



November 14, 2024

All Prospective Responders

RE: IDALS Wetland Field Support Services WFS-RFP42-01 Questions and Answers

The Iowa Department of Agriculture and Land Stewardship received five questions from potential responders during the time period from posting the request through November 12, 2024. The questions and answers are provided below.

Addendum 1

- 1. Referring to section 4.3.4 of the RFP unnumbered paragraph 3. About half way through that paragraph, it refers to the obligation of the WFS to attend a meeting with the "landowner, Service Provider, design engineer and DSCWQ" My question is that if _____ is awarded this contract, we would be the service provider so we are already represented at the meeting by the WFS. Also, shouldn't the contractor be at that meeting?

Answer 1:

The paragraph should read as follows. Pg 16

The WFS will maintain communication with the landowners during the design process and is required to attend the pre-bid meeting as established by DSCWQ. After the bidding is complete, a contract will be awarded by DSCWQ. The WFS is required to attend the preconstruction meeting as established by DSCWQ. Construction typically takes 4 to 6 six weeks to complete, and the consulting firm will complete construction observations to verify the design plans and standards are being followed. The WFS will make periodic visits to the site during construction to photo-document progress and forward a digital copy to the DSCWQ. Towards the end or shortly after completion of construction, the WFS will attend a meeting with the landowner, ~~Service-Provider contractor~~, design engineer, and DSCWQ to observe the final construction and verify it has been completed to the satisfaction of the landowner and DSCWQ. Any work elements not completed to the satisfaction of the landowner and DSCWQ will be addressed at this meeting and DSCWQ will.....

- 2. The first paragraph of the certification letter references RFP-18-1. Shouldn't that be WFS-RFP-24-01?

Answer 2:

Yes, it should. A correct Certification Letter is attached.

I certify that the contents of the Proposal submitted on behalf of [Name of Service Provider] _____ (Service Provider) in response to Iowa Department of Agriculture and Land Stewardship for RFP ~~WFS-18-1~~ WFS-RFP-24-01 for WFS Field Support Services are true and accurate. I also certify that Service Provider has not knowingly made any false statements in its Proposal.

3. On page 22 of the document (Certification Letter), section 5 states, "No relationship exists or will exist during the contract period between the Service Provider and the Division or any other State Division that interferes with fair competition or constitutes a conflict of interest." ISG would like to confirm whether working with the Division as a design consultant on wetlands during this time frame would constitute a conflict of interest. We routinely propose on and complete design of various wetlands for the Division, and would like to understand how (if at all) this would be impacted by the WFS contract. Would you please be able to confirm whether this would constitute as a conflict of interest or not?

Answer 3:

Yes, we would consider that to be a conflict so if an engineering firm submits an RFP for the Wetlands Field Specialists and were selected they would not be able to submit for wetland RFP's.

4. Many of the Experience (Section 3.2.4, p.12), Personnel (Section 3.2.5, p.12), and Scored Technical Specifications General Requirements (Section 4.3.1, p.15) are within our Statement of Qualifications (SOQ) on file with the Division. For this proposal, will the SOQ's be considered/reviewed, or do we need to place that information within the Technical Proposal document?

Answer 4:

It should be included within this proposal as a different committee is doing the reviewing.

5. Will there be a later opportunity to submit for Wetland Field Support within the 3-year contract period? We are in the process of hiring a couple new staff that would be well suited for this work, but not in time for this RFP. We would be interested in submitting a proposal if there was another RFP window planned later in 2025.

Answer 5:

There will not be another opportunity for at least 3 years. It could be as long as 6 years as there is an option to renew the contract for an additional 3 years once the first 3 three are completed.

Tracy A. Bruun
Contract Manager
IDALS-Division of Soil Conservation and Water Quality

I hereby acknowledge receipt of Addendum Number 1 dated 11-14-24 initial _____

I hereby acknowledge receipt of Addendum Number _____ dated _____ initial _____

I hereby acknowledge receipt of Addendum Number _____ dated _____ initial _____

Certification Letter

Alterations to this document are prohibited, see section 2.14.14.

Tracy A. Bruun, Contract Manager
Iowa Department of Agriculture and Land Stewardship - Division of Soil Conservation and Water Quality
502 East 9th Stree
Des Moines, IA 50319

Re: WFS-RFP-24-01 - PROPOSAL CERTIFICATIONS

Dear Ms. Bruun;

I certify that the contents of the Proposal submitted on behalf of [Name of Service Provider] (Service Provider) in response to Iowa Department of Agriculture and Land Stewardship for **WFS-RFP-24-01** for WFS Field Support Services are true and accurate. I also certify that Service Provider has not knowingly made any false statements in its Proposal.

Certification of Independence

I certify that I am a representative of the Service Provider expressly authorized to make the following certifications in behalf of Service Provider. By submitting a Proposal in response to the RFP, I certify on behalf of the Service Provider the following:

1. The Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Division or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication or agreement with any other Service Provider or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly prior to Division's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by the Service Provider to induce any other Service Provider to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between the Service Provider and the Division or any other State Division that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

6. I certify that, to the best of my knowledge, neither Service Provider nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Division or State Division; (b) have within a three year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses

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ATTACHMENT #1

enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Division has relied upon when this transaction was entered into. If it is later determined that the Service Provider knowingly rendered an erroneous certification, in addition to other remedies available, the Division may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

7. Pursuant to *Iowa Code sections 423.2(10) and 423.5(4) (2016)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state Division must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Service Providers to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), the Service Provider certifies the following: (check the applicable box)

- Service Provider is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code Chapter 423*; or
- Service Provider is not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in *Iowa Code subsections 423.1(47) and (48)(2016)*.

The Service Provider also acknowledges that the Division may declare the Service Provider’s Proposal or resulting contract void if the above certification is false. The Service Provider also understands that fraudulent certification may result in the Division or its representative filing for damages for breach of contract in addition to other remedies available to the Division.

Sincerely,

Signature

Print Name and Title of Authorized Representative

Date