

SAC COUNTY WETLAND PROJECT  
SAC873514C - BID NO. 25-18  
PREBID MEETING  
December 3, 2025 - 10:00 AM  
Sac County Extension office, 620 Park Ave, Sac City

Tracy Bruun, Division of Soil Conservation and Water Quality (Division) opened the meeting.

**A) Introductions**

- Sara Smith, Engineer with Division
- Brandon Short, Bolton & Menk (B&M)
- Others:
  
- There are four projects being bid at this time, including these two, one in Emmet County, and one in Sac County.
  
- This wetland project is part of the Water Quality Initiative that is being used to help implement the Iowa Nutrient Reduction Strategy.

**B) Bidding**

**1. Time of Completion:**

- The final date for completion of all work except for seeding is set for **November 15, 2026**.
- The final date for completion of seeding is **December 15, 2026**.
- This is a CREP project

**2. Liquidated Damages:**

- There are liquidated damages provisions - absent a No-Fault Extension
- If *all work except for seeding* is not completed by November 15, 2026, **\$175 per day**.
- If the *seeding* is not subsequently completed by December 15, 2026, **\$125 per day**.

**3. Taxes:**

- There is no sales tax for materials purchased
- This should be considered when determining the unit prices submitted in the bid

**4. Measurement and Payment:**

- The specifications describe the method to be used in measuring and calculating the payment quantities
- Payments will be made based on monthly estimates at 97% of the work completed
- Mobilization is paid as percentage completed of the lump sum (less retainage)
- 97% of the cost of materials stored on site can be paid by submitted an invoice

**5. Method of Bidding:**

- This is a unit price contract
- Prices shall cover complete work and include all costs incidental thereto unless otherwise indicated

- The base bid includes all items **1 through 25** (crop damage). A separate Document CC was provided with the bid package that may be used as a worksheet
- ALL bids must be submitted through our IMPACS site.
- Any questions must be submitted to us by **December 10, 2025**.
- Make sure acknowledged the addendum, if applicable
- If work is added to the contract after execution a Change Order or Contract Amendment will be issued as required
- Extension of the contract completion date(s), a Contract Amendment

#### 6. Submission of Bids and Bid Security:

- Bids must be submitted on the 'Items' page within IMPACS and shall include a bid bond in the amount of ten percent (10%) within the 'Prerequisites' page on this IMPACS post.

<https://iowaagriculture.gov/dscwq/requests-proposals> (IDALS site)

<https://das.iowa.gov/vendors/bidding-opportunities#vendor-bid-opportunities> (IMPACS site)

- View Other Agency Hosted Solicitations  
Sort by Agency: Agriculture & Land Stewardship

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=DASIowa> (Log into IMPACS)

- Bidders must also be registered with the Iowa Department of Inspections, Appeals, & Licensing  
[https://laborportal.iwd.iowa.gov/iwd\\_portal/dashboards/contractor-home](https://laborportal.iwd.iowa.gov/iwd_portal/dashboards/contractor-home)

IMPACS “101”

Page 1 – Summary

Page 2 – Prerequisites: Question 3 – Upload Bid Bond & Doc EE (1 file)

Page 3 – Buyer(IDALS) Attachments including addendum, if applicable

Page 4 – Supplier(You) Attachments, shouldn't need

Page 5 – Questions: answer 1 & 2; #3 is where you will upload doc CC 1-3 (proposal & affidavit)

Page 6 – Items: enter in each unit cost, note you need to hit “enter” for it to calculate

You do not need to complete the Estimated Delivery date

Page 7 – Review & Submit: Green check marks, check the Certification at the bottom and submit

- **Any time prior to close, you may withdraw or edit you bid.**
- Doc CC 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.
- Bid Security or bid bond, ten percent (10%) of the base bid. If the Bidder elects to use a bid bond, the bidder shall complete Proposal Guarantee Bond (Document EE) and upload with the Bid Bond (1 file)

- All bids are due no later than 3:00 PM Wednesday, December 17, 2025 via IMPACS
- Bids received after this time will be locked out.
- Bids may NOT be mailed or hand delivered.

**7. Evaluation of bids and award of Construction Contract:**

- Shall be awarded to the lowest responsible responsive bidder as determined by the Division.
- The Division may consider such factors as alternates, bid price, experience, contracts in default, responsibility of the Bidder, and similar factors
- IMPACS generate the Bid tab. Still email to bidders. Other plan holders or interested parties must request bid tabulations.

**8. Bidder's Qualifications:**

1. Required to be registered with the Iowa Department of Inspections, Appeals & Licensing
2. Upon request from the Division, submit a statement of Bidder's qualifications including experience, any contracts that are in default, available equipment, personnel, and financial ability

**9. Execution of Contract:**

1. Contracts will not be issued via IMPACS at this time.
2. required to:
  - ✓ execute the Contract;
  - ✓ obtain the appropriate insurance coverage and Performance/Payment Bond;
  - ✓ provide their Iowa Department of Inspections, Appeals & Licensing Registration Number;
  - ✓ Construction Progress Schedule (Document JJ)

within fourteen (14) calendar days from the date of receipt of the Notice-of-Award.

3. The Division, within fourteen (14) days of receipt shall sign the Contract  
Should the Division fail to do so, the Contractor may withdraw in writing the signed Contract

**10. The Notice-to-Proceed**

- a. 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.
- b. additional time required, the time to issue the Notice-to-Proceed may be extended
- c. 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

**11. Questions and Addenda:**

- Questions concerning the Plans and Construction Specifications direct to Brandon Short: [brandon.short@bolton-ment.com](mailto:brandon.short@bolton-ment.com) with Brandon Short and must copy Tracy Bruun: [tracy.bruun@iowaagriculture.gov](mailto: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 December, 10 2025.

The Division reserves the right to revise or amend the Contract Documents prior to close. Such revisions and amendments shall be announced by an addendum. Copies of such addenda shall be furnished to all plan holders.

**C) Engineer's Discussion: Brandon Short, PE , provided an overview of the project and is summarized as follows:**

- Plan B.03
  - There are two inlet structures, shown on the left side of the sheet. The details are the same, but the elevations of the pipe flowline and the bottom of the structures are different, as noted.
  - The connections between the pipes and structures need to be fairly watertight. This can be accomplished with a concrete collar or a flexible watertight gasket, but some projects have had leaking outlet structures where concrete collars were used. These require repair.
  - The slide gate on the side of the outlet structure is subsidiary to the structure
- Plan B.04
  - The trash guard is subsidiary to the outlet structure
  - The slopes on the South Dike cross section should be 10:1. The slope on the plans is 10:1, but is marked incorrectly here.
- Plan C.01
  - 35% fill factor is applied to the earthfill bid items
  - 5,291 CY of total excavation is required. It is assumed that the soil removed from the pool will be used for the berms.
  - Topsoil volume is based on stripping, stockpiling, and re-spreading 6" over the area of the berms, spoil area, and half of the pool excavation area.
- Plan D.01: Overbuilding the berm is not required, but the contractor must ensure the top elevation is at or above the design elevation.
- Plan D.02: Flexamat is one brand of tied concrete block mat allowed for this berm. Videos of installation methods are available online. The contractor may propose an alternative brand of tied concrete block mat.
- Plans M.01-M.03
  - This pipe run intercepts two existing tile mains. A manhole will be placed on each main with the main continuing to function as it does, but water will be piped to the wetland as the capacity of the intercept pipe allows. The intercepted tiles need to be located and elevations measured in the field to ensure the manholes are placed where the tile is 1.5 feet above the normal pool elevation.
  - Smooth core plowable pipe or dual wall HDPE sticks may be used for this installation.
  - This pipe run is an inverted siphon. The elevations of the tiles is higher than the wetland pool, and the water will come up through the inlet structure from underground into the wetland pool.
- Plans M.04-M.06: This pipe run is similar to M.01-M.03.
- Plans M.07-M.08: The tile main will be re-laid around the wetland so as not to drain the pool. The existing tile will be removed or crushed in place.
- Plans M.09-M.10
  - The concrete riser south of the berm is to provide an outlet for surface flow from the neighbor's property. The tee is subsidiary to the pipe. Where the riser tees in, the branch re-lay changes from a 12" to 24".

**D) Comments, Questions and Answers:**

1. **Question:** Can we get Western Green PP5Extreme or Shoremax as an equal/alternate?  
**Answer:** In reference to B&M's Bid Item #13 "Flexamat or approved equal", after careful review and consideration by B&M, it was decided that the PP5Extreme or Shoremax is not an equivalent product to Flexamat because it doesn't have similar weight, permissible shear or permissible velocity. Therefore, is not approved for this project application,