



**IOWA DEPARTMENT OF  
AGRICULTURE &  
LAND STEWARDSHIP**

Division of Soil Conservation and Water Quality

**Cover Page: Pre-Bid Minutes, Questions, Addenda**

To:	All plan holders	From:	Tracy Bruun, Division
Pages:	15 pages including this cover page	Phone:	515-344-6279
Re:	Bla881326C Nutrient Reduction Wetland (Bid 23-03)	Date:	September 17, 2023

Comments:

- Addendum No. 1 with Attachments 1 (7 pages)
- Pre-Bid Meeting Minutes (5 pages)
- Pre-Bid meeting attendance list (1 page)
- Updated plan holders list (1 page)
- Electronic files for grading can be obtained by e-mail by contacting Jeff Lutz with NRCS at 319-296-3185 or [jeff.lutz2@usda.gov](mailto:jeff.lutz2@usda.gov).

- END OF COVER PAGE -



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September 14, 2023

Division of Soil Conservation and Water Quality  
502 East 9<sup>th</sup> Street  
Des Moines, IA 50319

TO: Prospective Bidders

Subject: **Addendum No. 1** to Bid Documents  
Bla881326C - Nutrient Reductionl Wetland Project – Bid No. 23-03  
Blackhawk County, Iowa

This addendum forms a part of the bidding contract documents and modifies the original bidding documents dated August 2023. An updated bidding form, Document CC.– Proposal and Schedule of Prices is attached with the addendum acknowledged. This updated bidding form must be used for 23-03 and all bidders must acknowledge this addendum on Page CC-2. **FAILURE TO DO SO WILL SUBJECT BIDDER TO DISQUALIFICATON.**

#### **Description:**

#### **DOCUMENT AA– NOTICE TO BIDDERS**

- The “Notice to Bidders”, Document AA, has been modified as follows:
  - Sealed bids submission deadline is being extended to 3:00 PM, September 21, 2023.
  - Bid Opening date is being extended to 3:30 PM, September 21, 2023.

#### **DOCUMENT CC– PROPOSAL AND SCHEDULE OF PRICES, 23-03** (See Attachment No.1)

- The “Proposal & Schedule of Prices”, Document CC, has been modified as follows:
  - Bid Item 13 – In-line Water Control Structure added and other items below re-numbered

#### **SPECIFICATIONS**

##### **IA-9 – SUBSURFACE DRAIN INVESTIGATION, REMOVAL, AND REPAIR**

- 7.B.1 – Bid Item No. 7  
This Bid Item should be labeled “Drainage Tile Investigation”.

##### **IA-23 – EARTHFILL**

- 8.B.2 Earthfill (Compacted) – Bid item No. 10:  
The sentence “The plan quantity does include a shrinkage value of 25%” should be removed. The quantity provided does not include any shrinkage value.

##### **IA-26 – TOPSOILING**

- 5.B.1 – Bid Item No. 11  
This Bid Item should be labeled “Topsoil Placement”.

IA-26 – PLASTIC (PVS, PE) PIPE

8.B.2 – Bid Item No. 13 In-Line Water Control Structure

The last paragraph should be modified as follows:

“Subsidiary items include excavation and backfill, control of water, and installation of an anti-seep collar as shown on the plans.”

Sincerely,



Michael L. Bourland, P.E.  
Water Resources Bureau

MLB

Attachment No. 1 – Updated Document CC

End of Addendum No. 1

Time and Date for Bid Submissions: 3:00 PM, 09/19/2023  
 Wallace State Office Building  
 502 East 9<sup>th</sup> Street  
 Iowa Department of Agriculture and Land Stewardship  
 Division of Soil Conservation and Water Quality-Water Resources Bureau  
 Des Moines, Iowa 50319-0050

Time and Date of Bid Opening: 3:30 PM, September 21, 2023  
 Bid Opening Location: Wallace State Office Building  
 502 East 9<sup>th</sup> Street  
 Des Moines, IA 50319-0050

Bid Opening Teleconference: Call-in number: 1-877-304-9269  
 Access code: 519321

Project Description and Location: Bla881326C Nutrient Reduction Wetland Project  
 Section 26, Township 88 North, Range 13 West  
 Black Hawk County, Iowa

## PROPOSAL AND SCHEDULE OF PRICES

Proposal of \_\_\_\_\_  
 (Name of Bidder)

Located at \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Address) (Telephone Number)

Amount of Proposal Guarantee	Description of Work	Specified Completion Date	Liquidated Damages
10% of Base Bid	All Work Except Seeding	June 15, 2024	\$175.00 Per Day
	Seeding	June 30, 2024	\$125.00 Per Day

The undersigned hereby agrees, if awarded the contract, to execute the proposed contract and to furnish satisfactory Performance Bond in an amount not less than one hundred percent (100%) of the contract award within fourteen (14) days from the date when Notice-of-Award is received, and to provide all supervision, labor, materials, and equipment required to complete the project designated above, for the prices hereinafter set forth, in strict compliance with the Contract Documents prepared by the Division.

Further, the parties agree and acknowledge as follows:

- The amount of loss or damages likely to be incurred by Division are uncertain and said loss is incapable or very difficult to quantify and estimate;
- The amount specified for liquidated damages herein bear a reasonable relationship to, and are not plainly or grossly disproportionate to, the probable loss likely to be incurred by Division in connection with any delay on part of the Contractor;

- The amount of liquidated damages fixed herein bears a reasonable relationship to Division’s anticipated losses and/or actual losses;
- The amount of liquidated damages herein fairly approximates Division’s loss at the time of making of this Agreement;
- The amount of liquidated damages fixed herein are fair and reasonable and it approximates to the extent possible the actual loss to Division as a result of any delay on the part of Contractor; and
- Division and Contractor are sophisticated parties and negotiated this Agreement at arm’s length.

Now therefore, in consideration of the mutual obligations set forth herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- Contractor will commence the work after the Preconstruction Conference and by the Construction Start Date approved by Division in the Construction Progress Schedule.
- Contractor will complete the work within the specified time period identified in the contract, or as amended, or be responsible for liquidated damages per day as set forth in the above table.
- The liquidated damages may be withheld from payments made to the Contractor by the Division upon written notice that liquidated damages have begun to accrue, and such damages are in addition to other remedies available as provided for in this contract and applicable law.

A Proposal Guarantee in the amount stipulated herein is included with this proposal, to be forfeited to the Division, if the undersigned fails or refuses to execute the contract and furnish satisfactory Performance Bond, if awarded the contract.

By \_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title) (Date)

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In executing this proposal, Bidder acknowledges receipt of Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

In executing this proposal, Bidder acknowledges receipt of Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

In executing this proposal, Bidder acknowledges receipt of Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

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## SCHEDULE OF PRICES

Bla881326C Project  
 Contract No. 23-03  
 Section 26, Township 88 North, Range 13 West, Black Hawk County, Iowa

**Name of Bidder:** \_\_\_\_\_

Item No.	Work or Material	Spec No.	Estimated Quantity	Unit	Unit Price	Total
1	STRIPPING	IA-1	1	LS		
2	CROP DAMAGE	IA-1	*	AC		
3	STRUCTURE SEEDING	IA-6	4.5	AC		
4	BUFFER SEEDING	IA-6	10.2	AC		
5	WETLAND PERIMETER SEEDING	IA-6	3.8	AC		
6	MOBILIZATION & DEMOBILIZATION	IA-8	1	LS		
7	DRAINAGE TILE INVESTIGATION	IA-9	8	HR		
8	EXCAVATION	IA-21	4,898	CY		
9	EARTHFILL (GENERAL)	IA-23	4,060	CY		
10	EARTHFILL (COMPACTED)	IA-23	1,661	CY		
11	TOPSOIL PLACEMENT	IA-26	600	CY		
12	PVC Pipe - 4" Diameter (both perf & non-perf.)	IA-45	74	LF		
13	In-Line Water Control Structure	IA-45	1	EA		
14	PVC Pipe - 12" Diameter	IA-45	130	LF		
15	HDPE PIPE-12" Diameter (non-perf)	IA-46	740	LF		
16	HDPE PIPE-10" Diameter (non-perf)	IA-46	938	LF		
17	HDPE PIPE-8" Diameter (non-perf)	IA-46	330	LF		
18	HDPE PIPE-5" Diameter (non-perf)	IA-46	870	LF		
19	HDPE PIPE-5" Diameter (perf)	IA-46	435	LF		
20	HDPE PIPE-4" Diameter (perf)	IA-46	150	LF		
21	GALVANIZED CMP-15" Diameter	IA-51	20	LF		
22	12" Diameter OUTLET (CMP or HDPE)	IA-51	20	LF		
23	10" Diameter OUTLET (MCP or HDPE)	IA-51	20	LF		
24	6" Diameter OUTLET (CMP or HDPE)	IA-51	20	LF		
25	GRAVEL - 1 1/2, inch clean	IA-61	54	TN		
26	SAND	IA-61	17	TN		
27	EROSION STONE	IA-61	34	TN		

28	GABION STONE	IA-61	116	TN		
29	CLASS D RIPRAP	IA-61	18	TN		
30	CLASS 3 GEOTEXTILE	IA-95	50	SY		
31	CLASS 1 GOETEXTILE	IA-95	47	SY		
32	ROLLED MULCH BLANKET	IA-95	6,000	SY		
33	TIED CONCRETE BLOCK MAT	IA-95	2,120	SY		
*Crop damage is calculated by IDALS and paid to the contractor after the contractor has paid the landowner/tenant.						

**TOTAL BASE BID** ..... \$ \_\_\_\_\_

**THE FOLLOWING AFFIDAVIT MUST BE COMPLETED AND NOTARIZED, OR THIS BID WILL BE REJECTED**

**AFFIDAVIT**

The signatory, being duly sworn, does depose and say that the undersigned is an authorized representative of:

\_\_\_\_\_  
(Name of Firm)

Located at \_\_\_\_\_

hereinafter referred to as "Bidder" and does hereby affirm to have personal knowledge that said Bidder has thoroughly examined the Contract Documents, carefully prepared the Proposal and Schedule of Prices form, and has checked the same in detail before submitting; and that said Bidder, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion or fraud, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

\_\_\_\_\_  
(Signed)

Subscribed and sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 2023

\_\_\_\_\_  
(Signed, Notary)

My Commission Expires \_\_\_\_\_, 20\_\_\_\_

END OF DOCUMENT CC

BLACK HAWK COUNTY WETLAND PROJECT  
BLA881326C - BID NO. 23-03  
PREBID MEETING  
September 5, 2023 - 1:00 PM

**Introduction:**

1. Tracy Bruun, Division of Soil Conservation and Water Quality (Division) opened the meeting and introduced:
  - Mike Bourland-Engineer & Tracy Bruun-Contract Manger, with Division
  - Jeff Lutz-CET with NRCS
  - Others: Hunter Filloon, Nick Finnegan, Shaffer Ridgeway-DC, with NRCS  
Judie Krebsbach with IDDA; Blake Hollis-landowner.  
Josh Lahr, Lahr Excavating; Braxton Rottinghaus, PCI
2. This wetland project is part of the Water Quality Initiative that is being used to help implement the Iowa Nutrient Reduction Strategy.
3. There are four projects being bid at this time. This one in Butler county, one in Black Hawk, one in Guthrie and one in Greene counties.
4. Please review all documents and let us know if you have any questions.

**Bidder's Qualifications:**

All Bidders shall meet the following qualifications:

1. Contractors are required to be registered with the Iowa Division of Labor.
2. Bidders shall, upon request of the Division, submit a statement of Bidder's qualifications including experience, any contracts that are in default, available equipment, personnel, and financial ability to perform the work as outlined in Section 2 of Document BB.

**Method of Bidding:**

This is a unit price contract and bidders shall submit unit price bids as required for the work items covered by the specifications. Prices shall cover complete work and include all costs incidental thereto unless otherwise indicated. The base bid includes all items **1 through 33**. A separate Document CC was provided with the bid package that is to be used for submitting the bid.

Any questions that should be considered as part of an addendum must be submitted to us by **September 12, 2023**. The Division will make every attempt to issue any necessary addenda no later than the day after the last date for questions. If an addendum is sent, please make sure to note on Page CC-2 that you have received and acknowledged the addendum.

If work is added to the contract by the Division after the contract execution which is not covered by a bid price set forth in the Proposal and Schedule of Prices (*Document CC*), a Change Order or Contract Amendment will be issued as required. If the additional work requires an extension of the contract completion date(s), a Contract Amendment will be issued.

### **Submission of Bids and Bid Security:**

Bids should be submitted in two sealed envelopes. One envelope should include the Proposal and Schedule of Prices (*Document CC*) that must be signed by a legally authorized representative of the Bidder and notarized. All issued addendum shall be acknowledged as received by the Bidder. Do not submit Plans or Specifications with the bid. If this form is not accurately completed, this shall prevent the reading of that Bidder's bid.

A separate envelope attached (taped) to the front of the envelope containing the bid shall contain the Bid Security or bid bond, which is in the amount of ten percent (10%) of the base bid. It should be noted that the bid number, **Bid 23-03**, and the Bidder's name and address must appear on the exterior of *both envelopes*. If the Bidder elects to use a bid bond, the bidder shall complete Proposal Guarantee Bond (*Document EE*) and include it in the smaller envelope.

**All bids are due no later than 3:00 PM** at the Wallace State Office Building, 502 E. 9<sup>th</sup> Street, Des Moines, Iowa, Division of Soil Conservation and Water Quality on **Tuesday, September 19, 2023, moved to September 21-see addendum**. Bids must be dated and time stamped by a representative of the Division. Bids received after this time will be rejected and returned unopened to the Bidder. Bids for 23-03 will be opened beginning at 3:30 PM on that same day in Conference Room 2 of the Wallace State Office Building.

Bids may be mailed or hand delivered. Visitors are allowed into the Wallace Building, and should contact Tracy Bruun, (515) 344-6279 to be met in the lobby. We ask that you seal envelopes with tape instead of wetting the seal with saliva. If you are mailing a bid, be aware that it can take 2 days for next day deliveries.

### **Evaluation of bids and award of Construction Contract:**

This Black Hawk County Nutrient Reduction Wetland Project shall be awarded to the lowest responsible responsive bidder as determined by the Division. In evaluating the bids, the Division may consider such factors as alternates, bid price, experience, contracts in default, responsibility of the Bidder, and similar factors in determining which bid it deems to be in the best interest of the Division for the project. In comparing bid prices, the total bids of the various Bidders shall be determined by applying the unit prices bid for each work item against the estimated work item quantities set forth in the *Proposal and Schedule of Prices (Document CC)*.

Bid tabulations for this Black Hawk County Nutrient Reduction Wetland Project will be prepared the week following the Bid Opening and distributed to all Bidders. Other plan holders or interested parties must request bid tabulations.

### **Execution of Contract:**

1. The party to whom this Black Hawk County Nutrient Reduction Wetland Project is awarded shall be required to:
  - ✓ execute the Contract;
  - ✓ obtain the appropriate insurance coverage and Performance/Payment Bond;
  - ✓ provide their Iowa Division of Labor Public Registration Number;
  - ✓ and submit the Construction Progress Schedule (Document JJ)

within fourteen (14) calendar days from the date of receipt of the Notice-of-Award. In case of failure of the Bidder to execute the Contract, the Division may, at its option, consider the Bidder in default, in which case the bid security accompanying the bid shall become the property of the Division.

2. The Division, within fourteen (14) days of receipt of an acceptable and properly executed Performance/Payment Bond, certification of acceptable insurance coverage, and properly executed Contract; shall sign the Contract and return to such party an executed copy of the Contract. Should the Division not execute the Contract within such period, the Contractor may, by submitting written notice, withdraw the signed Contract. Such notice of withdrawal shall be effective upon receipt of the notice.
3. The Notice-to-Proceed shall be issued within five (5) days of the execution of the Contract by the Division, provided that the Construction Progress Schedule has been accepted by the Division. Should there be additional time required to make adjustments to the Construction Progress Schedule, the time to issue the Notice-to-Proceed may be extended to allow for this. If the Notice-to-Proceed has not been issued within a thirty (30) day period, or within a greater period mutually agreed upon, the Contractor may terminate the Contract without further liability on the part of either party.

#### **Taxes:**

Since this is state contract, there is no sales tax for materials purchased. We will be providing a tax exemption certificate to the awarded contractor as indicated in the last page of the appendix of construction contract documents. This should be considered when determining the unit prices submitted in the bid.

#### **Measurement and Payment:**

The specifications describing the work to be accomplished under each particular work item, also describe the method to be used in measuring and calculating the payment quantities for each work item set forth in the proposal. Payments will be made on the basis of monthly estimates in amounts equal to ninety-five percent (95%) of the value of work completed. Mobilization will be paid at a percentage of the lump sum bid amount for this item equal to the overall percent complete of the project (less retainage). In preparing monthly estimates, advancement will be made therein for ninety-five percent (95%) of the cost of materials stored on site.

#### **Time of Completion:**

The final date for completion of all work except for seeding is set for **June 15, 2023**. The final date for completion of seeding is **June 30, 2023**.

#### **Liquidated Damages:**

There are liquidated damages provisions on this project. These damages reflect additional administrative, design, and inspection costs, as well as continued costs to the natural environment. If *all work except for seeding* is not completed by June 15, 2023 absent a No-Fault Extension, the Contractor may be assessed damages in the amount of **\$175 per day**. If the *seeding* is not subsequently completed by June 30, 2023 absent a No-Fault Extension, the Contractor may be assessed damages in the amount of **\$125 per day**.

#### **Questions and Addenda:**

Questions concerning interpretation or intent of the Plans and Construction Specifications should be directed to Jeff Lutz: jeff.lutz2@usda.gov with NRCS and must copy Tracy Bruun: tracy.bruun@iowaagriculture.gov with the

Division. All other questions concerning the Contract Documents should be addressed to Tracy Bruun, Division: 515 344-6279 or [tracy.bruun@iowaagriculture.gov](mailto:tracy.bruun@iowaagriculture.gov).

Any oral interpretations given shall be valid only if confirmed by written addendum. All interpretation requests should be addressed in writing and received no later than **3:00 PM September, 12 2023**.

The Division reserves the right to revise or amend the Contract Documents prior to the date set forth for receipt of bids. Such revisions and amendments, if any, shall be announced by an addendum or addenda to the Contract Documents. Copies of such addenda, as may be issued, shall be furnished to all plan holders. Bidders are required to acknowledge receipt of any addenda by listing such addenda in the *Proposal and Schedule of Prices (Document CC)*.

**Engineer's Discussion:**  
**Project Summary**

The project includes creating a new water quality treatment wetland within an existing drainage way. An east wetland area will flow into a separate west wetland area that outlets into a grassed waterway. Grading is required to create the wetland and the primary outlets will consist of two separate tied-concrete mats. Incoming tile will be redirected into the wetland above the normal pool elevation. A description of each bid item is provided in the specifications - how measurement and payment will be made, and incidental items associated with the bid items. The contractor should carefully review the details on the plans for the tied-concrete mat for installation details if they have not used this before.

The project has been designed by Jeff Lutz with NRCS, who will also be on site for observations during construction. Jeff can provide stakes or control points for the contractor to use for grading.

The project is located just east of County Highway T-69. The landowner has a field entrance located just south of the site that can be used by the contractor as access. Contractor will need to be careful with tracking onto road. A construction entrance is included as one of the bid items.

If the contractor does not start work until later in the summer, he is responsible for weed control. This will be discussed after the contract is awarded and will be added to the contract as a change order. Most of this area is in grass and the row cropped area has a cover crop of rye that the landowners will leave in place. The landowner indicated that the adjacent area will be planted in beans this year. Any crop damage required for construction, especially with daylighting tile, must be kept to a minimum, will have the area measured by the engineer, and will be paid to the landowner by the contractor that will be added as a change order.

**Key Discussion Points**

1. The main outlets for the wetlands consist of tie-concrete mats chutes. Review details for overlap. Note that the Plan View (Longitudinal Seam) in the upper left hand corner of Sheets 17 and 18 show a 2.0 foot wide synthetic turf reinforcement mat placed under seams, while the call out states it is 4.0 feet. The requirement on site will be the 2.0 foot underlayment.
2. The site will likely be very wet. The main tile to be intercepted has always had a good stream of water flowing, even during the last couple of dry years.

3. The earthwork quantities provided are plan quantities. No shrinkage was accounted for with the numbers provided. It is likely that there will be extra material and spoil waste areas are shown on the plans. The landowners will likely be interested having extra topsoil. This can be discussed and negotiated with the landowners during construction.
4. Both dikes require core trenches. Dewatering will likely be needed to be able to place clay material and obtain the needed compaction. The plans do not show anti-seep collars, but these will be added as an addendum. They will be incidental to water control structure pipe installation.
5. Rock checks are to be placed in the channel as shown on the plans.
6. Three intercepting tiles will be daylighted into the wetland. There should be enough elevation to accomplish what is needed. Contractor will be required to backfill the haunches under the newly installed pipe.
7. A water line is present on the west side of the site but should not interfere with construction.
8. A sign will be provided by IDALS that is to be installed as part of the mobilization.

**Pre-Bid Meeting Sign-in Sheet**  
**September 5, 2023 at the Black Hawk USDA Service Center**  
**Bid No.: 23-03**  
**Project ID: Bla881326C Nutrient Reduction Wetland**

1:00PM

	Name	Company/Affiliation	Address	Email	Phone
1	Tracy Bruun	Division	502 E. 9th St., Des Moines IA 50309	tracy.bruun@iowaagriculture.gov	515-344-6279
2	Mike Bourland	Division	502 E. 9th St., Des Moines IA 50309	mike.bourland@iowaagriculture.gov	515-242-6130
3	Jeff Lutz	NRCS	Waverly IA 50677	jeff.lutz2@usda.gov	319-349-5380
4	Hunter Filloun	NRCS	Grundy Iowa 50638	hunter.filloun@usda.gov	515-423-3630
5	Judie Krebsbard	IODA	Traver, IA	judiekre@yahoo.com	319-464-8651
6	Joshua Lahr	Lahr Custom Excavating	Ryan, IA	lahr64@gmail.com	563-920-6210
7	Blake Hollis	NRCS	7562 HAMMOND	blake@janehaven.com	319-239-7462
8	Nick Finnegan	NRCS		nicholas.finnegan@usda.gov	319-296-3262
9	Braxton Pottigluws	PZI	Reinbeck, IA	braxtonr@pzi.us.com	319 560 9845
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