

IOWA DEPARTMENT OF NATURAL RESOURCES  
**PROJECT MANUAL**



**ROCK CREEK WMA**  
**SILT RETENTION STRUCTURES**  
**JASPER COUNTY, IOWA**

**“Or Equal” Provision:**

Material specified herein by Brand Names and catalog numbers has been chosen to establish a quality level and it is not implied that only that brand is to be used in the Work of this Contract. The Architect will accept any products or material equal or superior to those specified provided that they meet all other specified requirements, subject to approval during the post bid submittal process. There are no provisions for a pre-bid approval process. Feel free to select and bid products or materials you are certain are equal.

*PREPARED BY*

**IOWA DEPARTMENT OF NATURAL RESOURCES  
ENGINEERING BUREAU  
502 E. 9<sup>TH</sup> STREET, WALLACE STATE OFFICE BUILDING  
DES MOINES, IOWA 50319-0034**

**PROJECT NO. 11-05-50-03**

Obtain complete sets of contract documents including Drawings, Specification, bid documents, bidders' list.... In electronic format at: <http://programs.iowadnr.gov/engreal/>

TABLE OF CONTENTS  
OF PROJECT MANUAL

ROCK CREEK WMA  
SILT RETENTION STRUCTURES  
JASPER COUNTY, IOWA  
PROJECT NO. 11-05-50-03

<u>Number of Section</u>	<u>Pages</u>
00001.....Cover Page . . . . .	1
00002.....Table of Contents . . . . .	1
00003.....Enumeration of Drawings . . . . .	1

Bidding Requirements:

00020.....Notice to Bidders . . . . .	1
00120.....Special Notice to Contractors . . . . .	1
00300.....Proposal Form (Bid Form) . . . . .	2
00310.....Federal Certification (Form 5700-49) . . . . .	2
00320.....MBE/WBE Worksheet . . . . .	4
00410.....Proposal Guarantee Bond Form (Bid Bond Form) . . . . .	1

Conditions of the Contract:

00420.....Non-discrimination In Employment . . . . .	1
00430.....Non-segregated Facilities Cert . . . . .	1
00500.....Contract Form (Form of Agreement) . . . . .	2
00610.....Performance Bond Form . . . . .	2
00620.....EPA Payment Bond . . . . .	2
00700.....General Covenants and Provisions . . . . .	53
00710.....Specific EEO Responsibilities . . . . .	9
00720.....EPA MBE/WBE Procedures . . . . .	6
00730.....Certification Regarding Lobbying . . . . .	2
00740.....Disclosure of Lobbying Activities . . . . .	1
00750.....U.S. Environmental Protection Agency Cert. . . . .	1

Supplementary Conditions of Contract:

00811A....EPA - Supplementary Covenants and Provisions . . . . .	5
--	---

Division 1 - General Requirements:

01000.....General Requirements . . . . .	6
01250.....Measurement and Basis of Payment . . . . .	1
01500.....Temporary Facilities and Control . . . . .	4
01560.....Temporary Erosion Controls . . . . .	6
01700.....Project Closeout . . . . .	2

TECHNICAL SPECIFICATIONS BY NRCS:

IA-1 Site Preparation . . . . . 1  
IA-5 Pollution Control . . . . . 2  
IA-6 Seeding and Mulching . . . . . 1  
IA-21 Excavation . . . . . 1  
IA-23 Earthfill . . . . . 2  
IA-26 Salvage and Spread Topsoil . . . . . 1  
IA-51 Corrugated Metal Pipe Conduits . . . . . 2  
IA-81 Metal Fabrication and Installation . . . . . 1

END OF SECTION 00002

ROCK CREEK WMA  
SILT RETENTION STRUCTURES  
JASPER COUNTY, IOWA  
PROJECT NO. 11-05-50-03

CONSTRUCTION DRAWINGS - SHEET NO. 1 THROUGH NO.20 INCLUSIVE0

Sheet No. 1 -- Title Sheet, Estimate of Quantities, Location Maps  
Sheet No. 2 -- Site 1 Area Plan  
Sheet No. 3 -- Site 1 Profile & Cross Sections  
Sheet No. 4 -- Site 1 Pipe Bedding Details  
Sheet No. 5 -- Site 2 Area Plan  
Sheet No. 6 -- Site 2 Profile & Cross Sections  
Sheet No. 7 -- Site 2 Dam Cross Section  
Sheet No. 8 -- Site 2 Hooded Inlet Detail  
Sheet No. 9 -- Site 3 Area Plan  
Sheet No. 10 -- Site 3 Profile & Cross Sections  
Sheet No. 11 -- Site 3 Dam Cross Section  
Sheet No. 12 -- Site 3 Hooded Inlet Detail  
Sheet No. 13 -- Site 4 Area Plan  
Sheet No. 14 -- Site 4 Profile & Cross Sections  
Sheet No. 15 -- Site 4 Pipe Bedding Detail  
Sheet No. 16 -- Site 5 Area Plan  
Sheet No. 17 -- Site 5 Profile & Cross Sections  
Sheet No. 18 -- Site 5 Dam Cross Section  
Sheet No. 19 -- Site 5 Hooded Inlet Detail  
Sheet No. 20 -- Anti-Seep Collar & Pipe Band Details

## **Notice to Bidders - Iowa Department of Natural Resources**

Sealed bids will be received by the Iowa Department of Natural Resources, Engineering Bureau, at the Wallace State Office Building, 502 East 9<sup>th</sup> Street, Des Moines, Iowa 50319-0034 until **11:00 A.M., February 17, 2011** for the public improvement projects listed below, at which time they will be opened publicly. No bids shall be accepted by FAX. After the bid opening, information concerning bid results may be obtained by visiting the Department's website at [www.iowadnr.gov](http://www.iowadnr.gov) or by calling (515) 242-6720.

Project documents, including drawings, specifications, proposal forms and addenda items for the project are available at Beeline and Blue, at 2507 Ingersoll Ave., Des Moines, Iowa 50312. Please visit [www.beelineandblue.com](http://www.beelineandblue.com) or contact (515) 244-1611 for more information. A \$30 refundable Plan Fee will be charged for each set of project documents, as well as a shipping charge (if applicable). Plan Fee will be refunded when documents are returned in good condition within 14 days after the Letting date. Alternatively, Bid Documents can be viewed or printed online at <https://programs.iowadnr.gov/engreal/projectlist.asp>

The Department shall comply with all public improvement procurement laws, as outlined in the plans and specifications and including but not limited to: Iowa Code chapter 26 related to public construction bidding; Iowa Code chapter 73 related to preferences; Iowa Code chapter 573 related to labor and materials on public improvements; rules promulgated by the Department of Administrative Services – General Services Enterprise as they may apply; rules promulgated by the Department of Natural Resources and the Natural Resources Commission, as they may apply; and any federal statutes, rules and/or executive orders that may be associated depending on funding sources. Bidders shall comply with these laws to be considered and are encouraged to be familiar with public improvement procurement requirements and the bidding documents before submitting a bid.

Each bidder shall accompany the bid with a bid security as defined in Iowa code section 26.8. The bid security must be in an amount set forth in the bidding documents and made payable to the Iowa Department of Natural Resources. Failure to execute a contract for the proposed work and file an acceptable Performance Bond in an amount equal to 100% of the contract price and a certificate of liability insurance within thirty (30) days of the date of the award of the contract will be just and sufficient cause for the rescinding of the award and the forfeiture of the bid security.

## **SPECIAL NOTICE TO CONTRACTORS**

**CONTRACTOR IS RESPONSIBLE FOR CONTACTING STATE STORMWATER PROGRAM COORDINATOR (515/281-7017) FOR INFORMATION RELATING TO STORM WATER PERMIT THAT IS NECESSARY IF CONSTRUCTION ACTIVITIES DISTURB ONE ACRE OR MORE.**

**Contractors are responsible for contacting the DNR Construction Inspector and arranging for an on-site review of the project.**

**Direct questions concerning the Project Design, Drawings and Specifications to:**

Ken Jackson  
Facilities Engineer  
DNR Central Office  
Des Moines, Ia. 50319  
Ph: (515) 281-8684  
Fax:(515) 281-8685

**Direct questions concerning Site Review and Project Inspection to:**

Jason Kruse, District Inspector  
Indianola, Iowa  
Telephone: 515/250-3707  
Fax: 515/961-5071

**Direct questions concerning Bidding and Contract Procedures to:**

Linda Miller, DNR Procurement  
Wallace State Office Building  
Des Moines, Iowa 50319-0034  
Telephone: 515/281-3345

**In accordance with House File 2622 implemented by Iowa Code Sections 442.42 (15) & (16) and 422.47.47(5), Contractors may purchase qualifying items for work on this contract exempt from sales tax. The DEPARTMENT will issue an authorization letter and exemption certificate to the prime contractor and each approved subcontractor." *Complete information on qualifying materials and supplies can be found at [www.state.ia.us/tax](http://www.state.ia.us/tax), the Iowa Department of Revenue and Finance (IDRF) Web site. Links are found in the Business Taxes and Local Government categories. 701 IAC 19.1-20 is found in Tax Research/Tax Research Library.***

**Recorded bid results can be accessed by calling 515/242-6720. Printed bid tabs will not be available for 3 working days after the Letting date.**

Time and Date of Letting **11:00 AM, February 17, 2011**

**PROPOSAL**

Project No. **11-05-50-03**

Project Description and Location

**ROCK CREEK WMA  
JASPER COUNTY, IOWA  
SILT RETENTION STRUCTURES**

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

Located at: \_\_\_\_\_ ( ) \_\_\_\_\_  
(Address) (Area) (Telephone)

Amount of Proposal Guarantee	Specified completion date or Number of Working Days	Approx. or Specified Starting Date or Number of Working Days	Liquidated Damages Per Day
\$5,000.00	July 1, 2011	N/A	\$200.00

The undersigned hereby agrees, if awarded the contract, to execute the proposed contract and to furnish an approved performance bond in a amount not less than 100 percent of the contract award within 30 days after the date of approval of award of the contract, and to provide all labor, materials, and equipment required to complete the project designated above, for the price hereinafter set forth, in strict compliance with the contract documents prepared by the Iowa Department of Natural Resources.

The undersigned agrees, if awarded the contract, to commence the work within a reasonable time after the preconstruction conference or by the specific starting date, if so specified, and to complete the work within the contract period, or to pay liquidated damages in the amount stipulated herein for each calendar day the work remains uncompleted after the expiration of the contract period or any authorized reduction thereof.

A proposal guarantee in the amount stipulated herein is included with this proposal, to be forfeited to the Iowa Department of Natural Resources if the undersigned fails to execute the contract and furnish an approved performance bond, if awarded the contract.

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the state of Iowa, and also, a resident bidder shall be allowed a preference against a nonresident bidder from a state or foreign country which gives or requires a preference to bidders from that state or foreign country on projects in which there are no federal funds involved.

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

\_\_\_\_\_ Iowa Contractor Registration No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

**THE FOLLOWING AFFIDAVIT MUST BE COMPLETED AND NOTORIZED, 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 examined the drawings and specifications, carefully prepared the proposal 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)

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

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

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





**PROPOSAL GUARANTEE BOND**

**STATE OF IOWA  
DEPARTMENT OF NATURAL RESOURCES**

KNOW ALL MEN 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:

\_\_\_\_\_ 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 state of Iowa, acting by and through the Iowa Department of Natural Resources, hereinafter called the DEPARTMENT, its sealed proposal for a contract for the \_\_\_\_\_

at \_\_\_\_\_ in \_\_\_\_\_ County, Iowa.

**NOW THEREFORE,**

the conditions of this obligation are such that, if said proposal is rejected by the DEPARTMENT, or if said proposal is accepted by the DEPARTMENT and the PRINCIPAL shall enter into a contract in the form specified by the DEPARTMENT in accordance with the terms of the proposal and shall furnish a bond for the faithful performance of said contract in the form specified by the DEPARTMENT, 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 DEPARTMENT and the PRINCIPAL shall fail to enter into the contract as defined herein or shall fail to furnish the performance bond as noted above within thirty (30) days of the approval of the award, the PRINCIPAL and SURETY(S) agree to forfeit to the DEPARTMENT the penal sum herein mentioned, it being understood that the liability of the SURETY(S) shall in no event exceed the penal sum of 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 SURETY:**

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

If a partnership all partners must sign.

PGB-1



United State Environmental Protection Agency  
Washington, DC 20460

**Certification Regarding  
Debarment, Suspension, and Other Responsibility Matters  
EPA Form 5700-49 (11-83)**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agencies.
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or 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 Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I Understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine up to \$10,000 or imprisonment for up to 5 years, or both.

\_\_\_\_\_  
Type Name & Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative Date

? I am unable to certify to the above statements. My explanation is attached.

## **Instructions:**

Under Executive Order 12549, an individual or organization debarred or excluded from participation in Federal assistance or benefit programs may not receive any assistance award under a Federal program, of a sub agreement thereunder for \$25,000 or more.

Accordingly, each prospective recipient of an EPA grant, loan, or cooperative agreement and any contract or sub agreement participant thereunder must complete the attached certification or provide an explanation why they cannot. For further details, see 40 CFR 32.510, Participants' responsibilities, in the attached regulation.

## **Where To Submit**

The prospective EPA grant, loan, or cooperative agreement recipient must return the signed certification of explanation with its application to the appropriate EPA Headquarters or Regional office, as required in the application instructions.

A prospective prime contractor must submit a completed certification or explanation to the individual or organization awarding the contract.

Each prospective subcontractor must submit a completed certification or explanation to the prime contractor for the project.

## **How To Obtain Forms:**

EPA includes the certification form, instructions, and a copy of its implementing regulation (40) CFR Part 32) in each application kit. Applicants may reproduce these materials as needed and provide them to their prospective prime contractors, who, in turn may reproduce and provide them to prospective subcontractors.

## **Additional copies/assistance may be requested from:**

Compliance Branch  
Grants Administration Division (PM-216F)  
U.S. Environmental Protection Agency  
401 M Street, SW  
Washington, DC 20460  
(Telephone: 202/475-8025)