



REQUEST FOR PROPOSAL (RFP)

BIG HOLLOW CONCRETE

**DES MOINES COUNTY CONSERVATION
13700 WASHINGTON RD.
WEST BURLINGTON, IA 52655**

FEBRUARY 2024

1. SUMMARY AND BACKGROUND

Des Moines County Conservation (DMCC) is currently accepting proposals for new concrete at several areas at the Big Hollow Recreation Area near Sperry, IA.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate contractors, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who is best suited to complete the job.

Funding for this project will come from the Partners for Conservation Foundation, a 501 (c) 3 non-profit foundation that “supports the efforts of the Des Moines County as it strives to improve the quality of life for visitors, citizens, and future generations of Des Moines County.” The foundation’s funding for this project is from grants and private donations.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 3pm CST March 1, 2024. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated by the DMCC Director upon selection of the winning bidder for this RFP by the DMCC Board. All contractual terms and conditions will be subject to review by the Des Moines County Conservation Board and will include scope, budget, schedule, and other necessary items pertaining to the project.

Proposals must include separate prices for the base-bid along with each alternate project. DMCC reserves the right to not award alternate projects based on bids received due to budget constraints.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

In early 2024 Des Moines County Conservation (DMCC) wishes to install concrete at several areas within Big Hollow Recreation area. This includes ADA sidewalks along the perimeter of the beach, the fishing jetty South of the RV campground, and an ADA accessible walkway and retaining wall from the parking area to the kayak launch South of the RV campground.

Following completion of this project, this will allow better access to these features of the park.

Project Description:

Des Moines County Conservation is seeking a qualified concrete contractor to design and install new walkways to these areas.

Contractor will do any design, pour and finish all concrete.

4. PROJECT SCOPE

The scope of this project includes all necessary design and installation. All work must meet any and all applicable local, state, and federal codes. The contractor is responsible for obtaining any and all required permits.

The following criteria must be met to achieve a successful project:

Base Bid:

1. Sidewalks around the perimeter of the beach:
 - a. Grading, site prep, and site finish.
 - b. No seeding required.
 - c. Approx. 5200 SF (10' wide x approx. 520 LF)
 - d. Installation to ADA slope specifications
2. Sidewalks at the fishing jetty and kayak launch dock below the RV campground:
 - a. Grading, site prep, and site finish.
 - b. No seeding required.
 - c. Approx. 2520 SF of walkway (10' wide x approx. 252 LF)
 - d. Installation to ADA slope specifications
 - e. Walkway out the fishing jetty terminates in a circular area approximately 25 feet in diameter (approximately 492 SF in addition to the walkway)
 - f. Retaining wall installation required for the walkway to the kayak launch dock

Alternate Bid:

1. Paving campsites:
 - a. Campsite Area: Approximately 25 feet wide by 70 feet long (1750 SF)
 - b. Additional 12'x12' pad for the fire ring (144 SF)
 - c. Total: 1,894 per site
 - d. Bids should be submitted on a per-site basis
2. Paving walkway to beach:
 - a. Approx. 10' wide x 388' long
3. Paving handicap parking sites at beach parking:
 - a. 34' wide x 20' deep
 - b. Painting of parking stall lines, loading area, and wheelchair logos included
4. Paved parking at jetty and kayak launch:
 - a. Grading, site prep, and site finish:
 - b. No seeding required
 - c. Approx. 4,048 SF
5. Paved loading area at boat ramp:
 - a. Approx. 16,180 SF

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 3:00 pm on March 1, 2024.

The selection decision for the winning bidder will be announced by March 7, 2024.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Project Timeline:

Project initiation may begin immediately following the completion of contract negotiations. Targeted project completion date is June 30, 2024.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Proposals should outline costs for both the base bid and each alternate listed in the project scope. DMCC reserves the right to downsize project (eliminate alternates as required) to meet budget restraints and award contract for one or more areas individually. Proposals therefore must outline costs for individual area as if they were individual projects. As each area is funded by different funding sources, each area must be quoted and billed individually.

Example bid outline:

Base Bid: List each area			
Cost details	Amt.	Cost/unit	Total
Cost details	Amt.	Cost/unit	Total
Total for Phase 1			Total cost for Phase 1

Alternate: list each area			
Cost details	Amt.	Cost/unit	Total
Cost details	Amt.	Cost/unit	Total
Total for Phase 2			Total cost for Phase 2

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of relevant experience
- Contact information for at least two references
- Timeframe for completion of the project
- Contact information of project manager/main point of contact
- It is **HIGHLY** recommended that bidders visit the sites to understand the scope of the work to be performed.

8. PROPOSAL EVALUATION CRITERIA

Des Moines County Conservation will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposal must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work as well as client testimonials and references
- Value, timeline and cost: Bidders will be evaluated on estimated costs and completion time listed in the proposal based on the work to be performed in accordance with the scope of this project.

9. PROPOSAL SUBMISSION INFORMATION

For additional information or to schedule a site visit, contact:

Jeff Breuer, Administrative Assistant
Des Moines County Conservation
319-753-8260
breuerj@dmcounty.com

Each bidder must submit their proposal either in hard copy or electronically using the contact information below. Deadline for submissions is 3:00 PM March 1, 2024.

Des Moines County Conservation
Attn: Jeff Breuer
13700 Washington Rd.
West Burlington, IA 52655
breuerj@dmcounty.com

Big Hollow Park Accessibility Improvements - Park Boundary Map

Des Moines County, Franklin Township, Sec. 17

