

**REQUEST FOR PROPOSAL
WATER QUALITY INITIATIVE**

**PROJECT PROPOSAL DEVELOPMENT PROFESSIONAL SERVICES
October 2024**

The Iowa Department of Agriculture and Land Stewardship (IDALS) is issuing a request for proposals (RFP) from potential contractors to assist in the development and coordination of outside funded projects through competitive proposal opportunities. Project proposals developed under this agreement will leverage IDALS and partner funding that will directly lead to more conservation practices installed in priority areas. Contractor will be expected to work closely with IDALS on developing proposals that meet objectives of IDALS. An agreement developed as a result of this RFP will not cover the coordination of any successfully awarded projects. Total estimated cost per contractor of this project is \$5,000 to \$25,000 over 3 years. Interested parties are invited to submit a proposal by 4:30 p.m. on Friday, November 15, 2024. Proposals should be sent to the attention of Matt Lechtenberg by e-mail (matthew.lechtenberg@iowaagriculture.gov) by 4:30 pm on the posted closing date.

IDALS anticipates funding available for up to 5 proposals to be developed, per contractor, for the term of the agreement.

IDALS intends to coordinate these services to help augment current capacity to secure outside funding for conservation practices and/or projects. Interested applicants must have a strong background in successful project development, grant writing, public conservation grants/programs, partner relationships, and administration. Prospective contractors should have experience with federal grants and cooperative agreements (especially the Natural Resource Conservation Service’s Regional Conservation Partnership Program). References and/or past project examples can be submitted or should be available upon request.

IDALS anticipates taking the lead applicant role of projects developed but is not required. Project applications/proposals developed under this agreement may be led by other organizations but must align with IDALS priorities and funding requirements. Selected contractor(s) will work closely with IDALS. IDALS will provide oversight and review of all documents prior to submittal to the granting agency.

Specific phases to be completed by the selected contractor include, but are not limited to, the following:

- Phase 1: Conceptual Outline Development
- Phase 2: Preliminary Proposal Development
- Phase 3: Final Proposal Development and Submittal

Bids should utilize the attached “IDALS Bid Template” to provide cost estimates to complete each phase. Selected contractor(s) will provide invoices itemized by phase as completed to IDALS. The agreed to costs will be in place for the entire 3 years of this agreement. Costs can be renegotiated upon conclusion of the agreement or if an extension is granted.

Table 1. Proposal Template format example.

IDALS Project Proposal Development Bid Template		
		Cost/proposal
Conceptual Outline Development	Phase 1	\$ -
Preliminary Proposal Development	Phase 2	\$ -
Final Proposal Development & Submittal	Phase 3	\$ -
Total/proposal		\$ -
Total sites (up to 5)*:		0
Total Proposal Amount:		\$ -
*responses should not exceed the anticipated number of proposals to be developed through this RFP.		

Below is a list of activities which include, but are not limited to, what would be expected to be completed by the awarded contractor.

Phase 1:

- Attend initial scoping meeting with IDALS to develop preliminary outline of project scope, prospective partners, and objectives for proposals and identified funding opportunities.
 - No more than 1 in-person meeting needed per proposal for this phase.

Phase 2:

- Based on Phase 1, complete all responses for all applicable sections as requested by granting agency/organization(s).
 - Proposal abstract/executive summary
 - Proposal narrative
 - Budget forms
 - Assemble letters of support from partners, if applicable
 - Maps
- Submit preliminary proposal to IDALS and other IDALS designated partner(s) for feedback/review.

Phase 3:

- Based on feedback from IDALS and partner(s) finalize proposal for submittal.
- All final documents must be reviewed and submitted to IDALS for approval and submittal. Adequate time for review and by IDALS prior to submittal is required (anticipate completion at least 2 weeks prior to submittal deadlines).

If any of the phases are proposed to be handled by subcontractors, please indicate these plans in the proposal. Subcontractor(s) qualifications must be vetted and approved by IDALS in writing.

The submitted proposal shall include a discussion of the contractor’s capabilities to perform the described services for the number of practices identified to be designed. The submitted proposal shall also include a line item cost by phase along with an overall cost for the life of the project (3 years). IDALS reserves the right to negotiate with the selected contractor on final prices and contract amount. IDALS will evaluate the submitted proposals based on qualifications to complete the work as well as price.

Once selected, the contractor shall enter into a contract with IDALS. The total estimated price shall serve as a not-to-exceed price for the contract. Amendments to the contract may be made as needed, subject to approval by both parties for work outside of the defined scope of work. Services may commence after the contract is fully executed by all parties. All work shall be coordinated with IDALS and approved prior to proceeding with the described scope of services. The Contractor agrees to retain all records relating to this project for a period of three years following completion.

IDALS is targeting January 1, 2025 as the start date for this contract, which shall end no later than December 31, 2027. The following dates are anticipated timelines established by IDALS. A Contractor who submits a proposal is agreeing to the following completion timelines or is invited to propose alternative, but not substantially different, dates.

- Posting to Targeted Small Business site October 21, 2024
- RFP Posting/Notification October 28, 2024
- Proposals Due November 15, 2024
- Notice of Award November 22, 2024
- Approved Contract December 27, 2024
- Contract Start January 1, 2025
- Project orientation meeting by December 31, 2027