



REQUEST FOR PROPOSAL (RFP)

BIG HOLLOW RV CAMPGROUND ELECTRICAL SERVICE EXPANSION

**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 to install electrical service at 18 to-be constructed RV campsites in the campground expansion at Big Hollow Recreation Area near Sperry, IA.

DMCC is also accepting proposals to install additional electrical service to six current RV campsites.

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.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

In early 2024, earthwork and surfacing will be completed creating 18 new RV sites at Big Hollow. The purpose of this project is to install service, disconnect panels and run underground electrical wiring to DMCC supplied electrical risers at each of the 18 campsites in the west half of the campground expansion. Additionally, Phase 2 will add six risers on the east half of the campground, (One each per drive-through site).

Following completion of this project, DMCC will allow camping on these sites and use the revenue generated from the user fees to complete additional phases of development at the park in the future.

Project Description:

Des Moines County Conservation is seeking a qualified electrical contractor to design and install new electrical service to 18 individual RV campsites.

Design of the new system should mimic the current system in the existing campground.

Contractor will install a disconnect panel near each transformer. Panels should have disconnects for each individual electrical pedestal corresponding to individual campsites.

From each disconnect panel, contractor will install underground wire that will feed electrical pedestals at roughly each location indicated on the project map. DMCC supplied pedestals will be installed by contractor in such locations that are convenient for campers to plug in to, minimizing the distance between the camper and the electric box as much as possible (electric plugs are generally on the rear, driver side of campers). DMCC staff will mark preferred pedestal locations on site.

Each pedestal will have one 50 amp, one 30 amp, and one 20 amp receptacle (see example unit specs, attached) and be connected to its own disconnect/breaker at the panel installed near the transformer.

All wiring will be installed underground and **must be bored in** to eliminate danger to existing trees and newly developed roads.

Wire must be of sufficient gauge to prevent voltage drop over long runs. Wire should be placed in the ground in such a way that minimizes incidental contact in the future. Runs should be consolidated to as few routes as possible and wire must be installed at least 36" deep. The contractor will be required to submit a proposed wiring path diagram for approval by DMCC prior to any wire being installed.

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:

- DMCC supplied electrical pedestals installed and wired on 18 newly constructed campsites, including design from utility to sites. (Phase 1)
- DMCC supplied electrical pedestals installed and wired on six existing campsites. Disconnect panels already exist with room to expand. (Phase 2)
- All wiring installed underground at least 36" deep.
- Wire runs consolidated to minimize potential contact in the future. Wiring paths must be preapproved by DMCC.
- All work meets any and all applicable codes.
- Minimal damage caused to ground surface.

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 May 20, 2024.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Proposals should outline costs for both phases listed in the project scope. DMCC reserves the right to downsize project (eliminate Phase 2) to meet budget restraints and award contract for one or more phases individually. Proposals therefore must outline costs for individual phases as if they were individual projects. As each phase is funded by different funding sources, each phase must be quoted and billed individually.

Example bid outline:

Phase 1: New Sites			
Cost details	Amt.	Cost/unit	Total
Cost details	Amt.	Cost/unit	Total
Total for Phase 1			Total cost for Phase 1

Phase 2: Existing Sites			
Cost details	Amt.	Cost/unit	Total
Cost details	Amt.	Cost/unit	Total
Total for Phase 2			Total cost for Phase 2

NOTE: All costs and fees must be clearly described in each proposal and for each phase. DMCC reserves the right to award contracts for individual phases or entire project.

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 site 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



Project Photos



Big Hollow Recreation Area - New Campground Layout

Des Moines County, Franklin Township, Sec. 17







Des Moines County Conservation
(319) 753-8260
www.dmcconservation.com

0 50 100 200 300 400 Feet



Legend

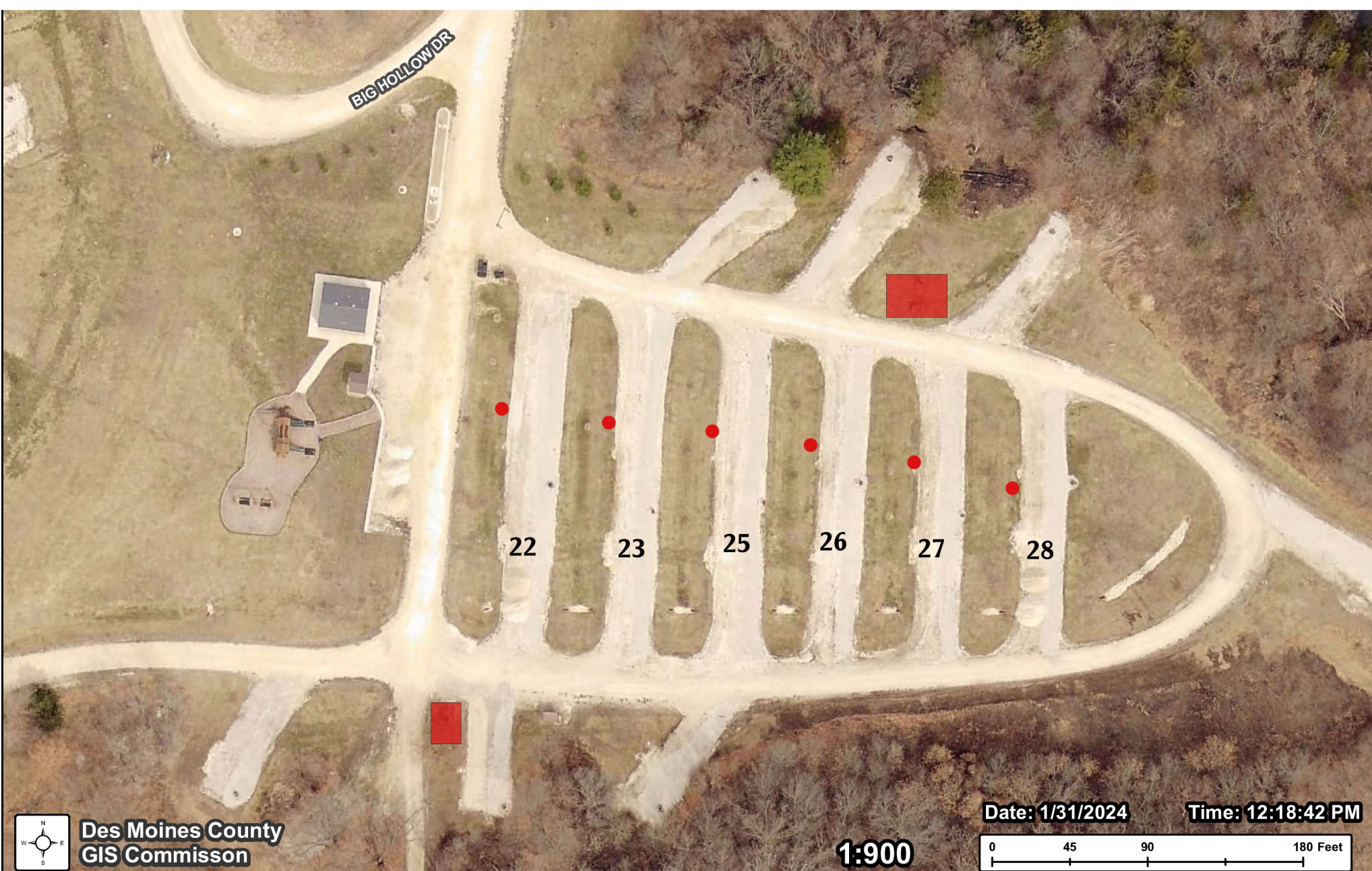
Practice

-  Area of Potential Effect
-  New Campsite
-  New Campground Road
-  Park Boundary

Big Hollow Recreation Area - Existing Sites - Phase 2

● Approximate New Pedestal Location

■ Existing Transformer Location



Disclaimer: Map and parcel data are believed to be accurate, but are not guaranteed. This is not a legal document and cannot be substituted for a title search, appraisal, survey, or for zoning verification.