specifications. If the Division determines the responses and supportive materials do not demonstrate the Service Provider will be able to comply with the Mandatory Specifications, the Division may reject the Proposal

4.2.1 The Service Provider will assist DSCWQ in delivering these programs by providing landowner contacts, site specific performance enhancement and monitoring activities, annual reviews of completed sites, along with other duties as may be agreed to at the request of DSCWQ.

4.2.2 The DSCWQ’s goal is to create as many wetlands each year as funding will allow, which is currently 20 to 30 newly constructed sites each year. This goal requires that up to 50 to 75 new sites are pursued each year. The DSCWQ will provide the Service Provider with potential wetland sites locations. The Service Provider’s WFS will contact the landowners, set up meetings, and if successful, follow these sites throughout the various stages of initial landowner contact, preliminary and final design, construction, and performance.

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

4.3 Scored Technical Specifications

All items listed below are Scored Technical Specifications. All specifications will be evaluated and scored by the evaluation committee in accordance with Section 5.

4.3.1 General Requirements

The proposal shall include information that the service provides has the following:

- Demonstrated familiarity with the Iowa WQI wetlands
- Demonstrated experience in agricultural drained landscapes
- Demonstrated experience in and knowledge of private agricultural landowner drainage rights and drainage laws
- Demonstrated familiarity with drainage districts
- Demonstrated familiarity with SWCD, NRCS and FSA field offices
- Demonstrated experience with state and federal conservation programs, especially those that relate to wetlands and buffers
- Demonstrated experience with construction contracts and activities
- Demonstrated experience working with engineering design and surveying firms
- Demonstrated understanding of nutrient impacts to in-state waters and hypoxia in the Gulf of Mexico
- Demonstrated understanding of the role of science and technology to address agricultural environmental concerns

4.3.2 Wetland Initial Landowner Contacts

The eligibility of sites is based upon preliminary information from GIS analyses indicating that the site has potential to meet the program requirements. The landowner(s) impacted by the anticipated wetland footprint and buffer areas are contacted about the program by WFS staff. If they are interested, forms are completed that obligate funding for the project and begin the design process. If there are no limitations found during design that prevent construction, the final easement boundaries are negotiated with the landowner and the final design is completed, followed by public bidding and construction completed by DSCWQ. The WFS will monitor the progress of individual projects and maintain communication with the landowner, the DSCWQ, and the local FSA and SWCD offices throughout the various processes until a site is either unable to proceed for some reason or to completion of construction. WFS staff will continue to provide support to landowners after their site is completed as an information resource to assist with any questions they may have related to their project.

The DSCWQ will issue a conceptual design to the designated WFS that provides location information, site statistics, and program incentive payment estimates. The WFS will determine the number of landowners potentially impacted and make an inquiry with the local SWCD regarding the landowner's past experience with conservation practices. The WFS will contact the landowner(s) and set up an appointment to discuss their potential project, while inviting the local SWCD office including NRCS and FSA staff to participate in that meeting. The purpose of this initial meeting is to introduce the landowner to the program, explain the benefits, and answer any questions. Depending upon the response, several follow-up visits may be necessary. If the topography or other physical features at the site raise questions whether or not the project can proceed and still meet program requirements, the WFS will work with DSCWQ personnel to perform field investigations at the site as may be necessary to further evaluate the site. If the landowner(s) expresses interest and

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

there are no apparent physical restraints, the WFS will work with the DSCWQ and local SWCD office to complete the necessary paperwork for the site to proceed to preliminary design by an engineering consultant who will be selected by the DSCWQ. This includes verifying with FSA that all involved landowners meet federal program eligibility requirements prior to DSCWQ entering into a contract with an engineering consultant. If the landowner is not interested in the program, the WFS will report this to the DSCWQ.

4.3.3 Wetland Preliminary Design Review

After the necessary forms are completed, the DSCWQ will contract with a consulting engineering company for design of the wetland. The first portion of the engineering contract is to complete a topographic survey of the site and preliminary siting of the wetland. The preliminary design will be reviewed by DSCWQ personnel who will forward on an approved preliminary wetland site plan to the WFS. The WFS will coordinate a meeting with the landowner, DSCWQ, engineering firm, SWCD, FSA, NRCS, and themselves to go over the design. The WFS will communicate with DSCWQ personnel regarding the easement negotiations before and after this meeting. The WFS will continue to negotiate, as it becomes necessary, with the landowner until final easement boundaries are established. The WFS will report the results of these meetings to the DSCWQ.

4.3.4 Wetland Permitting, Final Design and Construction

The consulting engineer that is contracted with the DSCWQ will complete the final design and easement plat. During this time, the DSCWQ will be submitting all of the required permit applications. The WFS may be requested to help obtain some of the information needed to submit the applications. During the final easement plat, the design engineer surveyor will meet with the landowner before and after staking is completed to make sure any final adjustments are made. The WFS will need to be in contact with the landowner during this time to make sure the final easement plat is in accordance with the landowner needs and preferences.

After the final easement plat is completed, information will be provided by DSCWQ to FSA and NRCS to allow them to complete the CRP-1 Contract and Conservation Plan. After the CRP-1 contract is executed, DSCWQ will put together an easement for the landowner to sign. The WFS will need to work closely with FSA and DSCWQ during this process in conjunction with the landowners since a number of forms will have to be signed.

The WFS will maintain communication with the landowners during the design process and is required to attend the pre-bid meeting as established by DSCWQ. After the bidding is complete, a contract will be awarded by DSCWQ. The WFS is required to attend the preconstruction meeting as established by DSCWQ. Construction typically takes 4 to 6 six weeks to complete, and the consulting firm will complete construction observations to verify the design plans and standards are being followed. The WFS will make periodic visits to the site during construction to photo-document progress and forward a digital copy to the DSCWQ. Towards the end or shortly after completion of construction, the WFS will attend a meeting with the landowner, Service Provider, design engineer, and DSCWQ to observe the final construction and verify it has been completed to the satisfaction of the landowner and DSCWQ. Any work elements not completed to the satisfaction of the landowner and DSCWQ will be addressed at this meeting and DSCWQ will

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

provide direction to the Service Provider and/or engineer on how to address any items identified as incomplete or non-satisfactory. The maintenance requirements of the buffer area and wetland will also be reviewed with the landowner at this time to ensure they have a solid understanding of their responsibilities.

4.3.5 Wetland Post Construction and Wetland Performance

A portion of the project area will be seeded with native grasses and forbs (CRP) that are to be maintained by the landowner. The WFS will be in communication with the landowners to make sure they understand their maintenance responsibilities in conformance with FSA rules that govern the project area.

The performance of the wetland for nitrate removal is impacted by the amount of vegetation that is established in the pool area. Manipulation of water levels can be necessary to help establish wetland vegetation, and in some cases wetland seeding may be performed to help establish vegetation. Each project is constructed with a water control structure. The WFS will help manipulate the water levels by removal and replacement of stop logs within the water control structure as directed by DSCWQ. The WFS will also make the landowner aware that water level management must be approved and coordinated through DSCWQ.

4.3.6 Specific Requirements

The service provider will provide WFS's and technical persons to complete the activities described above. Each WFS will need to have a valid State of Iowa driver's license and provide reliable transportation to make the landowner contacts and attend the various meetings. In order to facilitate communication, the WFS must have a device that is field accessible with reasonable service in Iowa, along with an e-mail address and access to the internet. The WFS must also provide and maintain a recognized US Postal Service address. Since some communications from DSCWQ will be through e-mail, the WFS will need access to color printer to print documents.

4.3.7 Summary

The following is a summary of anticipated services. The exact number of sites and the activities required for each site will vary each year based on many factors including funding for the program. However, the following information should be used by the service provider to establish an anticipated budget.

- The service provider should anticipate making initial landowner contacts for up to eighty new wetland sites every year, recognizing that some sites have multiple landowners and/or require multiple visits with landowners.
- The service provider should anticipate having an average of twenty to thirty wetland sites per year for construction, recognizing it usually takes up to two years before a project is constructed after the initial contact is made. Various landowner interactions as described above will be required throughout the process.
- The service provider should anticipate annual reviews of each completed site. There are currently around 150 sites completed with up to 20 to 30 new ones each year.

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

SECTION 5 EVALUATION AND SELECTION

5.1 Introduction

This section describes the evaluation process that will be used to determine which Proposal(s) provides the greatest benefit to the State. Division will not necessarily award the Contract to the Service Provider offering the lowest cost to the Division. Instead, the Division will award the Service Provider whose Responsive Proposal the Division believes will provide the best value to the State.

5.2 Evaluation Committee

The Division will conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFP. The Division will use an evaluation committee to review and evaluate the Technical Proposals. The evaluation committee will recommend an award based on the results of their evaluation to the Division or to such other person or entity who must approve the recommendation.

5.3 Technical Proposal Evaluation and Scoring

All Technical Proposals will first be reviewed to determine if they comply with the Mandatory Specifications. The Technical Proposals will then be evaluated and scored on the Scored Technical Specifications described in Section 4.1 and 4.2. To be deemed a Responsive Proposal, the Proposal must:

- Answer “Yes” to all parts of Section 4.1 and include supportive materials as required to demonstrate the Service Provider will be able to comply with the Mandatory Specifications in that section and
- Obtain the minimum score for the Technical Proposal.

5.4 Cost Proposal Scoring

The Cost Proposals will not be shared with the scoring committee until all Technical Proposals been scored. When a Technical Proposal does not meet the minimum score, the associated Cost Proposal will not be shared. For those meeting the minimum Technical Proposals score, the Cost Proposals will be scored.

To assist the Division in evaluating, Cost Proposals may be evaluated and points awarded as follows:

- 1) The Cost Proposals will be ranked from least to most expensive.
- 2) The least expensive Cost Proposal shall receive the maximum number of points available.
- 3) To determine the number of points to be awarded to all other Cost Proposals, the least expensive Cost Proposal will be used in all cases as the numerator. Each of the other Cost Proposals will be used as the denominator per the example below.
- 4) The percentage will then be multiplied by the maximum number of available points and the resulting number will be the cost points awarded to other compliant offerors. Percentages and points will be rounded to the nearest whole value.

**REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024**

Cost Proposal Scoring continued

Example:

Offeror A quotes \$35,000; Offeror B quotes \$45,000 and Offeror C quotes \$65,000.

Offeror A: $\frac{\$35,000}{\$35,000}$ = receives 100% of available points on cost.
\$35,000

Offeror B: $\frac{\$35,000}{\$45,000}$ = receives 78% of available points on cost.
\$45,000

Offeror C: $\frac{\$35,000}{\$65,000}$ = receives 54% of available points on cost.
\$65,000

5.5 Total Score

The compliant Offeror's Technical Proposal points will be added to its Cost Proposal points to obtain the total points awarded for the Proposal.

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

SECTION 6 CONTRACT TERMS AND CONDITIONS

6.1 Contract Terms and Conditions

The Contract that the Division expects to award as a result of this RFP shall comprise the specifications, terms and conditions of the RFP, written clarifications or changes made in accordance with the provisions of the RFP, the General Terms and Conditions, the offer of the successful Service Provider contained in its Proposal, and any other terms deemed necessary by the Division. No objection or amendment by a Service Provider to the provisions or terms and conditions of the RFP or the General Terms and Conditions shall be incorporated into the Contract unless the Division has explicitly accepted the Service Provider's objection or amendment in writing.

The Contract terms and conditions in this Section 6 and the General Terms and Conditions will be incorporated into the Contract. The General Terms and Conditions may be supplemented at the time of contract execution and are provided to enable Service Providers to better evaluate the costs associated with the RFP specifications and the Contract. All costs associated with complying with these specifications should be included in any pricing quoted by the Service Provider.

By submitting a Proposal, the Service Provider acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Service Provider takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If the Service Provider's exceptions or proposed responses materially alter the RFP, or if the Service Provider submits its own terms and conditions or otherwise fails to follow the process described herein, the Division may reject the Proposal, in its sole discretion.

The Division reserves the right to either award a Contract(s) without further negotiation with the successful Service Provider or to negotiate Contract terms with the successful Service Provider if the best

6.2 Contract Length

The term of the Contract will begin and end on the dates indicated on the RFP cover sheet. The Division shall have the sole option to renew the Contract upon the same or more favorable terms and conditions for up to the number of annual extensions identified on the RFP cover sheet.

6.3 Insurance

The CONSULTANT shall maintain in effect all insurance coverage required with insurance companies lawfully authorized to do business in the jurisdiction in which the Project is located and which is reasonably satisfactory to the DIVISION:

6.3.1 Workers' Compensation - \$1,000,000 or an amount required by the laws of Iowa, whichever is greater.

6.3.2 Employers' liability insurance - \$1,000,000 or an amount otherwise required by the DIVISION/laws of Iowa, whichever is greater.

REQUEST FOR PROPOSALS
WETLAND FIELD SUPPORT SERVICES WFS-RFP-24-01
OCTOBER 31, 2024

- 6.3.3 Commercial General Liability Insurance, including contractual liability insurance for the liability assumed in this Agreement, with at least the following limits of liability:
 - a. \$1,000,000 Each occurrence limit
 - b. \$1,000,000 General aggregate
 - c. \$1,000,000 Products/Completed Operations aggregate
 - d. \$1,000,000 Personal and Advertising Injury Limit

- 6.3.4 Business Automobile Liability Insurance with at least the following limit of liability:
 - a. \$1,000,000 Each Accident

- 6.3.5 Excess/Umbrella Insurance - A combination of primary and excess/umbrella insurance is acceptable to meet the minimum coverage requirements for liability insurance. In such case, the insurance certificate must include a list of the policies that fall under the excess/umbrella insurance. Sample wording is “The Excess/Umbrella policy is excess over primary Professional Liability, Commercial General Liability, Automobile Liability Insurance, etc.”

- 6.3.6 Additional Insured - The Commercial General Liability insurance and Automobile Liability insurance required under this Contract shall include the State of Iowa, its officers, employees and agents as Additional Insureds but only with respect to CONSULTANT’s activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

6.4 Independent Service Provider Clause

The contract will include the following statement, as well as other requirements:

The status of the Service Provider shall be that of an independent Service Provider. The Service Provider, its employees, agents, and any sub-Service Providers performing under this contract are not employees or agents of the State of Iowa or any Division, division, or department of the state. Neither the Service Provider nor its employees shall be considered employees of the DSC or the State of Iowa for federal or state tax purposes. DSCWQ will not withhold taxes on behalf of the Service Provider (unless required by law).

6.5 Contract Negotiations

A draft contract will be submitted by DSCWQ to the service provider for their review and comment. Once a mutually acceptable contract is completed, the contract will be entered by both parties and work is to begin on January 1, 2019. If for some reason the terms and conditions of the contract cannot be negotiated successfully, the DSC will issue a letter stating that it is ending contract negotiations and will then begin contract negotiations with the service provider who submitted the proposal with the next highest ranking.

Certification Letter

Alterations to this document are prohibited, see section 2.14.14.

Tracy A. Bruun, Contract Manager
Iowa Department of Agriculture and Land Stewardship - Division of Soil Conservation and Water Quality
502 East 9th Stree
Des Moines, IA 50319

Re: WFS-RFP-24-01 - PROPOSAL CERTIFICATIONS

Dear Ms. Bruun;

I certify that the contents of the Proposal submitted on behalf of [Name of Service Provider] (Service Provider) in response to Iowa Department of Agriculture and Land Stewardship for RFP WFS-18-1 for WFS Field Support Services are true and accurate. I also certify that Service Provider has not knowingly made any false statements in its Proposal.

Certification of Independence

I certify that I am a representative of the Service Provider expressly authorized to make the following certifications in behalf of Service Provider. By submitting a Proposal in response to the RFP, I certify on behalf of the Service Provider the following:

1. The Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Division or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication or agreement with any other Service Provider or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly prior to Division's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by the Service Provider to induce any other Service Provider to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between the Service Provider and the Division or any other State Division that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

6. I certify that, to the best of my knowledge, neither Service Provider nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Division or State Division; (b) have within a three year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of

this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Division has relied upon when this transaction was entered into. If it is later determined that the Service Provider knowingly rendered an erroneous certification, in addition to other remedies available, the Division may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

7. Pursuant to *Iowa Code sections 423.2(10) and 423.5(4) (2016)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state Division must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Service Providers to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), the Service Provider certifies the following: (check the applicable box)

- Service Provider is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code Chapter 423*; or
- Service Provider is not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in *Iowa Code subsections 423.1(47) and (48)(2016)*.

The Service Provider also acknowledges that the Division may declare the Service Provider’s Proposal or resulting contract void if the above certification is false. The Service Provider also understands that fraudulent certification may result in the Division or its representative filing for damages for breach of contract in addition to other remedies available to the Division.

Sincerely,

Signature

Print Name and Title of Authorized Representative

Date

Authorization to Release Information Letter

Alterations to this document are prohibited, see section 2.14.14.

Tracy A. Bruun, Contract Manager
Iowa Department of Agriculture and Land Stewardship - Division of Soil Conservation and Water Quality
502 East 9th Stree
Des Moines, IA 50319

Re: WFS-RFP-24-01 - PROPOSAL CERTIFICATIONS

Dear Ms. Bruun:

[Name of Service Provider] _____ (Service Provider) hereby authorizes the Iowa Department of Agriculture and Land Stewardship ("Division") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Service Provider in response to WFS-RFP-24-01.

The Service Provider acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Service Provider acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Service Provider is willing to take that risk.

The Service Provider hereby releases, acquits and forever discharges the State of Iowa, the Division, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Division or the Evaluation Committee in the evaluation and selection of a successful Service Provider in response to the RFP.

The Service Provider authorizes representatives of the Division or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, submitted, or referenced in the Service Provider's Proposal submitted in response to RFP.

The Service Provider further authorizes any and all persons and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Service Provider's Proposal. The Service Provider hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Service Provider that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Division or the Evaluation Committee in the evaluation and selection of a successful Service Provider in response to RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

Signature

Print Name and Title of Authorized Representative

Date

Response Check List

Proposals must be received by 3:00 PM, November 25, 2024. Submissions received after that time will not be considered.

Proposals should be submitted to Tracy Bruun, Contract Manager, at tracy.bruun@iowaagriculture.gov.

1st email Subject Line: RFP Proposal: WFS-RFP-24-01 (with 2 attachments)
 File 1 labeled: WFS-RFP-24-01: Technical Proposal
 File 2 labeled: WFS-RFP-24-01: Cost Proposal

2nd email Subject Line: RFP Proposal: WFS-RFP-24-01 confirmation

Follow up with a second email containing no attachments to confirm that the files have been received. In the event of attachment failure from file size restrictions, alternate submission formats will be handled on a case-by-case basis. If you do not receive a confirmation email receipt, please call Tracy at 515-344-6279.

Item Description	See RFP Section	Response Included		Location of Response (pg. #)
		Yes	No	
Acknowledge Addendum	2.3			
Technical Proposal File 1	3.1.1			
Transmittal Letter	3.2.1			
Vendor Background Information	3.2.3			
Experience	3.2.4			
Personnel	3.2.5			
Acceptance of Terms and Conditions	3.2.6			
Certification Letter	3.2.7			
Authorization to Release Information	3.2.8			
Firm Proposal Terms	3.2.9			
Mandatory Specifications	4.2			
Scored Technical Specifications	4.3			
Cost Proposal File 2	3.1.1			
Payment Unit Rates	3.3.3			