

**WINNISHEIK COUNTY WETLAND PROJECT  
WINN970905C - BID NO. 25-19 &  
WINN981024D – BID NO. 25-20  
PREBID MEETING  
December 2, 2025 - 11:00 AM  
Spillville Public Library, 201 Oak St**

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

**A) Introductions**

- Sara Smith, Engineer with Division
- 25-19 Shive-Hattery, Anthony Harbaugh
- 25-20 Bolton & Menk, Brandon Short
- 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**.

**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
- A separate Document CC was provided with the bid package that may be used as a worksheet.

- IMPACS notes:  
The number in IMPACS differs from what is on the plans.  
25-19 The base bid includes all items **1 through 26** (crop damage).  
Buffer seeding .3 on plans vs 1.0 in IMPACS  
  
25-20 The base bid includes all items **1 through 30** (crop damage)
- ALL bids must be submitted through our IMPACS site.
- Any questions must be submitted to us by **December 9, 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.scquest.com/apps/Router/SupplierLogin?CustOrg=DASlowa> (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 under Supplier Attachments

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

Page 4 – Supplier(You) Attachments, upload Bid Bond Doc EE & Proposal Doc CC

Page 5 – Questions: answer 1 & 2; #3 acknowledge you uploaded 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, including notary stamp
- 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. Please allow 5 business days

**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. DO NOT order supplies prior to receiving the Notice to Proceed
- b. 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.
- c. additional time required, the time to issue the Notice-to-Proceed may be extended
- d. 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 Anthony Harbaugh: [aharbaugh@shive-hattery.com](mailto:aharbaugh@shive-hattery.com) with Anthony Harbaugh  
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, 9 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:**

##### **1. Bid No. 25-19, WINN970905C Engineering Discussion:**

- Bidders are encouraged to read the estimate reference notes and the project specifications. Incidental items are identified in those areas. Note that a hickenbottom intake to be installed in the ditch of Conover Road is incidental to the 8" non-perforated pipe.
- Soils across the project area a rocky and sandy. Suitable fill may be taken from the wetland pool area and the borrow area as shown on the plans. Unsuitable fill should be wasted in the borrow area to restore it to existing grade. Excess unsuitable fill should be wasted in the spoil area shown in the plans. See Geotech report for additional soils information.
- A clay liner is to be installed in the pool area. 9" of scarification and compaction is required within the entire pool area. In areas of excavation inside the pool limits, an additional 9" layer of over-excavation and clay liner installation is required.
- There is an existing spring head near the proposed wetland outlet. The land owner wants the spring to drain into the proposed wetland. Some in-field investigation may be required to determine where the spring source can be connected to in order to drain it back into the wetland pool.
- Access to the site is shown 270th Ave. Alternate access may be able to be coordinated with IDALS, engineer, and landowner after contractor has been selected

##### **2. Bid No. 25-20, WINN981024D**

- Brandon Short, PE provided an overview of the project (Talked about there are 3 submerged berms, 2 tiles to be outlet at the pool, Geotech report made available to bidders, outlet to consist of Flexamat Plus or approved engineer equal).
- Landowner asked about whether the trees in the easement would be removed. All trees within the pool, and at the proposed dike or structure locations must be removed. A note in this document will be included and a picture.
- Visited the site after the Pre-bid meeting with interested contractors.

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

- 1. Bid No. 25-19, WINN970905C – No questions about the project have been received. There are no changes proposed for Bid No. 25-19.**
- 2. Bid No. 25-20, WINN981024D – Brandon Short received the following questions:**
  - Question:** The testing of the Flexamat Plus (Tied Concrete Blocks) was limited to a 2 feet wide chute. The Flexamat Plus tied concrete block weighs 3 lb. each, and when tested with a 6 feet chute, soil uplift was measured. Due to the shear and flow conditions of the site, Articulated Concrete Block (Armorflex or similar) should be used, due to each block has a weight of 75 lb. and does not require tie rods.  
**Answer:** A change is being made to the plans and specifications for the nutrient reduction wetland project WINN981024D. All references to Flexamat or Approved Equal and Tied Concrete Block Mat shall be changed to Articulated Concrete Block (ACB).

The Articulated Concrete Block system shall provide a factor of safety greater than 2.0 for the conditions listed below. A manufacturer's engineer shall provide analysis showing these conditions are met for any alternative product.

- 20% slope
- 16.8 lb/sq. ft. shear stress
- 1.4 ft flow depth
- 15.5 ft/s flow velocity

The principal spillway chute shall consist of the following:

1. 18" of subgrade with method 3 compaction per IA CS-023
2. Class IV Geotextile
3. 6" Cellular Confinement Layer (BaseLok GeoCell or approved equal)
  - a. fill with 1" clean crushed rock
4. Geogrid, to hold the crushed rock in place.
5. Articulated Concrete Block: Pre-Approved Products are listed below. Alternatives may be approved by the engineer of record.
  - a. Contech Armorflex 50-T
  - b. Premier Concrete Products ShoreBlock SD-475-OCT

Articulated Concrete Block shall be installed per manufacturer's specifications, including 4000 psi grout or concrete backfill where mats are joined and at upstream and downstream downturns. Grout or concrete is subsidiary to the ACB.

See Addendum No. 1, Attachments 1, 2 and 3.

**b. Question:** Tree removal was briefly discussed during the pre-bid meeting.

**Answer:** After the pre-bid meeting, the landowner and interested contractors visited the site, and the area where the trees should be removed was identified in the SW area of the proposed wetland. Tree removal is part of B&M's Bid Item No. 1, Specification IA CS-001.

The following picture was taken looking SW:



- c. **Comment:** Please read and acknowledge Addendum No. 1 issued on 12/10/2025 for WINN981024D, Bid No. 25-20. Failure to acknowledge Addendum No. 1 would result in bidder's disqualification.