

IOWA DEPARTMENT OF NATURAL RESOURCES (DNR)

REQUEST FOR QUOTE - INFORMAL

RFQ COVER SHEET

Administrative Information:

26CRDPBCKELCH-002 Honey

TITLE OF RFQ: Waste Water Operator for Honey Creek RFQ Number: Creek

Bureau: Parks

DNR seeks to purchase: To identify a qualified individual or company to operate the Honey Creek State Park Wastewater System in compliance with NPDES Permit No. 0400914.

Number of mos. or yrs. of the initial term of the contract: 3 years Number of possible annual extensions: 5

Tentative Contract term start date: December 2025 Tentative Contract term end date: November 2028

DNR Issuing Officer: Colton Lullmann

Email: Colton.Lullmann@dnr.iowa.gov; Phone (515) 361-0743

6200 Park Avenue, Suite 200, Des Moines, IA 50321

PROCUREMENT TIMETABLE—Event or Action:	Date/Time (Central Time):
DNR Posts Notice of RFQ on TSB website	<u>October 29, 2025</u>
DNR Issues RFQ	<u>October 31, 2025</u>

Site Visit Location and Address: (Optional) 12194 Honey Creek Pl, Moravia, IA 52571

RFQ written questions, requests for clarification, and suggested changes from Respondents are due: November 14, 2025

DNR's written response to RFQ questions, requests for clarifications, and suggested changes are due: November 18, 2025

Quotes Due Date: December 1, 2025

Quotes Due Time: 2:00 PM

Anticipated Date to Issue Notice of Intent to Award: December 3, 2025

Anticipated Date to Execute Contract: December 15, 2025

SECTION 1 INTRODUCTION

1.1 Bidder Instructions

All responses must be reviewed prior to submission and are required to be submitted through IMPACS at the following link: <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=DASlowa>.

1.2 Purpose

The purpose of this Request for Quote (RFQ) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFQ to the DNR. The DNR intends to award a contract(s) beginning and ending on the dates listed in this solicitation, and the DNR may extend the contract(s) for up to the number of annual extensions identified in this solicitation at the sole discretion of the DNR. Any contract(s) resulting from the RFQ will not be an exclusive contract.

“Responsible Bidder” means a Bidder that has the capability in all respects to perform the requirements of the Contract. In determining whether a Bidder is a Responsible Bidder, the DNR may consider various factors including, but not limited to, the Bidder’s competence and qualifications to provide the goods or services requested, the Bidder’s integrity and reliability, the past performance of the Bidder relative to the quality of the goods or services offered by the Bidder and the best interest of the DNR.

“Responsive Bid” means a Bid that complies with each of the provisions of this RFQ, or is either an alternative bid or a bid with an exception, if accepted by the DNR.

1.3 Background Information

This RFQ is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFQ process is for the DNR's benefit and is intended to provide the DNR with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

This facility consists of a two-cell lagoon wastewater treatment system that operates under authorization from the Environmental Services Division (ESD). The system is designed to collect and treat wastewater generated from the campground and flush restrooms located within Honey Creek State Park. Treated effluent is land-applied in accordance with the conditions outlined in NPDES Permit No. 400914, ensuring compliance with all applicable environmental regulations and operational standards.

SECTION 2 ADMINISTRATIVE INFORMATION

2.1 Issuing Officer

The Issuing Officer identified in this solicitation is the sole point of contact regarding the RFQ from the date of issuance until selection of the successful Bidder.

2.2 Restriction on Communication

From the issue date of this RFQ until announcement of the successful Bidder, Bidders may contact only the Issuing Officer. The Issuing Officer will respond only to electronic questions regarding the procurement process. Questions related to the interpretation of this RFQ must be submitted as provided in Section 2.3. Oral questions related to the interpretation of this RFQ will not be accepted. Bidders may be disqualified if they contact any DNR employee other than the Issuing Officer about the RFQ.

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

2.3 Questions, Requests for Clarification, and Suggested Changes

Bidders are invited to submit written questions and requests for clarifications regarding the RFQ. Bidders may also submit suggestions for changes to the specifications of this RFQ. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer on or before the date and time listed on the RFQ cover sheet. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFQ, Bidder will reference the page and section number(s). The DNR will send written responses to questions, requests for clarifications, or suggestions received from Respondents on or before the date listed on the RFQ cover sheet. The DNR's written responses will become an addendum to the RFQ. If the DNR decides to adopt a suggestion that modifies the RFQ, the DNR will issue an addendum to the RFP.

2.4 Amendment to the RFQ

The DNR reserves the right to amend the RFQ at any time using an addendum. The Bidder will acknowledge receipt of all addenda in its Bid. It is the Bidder's sole responsibility to check daily for addenda to posted documents.

2.5 Submission of Bids

The DNR must receive the Bid before the "Bids Due" date and time. **This is a mandatory requirement and will not be waived by the DNR. Any Bid received after this deadline will not be accepted.** It is the Bidder's responsibility to ensure the bid is received prior to the deadline.

2.6 Costs of Preparing the Bid

The costs of preparation and delivery of the Bid are solely the responsibility of the Bidder.

2.7 No Commitment to Contract

The DNR reserves the right to reject any or all Bids received in response to this RFQ, cancel this RFQ, or advertise a new RFQ at any time prior to the execution of the Contract. Issuance of this RFQ in no way constitutes a commitment by the DNR to award a contract.

2.8 Nonmaterial Variances

The DNR reserves the right to determine whether a Bid substantially complies with the requirements of this RFQ. Nonmaterial variances are not necessarily disqualifying. The determination of materiality is in the sole discretion of the DNR.

2.9 Public Records and Requests for Confidential Treatment

In order to request confidential treatment, you must comply with the provisions of 561 Iowa Administrative Code chapter 2, which may be found at the following location:

<https://www.legis.iowa.gov/law/administrativeRules/agencies>. 561 Iowa Administrative Code section 2.5(7) provides that all claims for confidential treatment made to the Iowa Department of Natural Resources must be substantiated in writing with the following information.

- 1) A statement of all measures the business has taken to protect the confidentiality of the information, and a statement of intent to continue to take such measures;
- 2) Practices and policies of other businesses, if known, regarding confidentiality of similar information;
- 3) A statement that the information is not, and has not been, reasonably attainable without the consent of the business by other persons other than government bodies by use of legitimate means;
- 4) A statement demonstrating that disclosure of the information is likely to cause substantial harm to the business's competitive position; and
- 5) A reference to any other determinations of confidential status of the information or similar information.

2.10 Release of Claims

By submitting a Bid, the Bidder agrees that it will not bring any claim or cause of action against the DNR based on any misunderstanding concerning the information provided herein or concerning the DNR's failure, negligent or otherwise, to provide the Bidder with pertinent information in this RFQ.

2.11 Evaluation of Quotes Submitted

The DNR will evaluate the Responsive Bids submitted by Responsible Bidders to determine the lowest responsible bidder(s) and will award the Contract(s) to the Bidder(s) submitting the lowest responsible bid(s) based on price.

2.12 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Bidders submitting a timely Bid. Negotiation and execution of the Contract(s) will be completed no later than thirty (30) days from the date of the Notice of Intent to Award. If the apparent successful Bidder fails to negotiate and deliver an executed contract by that date, the DNR, in its sole discretion, may cancel the award and award the Contract to the remaining Bidder the DNR believes will provide the best value to the DNR.

2.13 No Contract Rights until Execution

Bidders will not acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Bidder and the DNR.

SECTION 3 – STATEMENT OF WORK AND SPECIFICATIONS

Overview

The successful Respondent will provide the services to the DNR in accordance with the requirements as provided in this Scope of Work.

- 3.1 Statement of Work** This Informal Request for Quotation (RFQ) seeks the services of a certified wastewater operator to provide professional operation, monitoring, and maintenance of the lagoon and discharge system

permitted under NPDES Permit No. 400914. The system serves the campground and flush restrooms at Honey Creek State Park and requires ongoing compliance with all permit and environmental standards.

The selected operator will be responsible for performing routine inspections, monitoring and sampling activities, and ensuring all system components function properly. Additional responsibilities include completing and submitting monthly operation and monitoring reports, overseeing discharge operations in accordance with permit requirements, and maintaining accurate records of all operational activities.

All work shall be performed in accordance with the requirements of the Environmental Services Division (ESD) and the applicable terms of NPDES Permit No. 400914.

Statement of Work. Contractor will perform the following Tasks, to be completed at the following regular intervals.

Deliverables	Interval
<p>Task 1: Weekly Inspections Description:</p> <ol style="list-style-type: none"> 1. On a weekly basis, the Contractor shall visit each lagoon system and complete the following: <ol style="list-style-type: none"> a. Maintain a log book which is designated and exclusive for each lagoon system; b. Inspect and record flow meter readings; c. Inspect lagoon dikes for signs of animal burrowing; d. Inspect and clean inlet structure as needed for proper operation of flow meter; e. Record weather conditions; f. Inspect and record pumping station and grinder pumps operation hours; g. Record water table levels at monitoring wells; h. Inspect lagoon cells for anaerobic conditions or other signs indicating a potential problem with the system; i. Record color, odor, ice cover, plant growth, and clarity of the lagoons; and j. Record lagoon cell depth. 2. The Contractor shall provide quarterly reports for each lagoon, and additional reports as needed, to the DNR Project Manager. The report shall contain a cover letter which updates the status of the lagoon. 3. The Contractor is required to notify the DNR Project Manager: <ol style="list-style-type: none"> a. Immediately if any potential problems with the system are detected. b. When inspections are going to be completed. 	<p>These tasks shall be performed on a weekly basis throughout the duration of the contract.</p>
<p>Task 2: Monthly Activities Description:</p> <p>On a monthly basis the Contractor shall complete the following:</p> <ol style="list-style-type: none"> 1. Conduct all sampling as required by Iowa NPDES Permit No. 04-00-9-14 (state park) for the facility; 2. Exercise valves at each lagoon; 3. Check flow meter depth recording versus yardstick; 4. Analyze each cell's contents for dissolved oxygen for process control when not covered with ice, and prepare and submit monthly operation reports (MORs); 5. Compile data and complete MORs for each lagoon system with all required information; 	<p>These tasks shall be completed on a monthly basis for the duration of the contract. All Monthly Operating Reports (MORs) must be submitted by the 15th of the following month.</p>

<ol style="list-style-type: none"> 6. Submit MORs to DNR Field Office No. 5 before the 15th of the following month; and 7. Submit MORs to DNR Project Manager before the 15th of the following month. 	
<p>Task 3: Lagoon Drawdown and Land Application (discharge) for Honey Creek</p> <p>Description:</p> <ol style="list-style-type: none"> 1. During the spring and fall with emergency discharges authorized by regional EPD personnel, the Contractor shall conduct all sampling associated with discharge activities as required by Iowa NPDES Permit No. 0400914. <ol style="list-style-type: none"> a. At least two weeks prior to discharge, the Contractor shall collect all samples required by the Permit for CBOD5 and TSS from the final lagoon cell. b. If sample results are within the permit limitations (less than the 30-day average limits for CBOD5 and TSS), the Contractor shall isolate the final lagoon cell and drawdown the lagoon cell. c. If the pre-discharge sample results exceed the 30-day average limits for either CBOD5 or TSS, the Contractor shall contact DNR Field Office No. 5 for guidance before beginning to discharge. 2. On the third day after discharge begins, the Contractor shall collect and analyze a sample of the final effluent for all parameters for which monitoring of the final effluent is specified on the Permit page titled "MONITORING AND REPORTING REQUIREMENTS". Samples shall be collected and tested at the specified frequencies in the Permit until discharge is complete. The Contractor shall report the sample results on the MORs. 3. The Contractor shall conduct land application of wastewater. All sampling and reporting requirements shall be in accordance with Iowa NPDES Permit No. 0400914 <ol style="list-style-type: none"> a. The Contractor shall conduct sampling and reporting associated with land application activities. b. Prior to land application, samples shall be collected as required by the Permit. c. During land application, samples shall be collected for analysis as required by the Permit. d. The Contractor shall conduct analysis associated with all samples taken and make calculations to determine compliance with the Permit requirements. The Contractor shall report the results of all monitoring on MORs in accordance with the Permit. e. When weather conditions allow, the irrigation system for discharge shall be used for roughly 2 hours per day and limited to Monday through Friday between the hours of 5:00 am to 12:00 am when winds are 15 mph or less. f. When irrigation system is in operation, operator shall remain on site to insure compliance with the Permit and that there is no ponding or runoff of the applied wastewater. 	<p>This Task shall be completed as agreed to by the DNR Project Manager and Contractor up to four times a year, with a minimum of one drawdown in the spring and one in the fall.</p> <p>Collect all CBOD5 and TSS samples – 2 weeks prior to discharge</p> <p>Collect and test all samples until discharge complete – at frequencies specified in Permit No, 0400914</p> <p>Collect and analyze a sample of the final effluent – 3rd day after discharge begins</p> <p>Report results – MORs This Task shall be completed as required by the Permit No. 0400914</p>

<p>4. General maintenance of the lagoon sites will also occur while irrigation system is in operation such as pump maintenance.</p>	
<p>Task 4: Maintenance and additional services (billed on time and material basis). Description:</p> <ol style="list-style-type: none"> 1. The DNR will pay for labor and material costs for minor and major repairs and maintenance upon approval by the DNR Project Manager. Any minor or major repairs that cost more than \$1,500.00 must be approved by the District Supervisor prior to any work being performed. Emergency repairs must be approved by the DNR Project Manager or District Supervisor when and wherever possible. In the event that neither have responded to a phone call for 20 minutes, the Contractor is authorized to proceed with the emergency repair in order to protect public safety and is required to report the emergency to the DNR Project Manager or District Supervisor within 6 hours of the attempted first report. The following actions shall be performed by the Contractor if necessary as stated above: <ol style="list-style-type: none"> a. Maintain and repair all pumping and grinder stations; b. Maintain and repair sewer mains in case of leaks or breaks c. Maintain and repair valves and discharge structure gates at the lagoon. 	<p>This Task shall be completed on an as needed basis throughout the term of the Contract.</p>

3.2 Minimum Bidder Qualifications/Equipment Specifications: The operator must hold a current certification with the appropriate grade required to operate the wastewater system under NPDES Permit No. 0400914.

SECTION 4 - INSURANCE

4.1 Insurance

The Contract will require the successful Respondent to maintain insurance coverage(s) in accordance with the insurance provisions of the General Terms and Conditions and of the type and in the minimum amounts set forth below, unless otherwise required by the DNR.

TYPE OF INSURANCE	LIMIT	AMOUNT
General Liability (including contractual liability) written on an occurrence basis	General Aggregate Products -	\$2 million
	Comp/Op Aggregate	\$1 Million
	Personal injury	\$1 Million
	Each Occurrence	\$1 Million
Automobile Liability (including contractual liability) written on an occurrence basis	Combined single limit	\$1 Million
Property Damage	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
Workers Compensation and Employer Liability	As Required by Iowa law	As required by Iowa law

The Contractor is required to submit certificate of insurance, which indicates coverage and notice provisions as required. The insurer will state in the certificate that no cancellation of the insurance may be made without at least thirty (30) days' prior to written notice to the DNR. Acceptance of the insurance certificates by the DNR will not act to relieve the Contractor of any obligation under this Contract. It will be the responsibility of Contractor to keep the respective insurance policies and coverages current and in force during the life of this Contract. Contractor will be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Contractor will have no claim or other recourse against the DNR for any costs or loss attributable to any of the foregoing, all of which will be borne solely by the Contractor. Notwithstanding any other provision of this Contract, Contractor will be fully responsible and liable for meeting and fulfilling all of its obligations under this section of the Contract.