



# IOWA DEPARTMENT OF AGRICULTURE & LAND STEWARDSHIP

Division of Soil Conservation and Water Quality

## Cover Page: Pre-Bid Minutes, Questions, Addenda

To:	All plan holders	From:	Emalyn Polz, Division
Pages:	1-13	Phone:	515-322-9073
Re:	Batch and Build Edge-of-Field Project (EOF 2025-02)	Date:	October 1, 2025

### Comments:

- NO ADDENDUM
- Pre-Bid Meeting Minutes
- Pre-Bid Meeting Materials
- Updated plan holders list (1 page)

- END OF COVER PAGE -

**N Raccoon 2025 Batch and Build Project**  
**Pre-Bid Meeting Notes**  
**9/16/25**

- The Pre-Bid Meeting was held on Tuesday, September 16<sup>th</sup> at 10:00 AM at the Iowa State Extension Office in Rockwell City, IA
- Emalyn Polz from IDALS reviewed important details related to bidding and contracts
  - See Key Takeaways document for additional information – bids will be submitted via online platform called IMPACS
    - Pay special attention to the documents that need to be uploaded as part of the bid submittal as this is a new process
  - October 1<sup>st</sup>, 2025 – all contractor questions must be submitted to Emalyn by this date
    - This does not include questions regarding IMPACS, those questions may be submitted at any time prior to the bid due
  - October 7<sup>th</sup>, 2025 at 3:00 PM – bids are due (must be submitted via IMPACS). Bids will be opened and read aloud at 3:15 PM (see Bid Docs for conference call information).
  - The final completion date for all work except seeding is December 30, 2025. The final date for completion of seeding is March 30, 2026.
  - Contractors should review the required qualifications for bidding – contractor must be registered in the State of Iowa
  - A Bid Bond/Security (10% of total bid) and the Bid Form must be provided as part of the bid
    - A Certified Check or Cashier's Check is acceptable but must be delivered to IDALS at least 3 hours prior to the bid opening (new address – Hoover Building)
  - Make sure to acknowledge receipt of any addenda that are distributed (NONE)
  - Review Bid Book for information related to bonding requirements, affidavit, etc.
  - The contract will be awarded to the lowest responsible, responsive bidder
    - IDALS engineer will prepare bid tab after reviewing submitted bids
    - The awarded contractor will be notified and the bid tab will be provided to all bidders
  - The bid documents are available on IDALS website, IMPACS, and Bid Opps. You can also obtain a copy by contacting Emalyn Polz with IDALS.
  - Payments for the project will be made monthly (3% retainage withheld)
  - Any questions regarding contracts can be directed to Emalyn
- The Project Engineer (IDALS) reviewed technical details of the project including the plans, details, specs, seeding, mobilization, etc.
  - There are 7 structures to be installed at 7 different sites
  - The plans include an individual quantity table for each site. Note that these item numbers will not match the Bid Form as the Bid Form compiles the quantities for all the sites and combines like items.
  - Bioreactors and saturated buffers have many of the same notes and details but be sure to carefully read the notes for each respective project
  - Carefully review the provided construction specifications in the Bid Book as there is site-specific information listed (e.g., native seed vs. brome)

- Site access, detailed site information, and crop damages will be discussed with the awarded contractor at the Pre-Construction Meeting
- Some of the pipe fittings are noted in the quantities list, but all others needed for construction of the project per the plans/specs shall be considered incidental
- There will be a total of four (4) new CMP outlets. Note that Site 7 will have a new CMP outlet installed even though it is not listed in the quantities table on the plans (it is listed in the Bid Form).
- Mobilization for seeding is incidental to the Mobilization bid item
- Construction staking and observation will be provided by IDALS staff (T.J. Lynn)

### **Questions and Answers**

Question 1: What are the specific locations of the projects?

Answer 1: Due to privacy issues, we cannot disclose the exact location of each site. However, we have included a table with driving distances from the nearest town (see attachment). All of the projects are within approximately 3 miles of either Lake City, IA or Lytton, IA.

Question 2: What are the requirements for the woodchips for the bioreactors?

Answer 2: Please see the specifications packet for information regarding woodchip requirements.

Question 3: Is there a place in the area for the spoils from the bioreactors to be hauled?

Answer 3: Typically, the landowner/producer wants the leftover spoils that are excavated from the bioreactors. If not, the spoils become property of the contractor and it is the contractor's responsibility to find a suitable disposal location. Note that no spoils can be stored within the 100-year floodplain. Ask IDALS for information on the boundary of the 100-year floodplain if needed.

Question 4: How will payment be made for the woodchips? Is it a per load ticket?

Question 4: Payment for the woodchips will be made per plan quantity. Unless the size of the bioreactor needs to be adjusted, the volume is established in the plans. Contractors should work with their woodchip supplier to ensure they receive a sufficient quantity of woodchips to fill the bioreactor as specified.

Question 5: Should a shrinkage quantity be added to the woodchips?

Answer 5: The quantity of woodchips listed in the plans is what should be provided to fill the bioreactor along with a little extra to mound the woodchips in the center of the bioreactor. It is important for the contractor to communicate with the woodchip supplier to ensure the correct quantity of woodchips is provided to meet the plans.

Question 6: Are there any limitations regarding access to the sites and/or construction timing?

Answer 6: There are no anticipated access limitations and the majority of the projects are expected to be completed post-harvest. These details will be discussed with the awarded contractor during the Pre-Construction Meeting.

**N. Raccoon 2025 Batch and Build Edge-of-Field Project**

**Bid No. EOF 2025-02**

**Site Locality and Distance to Lake City**

<b>Site</b>	<b>Structure Type</b>	<b>Driving Distance to Lake City (miles)</b>
1	1 Bioreactor	3.0 miles

**Site Locality and Distance to Lytton**

<b>Site</b>	<b>Structure Type</b>	<b>Driving Distance to Lytton (miles)</b>
2 – 6	5 Saturated Buffers	3.4 miles
7	1 Bioreactor	2.4 miles

# Key Takeaways

N. Raccoon 2025 Batch and Build Edge-of-Field Project  
Bid No. EOF 2025-02



IOWA DEPARTMENT OF  
AGRICULTURE &  
LAND STEWARDSHIP

## Key Dates

All questions are due to Emalyn Polz (the Division) by **3:00 pm** on **October 1<sup>st</sup>, 2025**.  
Sealed bids are due to the Division on **IMPACS** by **3:00 pm** on **October 7<sup>th</sup>, 2025**.  
Sealed bids will be opened and awarded at **3:15 pm** on **October 7<sup>th</sup>, 2025**.

## Submitting Your Bid

Bidding Materials can be found on the IDALS website, Bid Opportunities, and IMPACS.

When submitting your bid on IMPACS, please include the following:

### 1. Bid Security

- A. The bid security must be in the minimum amount of ten percent (10%) of the total base bid and submitted in one of two ways:
  - 1. **Surety Bond** uploaded to 'Prerequisites' on IMPACS (Document EE); OR
  - 2. **Certified Check** or **Cashier's Check** delivered to IDALS
    - A. Bidders choosing this option must upload a statement in IMPACS indicating their intent to submit a certified or cashier's check, which must be physically delivered to IDALS at least three hours before the bid deadline.

### 2. Bid Documents

- A. The following shall be completed and signed:
  - 1. **Items** shall be submitted via 'Items' in IMPACS to include unit prices with the total bid amount.
  - 2. **Affidavit signature** shall be submitted prior to specified bid opening date and time via 'Questions' on IMPACS (Document CC 1-3).
  - 3. **Acknowledgement of addenda** shall be submitted prior to the bid opening date and time via 'Questions' on IMPACS (Document CC 1-3).

Submit bids via IMPACS no later than 3:00 pm on Tuesday, October 7<sup>th</sup>, 2025.

## Questions

Questions concerning the Plans and Construction Specifications must be emailed to T.J. Lynn at Thomas.Lynn@iowaagriculture.gov. All other questions concerning the Contract should be emailed to Emalyn Polz at emalyn.polz@iowaagriculture.gov.

## IMPACS Vendor Registration

---

**\*\* IDALS Batch and Build Project bids will be accepted through IMPACS starting July 1, 2025. We will no longer be accepting bids via mail or in-person. \*\***

### Iowa Management of Procurement and Contracts System (IMPACS)

IMPACS is the State of Iowa eProcurement system integrating multiple solutions on the JAGGAER ONE platform. It combines vendor, contract, and sourcing data all in one suite.

### New Accounts

If you are not currently registered with IMPACS, Vendor Registration will allow you to be able to access all IMPACS & Jaggaer applications using the same credentials. Once you have created your account, it is encouraged to log into your vendor portal and complete your vendor registration.

Please use <https://das.iowa.gov/how-do-business-state-iowa/procurement/vendor-registration> to create a new account, or login with an existing account.

### Helpful Links

Vendor Registration and Login URL:

<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=DASlowa>

Solicitation Posting Site:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=DASlowa>

IMPACS Login Issues:

<https://www.jaggaer.com/supplier-support/>

Jaggaer Registration Video:

[https://solutions.scquest.com/apps/Router/TrainingVideoPopup?video\\_url\\_param=OnLineTraining\\_CompletingCustomerSpecificRegistration&tmstmp=1698933156680](https://solutions.scquest.com/apps/Router/TrainingVideoPopup?video_url_param=OnLineTraining_CompletingCustomerSpecificRegistration&tmstmp=1698933156680)

*State of Iowa*  
*Iowa Department of Agriculture and Land Stewardship*  
***DIVISION OF SOIL CONSERVATION AND WATER QUALITY***

***KNOW ALL PERSONS BY THESE PRESENTS:***

That we, \_\_\_\_\_  
 of \_\_\_\_\_ as **PRINCIPAL**,  
 and \_\_\_\_\_  
 of \_\_\_\_\_ as **SURETY(S)**,  
 are hereby held and firmly bound unto the State of Iowa in the penal sum of \_\_\_\_\_  
 \_\_\_\_\_ /100 Dollars (\$ \_\_\_\_\_) for the payment, whereof, the said **PRINCIPAL**  
 and **SURETY(S)** bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly  
 by these presents.

The conditions of this obligation are such that whereas the **PRINCIPAL** is herewith submitting to the Iowa Department of Agriculture and Land Stewardship, Division of Soil Conservation and Water Quality, hereinafter called the **DIVISION** its sealed contract for the following:

Batch and Build Edge-of-Field Project  
 Calhoun and Sac County, Iowa  
 Project ID: N. Raccoon 2025  
 Bid No. EOF 2025-02

***NOW THEREFORE,***

the conditions of this obligation are such that, if said proposal is rejected by the **DIVISION**, or if said proposal is accepted by the **DIVISION** and the **PRINCIPAL** shall enter into a contract in the form specified by the **DIVISION** in accordance with the terms of the Proposal and Schedule of Prices (Document CC) and shall furnish a bond for the faithful performance of said contract in the form specified by the **DIVISION**, this obligation shall be null and void. Otherwise, it shall remain in full force and effect.

In the event that the said proposal is accepted by the **DIVISION** and the **PRINCIPAL** fails to enter into the contract as defined herein or fails to furnish the performance bond as noted above, within fourteen (14) days of the approval of the award, the **PRINCIPAL** and **SURETY(S)** agree to forfeit to the **DIVISION** the penal sum herein mentioned, it being understood that the liability of the **SURETY(S)** shall in no event exceed the penal sum or this obligation.

***IN WITNESS WHEREOF,***

the above bounden parties have executed this instrument under their several seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the name and corporate seal of each party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

**PRINCIPAL**

By \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SURETY**

By \_\_\_\_\_  
 Print Name:

**If a partnership, all partners must sign.**

END OF DOCUMENT EE

Time and Date for Bid Submissions: 3:00 PM, October 7, 2025  
 Via IMPACS:  
<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=DASIowa>

Time and Date of Bid Opening: 3:15 PM, October 7, 2025

Bid Opening Teleconference: +1 469-998-7627 code: 535669719#

Project Description and Location: N. Raccoon 2025 Batch and Build Edge-of-Field Project  
 Calhoun and Sac County, Iowa

## PROPOSAL AND SCHEDULE OF PRICES

Proposal of \_\_\_\_\_  
 (Name of Bidder)

Located at \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Address) (Telephone Number)

Amount of Proposal Guarantee	Description of Work	Specified Completion Date	Liquidated Damages
10% of Base Bid	All Work Except Seeding	December 30, 2025	\$175.00 Per Day
	Seeding	March 30, 2026	\$125.00 Per Day

The undersigned hereby agrees, if awarded the contract, to execute the proposed contract and to furnish satisfactory Performance Bond in an amount not less than one hundred percent (100%) of the contract award within fourteen (14) days from the date when Notice-of-Award is received, and to provide all supervision, labor, materials, and equipment required to complete the project designated above, for the prices hereinafter set forth, in strict compliance with the Contract Documents prepared by the Division.

Further, the parties agree and acknowledge as follows:

- The amount of loss or damages likely to be incurred by Division are uncertain and said loss is incapable or very difficult to quantify and estimate;
- The amount specified for liquidated damages herein bear a reasonable relationship to, and are not plainly or grossly disproportionate to, the probable loss likely to be incurred by Division in connection with any delay on part of the Contractor;
- The amount of liquidated damages fixed herein bears a reasonable relationship to Division's anticipated losses and/or actual losses;
- The amount of liquidated damages herein fairly approximates Division's loss at the time of making of this Agreement;
- The amount of liquidated damages fixed herein are fair and reasonable and it approximates to the extent possible the actual loss to Division as a result of any delay on the part of Contractor; and
- Division and Contractor are sophisticated parties and negotiated this Agreement at arm's length.



Now therefore, in consideration of the mutual obligations set forth herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- Contractor will commence the work after the Preconstruction Conference and by the Construction Start Date approved by Division in the Construction Progress Schedule.
- Contractor will complete the work within the specified time period identified in the contract, or as amended, or be responsible for liquidated damages per day as set forth in the above table.
- The liquidated damages may be withheld from payments made to the Contractor by the Division upon written notice that liquidated damages have begun to accrue, and such damages are in addition to other remedies available as provided for in this contract and applicable law.

A Proposal Guarantee in the amount stipulated herein is included with this proposal, to be forfeited to the Division, if the undersigned fails or refuses to execute the contract and furnish satisfactory Performance Bond, if awarded the contract.

By \_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title) (Date)

---

In executing this proposal, Bidder acknowledges receipt of Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

In executing this proposal, Bidder acknowledges receipt of Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

In executing this proposal, Bidder acknowledges receipt of Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

---

**THE FOLLOWING AFFIDAVIT MUST BE COMPLETED AND NOTARIZED, OR THIS BID WILL BE REJECTED****AFFIDAVIT**

The signatory, being duly sworn, does depose and say that the undersigned is an authorized representative of:

\_\_\_\_\_  
(Name of Firm)

Located at \_\_\_\_\_

hereinafter referred to as “Bidder” and does hereby affirm to have personal knowledge that said Bidder has thoroughly examined the Contract Documents, carefully prepared the Proposal and Schedule of Prices form, and has checked the same in detail before submitting; and that said Bidder, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion or fraud, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

\_\_\_\_\_  
(Signed)

Subscribed and sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signed, Notary)

My Commission Expires \_\_\_\_\_, 20\_\_\_\_

**SCHEDULE OF PRICES**

N. Raccoon 2025 Batch and Build Edge-of-Field Project

Contract No. EOF 2025-02

Calhoun and Sac County, Iowa

**Name of Bidder:** \_\_\_\_\_

Item No.	Work or Material	Spec No.	Estimated Quantity	Unit	Unit Price	Total
1	Mobilization/Demobilization	CS-008	1	LS		
2	Tile Investigation	IA-009	5	HR		
3	Seeding	IA-006, IA-342	3	AC		
4	Topsoil Stripping, Stockpiling, and Spreading	IA-001, IA-026	161	CY		
5	Excavation	IA-021	288	CY		
6	Woodchips	IA-605	233	CY		
7	Class II Nonwoven Geotextile Fabric	IA-095, IA-605	200	SY		
8	Impermeable Plastic Liner, 4 mil.	IA-605	314	SY		
9	Water Control Structure (WCS) 2-Compartment, 5' X 6" Diameter	IA-604	1	EA		
10	Water Control Structure (WCS) 2-Compartment, 6' X 6" Diameter	IA-604, IA-605	5	EA		
11	Water Control Structure (WCS) 2-Compartment, 6' X 8" Diameter	IA-605	2	EA		
12	Water Control Structure (WCS) 2-Compartment, 8' X 12" Diameter	IA-604	1	EA		
13	6" Tile Caps	IA-045, IA-046	12	EA		
14	6" Elbow- 90 Degree	IA-045, IA-046	2	EA		
15	6" Elbow- 45 Degree	IA-045, IA-046	2	EA		
16	6" x 6" Tee	IA-045, IA-046	6	EA		
17	8" x 6" Tee	IA-045, IA-046	4	EA		
18	12" x 6" Tee	IA-045, IA-046	2	EA		
19	6" Perforated CPT	IA-045, IA-046	3755	LF		

20	6" Non-Perforated CPT	IA-045, IA-046	315	LF		
21	8" Non-Perforated CPT	IA-045, IA-046	80	LF		
22	12" Non-Perforated CPT	IA-045, IA-046	40	LF		
23	8" CMP Outlet Pipe w/ Rodent Guard	IA-046, IA-051	40	LF		
24	10" CMP Outlet Pipe w/ Rodent Guard	IA-046, IA-051	20	LF		
25	14" CMP Outlet Pipe w/ Rodent Guard	IA-046, IA-051	20	LF		
26	Fiberglass Marking Flag	IA-604, IA-605	9	EA		

**TOTAL BASE BID**.....\$\_\_\_\_\_

END OF DOCUMENT CC

Worksheet purposes **ONLY**. Bids will only be accepted through the online Iowa Management of Procurement & Contracts System (IMPACS).

To register and learn about IMPACS, go to:

<https://das.iowa.gov/vendors/vendor-resources/vendor-registration>

Supplier Name*	Sales or Corporate Contact Name	Contact Email*
Ground Solutions Seeding	Bryce Dooley	groundsolutionsseeding@gmail.com
Laubenthal Excavation	Adam Laubenthal	adam.laubenthal@hotmail.com
Healy Excavation	John Healy	johnhealy@netins.net
Laser Precision LLC	Alyson Church	GuyennLLC@hotmail.com
J. Pettiecord, Inc.	Phil Reiman	phil@jpettiecord.com
B&S Tile and Excavation	Brice Blair	briceblair08@gmail.com
Leroy and Sons	Aaron Vonnahme	vonateam@netins.net

**N. Raccoon 2025 Plan Holder's List**  
**10/1/2025**