



## REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

**The City of Polk City, Iowa is seeking competitive qualification proposals for contracting for a City-wide Soil Quality Restoration (SQR) Project. Contractors qualified to perform the work are invited to submit competitive qualification proposals, pursuant to the requirements of Section 26.14 of the Iowa Code.**

**1. Description of the contractual services to be performed pursuant to this solicitation.**

**a. Background**

Polk City is leading a second Batch and Build Soil Quality Restoration (SQR) Program in collaboration with Polk County and the Iowa Department of Agriculture and Land Stewardship. Polk City's first batch was in Fall of 2021, with 65 homeowner properties completed. Through this program, residential homeowners have submitted applications to the city to complete soil quality restoration projects over existing turf yards. Rather than requiring homeowners to hire individual contractors like traditional cost-share programs, the city is furthering its 2021 approach to bundle all projects together with a single contractor that is hired by the city. The goal of the program is to improve efficiency for installations and simplify the implementation process for Polk City residents. Through the program, homeowners are eligible for a 50% cost-share.

**b. Location and Timeline**

Currently Polk City has 65 applications into the program and funding to complete \$200,000 in total construction costs. This funding consists of \$100,000 funding from the Iowa Department of Agriculture and Land Stewardship matched with \$100,000 in homeowner payments. Participating residents are required to complete SQR on all existing turf grass on their property, including City right-of-way. All properties were measured via aerial mapping and a site verification by staff has been completed. Following the bidding process, homeowners will be notified of their final cost and provided a 30-day window to provide payment to Polk City. It is expected that some homeowners will opt out of the program following cost notification and it is expected that additional applications will come into the program after SQR work begins. It is expected that the contractor will work with the City to develop an implementation schedule, focusing on implementing projects in groupings based upon geographical location.

The contractor is expected to be able to begin SQR applications by mid-September, dependent upon weather conditions and homeowner payments. Project shall be completed by November 30, 2023.



## REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

### **c. Communication Requirements**

Communication will be a vital part of the Polk City Soil Quality Restoration Cost-Share Program. It is expected that the contractor will keep in close communication with homeowners and the city.

#### **i. With homeowners.**

At a minimum, the contractor will help plan and participate in a pre-project webinar with participating homeowners, provide a pre-project checklist and notification to homeowners 7-14 days prior to application, and serve as the primary point of contact for homeowners immediately before and following applications to address any issues that arise. Issues may include damaged property, raking of over applied compost, and answering follow up questions.

- ii. **With City.** At a minimum, notice of lane closures and work zone locations shall be submitted timely for staff to acquire proper permitting and announcing to the public and participants.

**\*\*\*Contractor shall submit a communication plan with bid, not to exceed two pages.**

### **d. Specifications**

Compost applications shall follow the requirements of the Iowa Stormwater Management Manual Section 2E-6 Soil Quality Management and Restoration. Method 8 shall be used to apply soil quality restoration over existing turf, with compost applied at a depth of 1/2" to 3/4" dependent upon site characteristics.

A deep tine aerator that can pull at least a 3" plug will be required for applications.

Yards shall be over seeded following compost application at a rate of 3 pounds per 1,000 square feet.

**\*\*\*Contractor shall submit seed type recommendation and justification with bid.**

### **e. Compost Availability, Hauling, and Storage**

Polk City has organized available compost from Metro Waste Authority, available at the East Landfill at a cost of \$15 per yard. Compost will be available for contractors by September 1, 2023. The contractor shall be responsible for all compost hauling and Polk City shall provide a local compost staging location at the public works facility, located at 301 E Northside Dr., Polk City, Iowa 50226. Secured access will be provided to the contractor, including the opportunity to leave loading equipment on site.

If compost is delivered to homes prior to application, the contractor shall be responsible for traffic control measures and all clean up.



## REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

### **2. Time, Place and Manner for Filing Competitive Proposals.**

- a. Competitive qualification proposals for contractual services described above shall be filed in the office of the City Clerk, 112 3<sup>rd</sup> Street, Polk City, Iowa, 50226, on or before **Monday, August 28, 2023, at 12:00pm**. The City Council will review and discuss bid results at their meeting on August 28, 2023, at 6:00pm, at City Hall.
- b. Competitive proposals shall be filed with the City Clerk by –
  - i. placing them in the United States Mail, appropriately stamped and addressed to the City Clerk's office at:  
City of Polk City, PO Box 426, City of Polk City, Iowa 50226
  - ii. filing them in person at the office of the City Clerk at City Hall
  - iii. e-mailing them as an e-mail attachment, addressed to the City Clerk's e-mail address, [jcoffin@polkcityia.gov](mailto:jcoffin@polkcityia.gov)
- c. If a competitive proposal is delivered by U.S. Mail or by in-hand delivery, it shall be placed in a sealed envelope addressed to the City Clerk at the address stated above. Competitive proposals received after the time stated above will not be considered and the quoting contractor will be so notified.

### **d. Competitive Proposals to be submitted on Form Provided.**

Competitive proposals shall be filed on the Competitive Proposal form provided by the City and included with this RFP. Competitive proposals which are filed in any other form shall be determined to be non-responsive and shall be rejected by the City.

### **e. Evidence of Insurance Required.**

- a. Each contractor submitting a proposal pursuant to this RFP shall be required to commit to provide to the City, at the time of the award and execution of the contract, a certificate(s) of insurance naming the City of Polk City as an additional insured for any applicable general liability insurance, evidencing insurance with coverage in the following minimum amounts.



## REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

<i>Workers Compensation</i>	<i>Statutory</i>
<i>Contractors General Liability</i>	
A. <i>General Aggregate</i>	<i>\$2,000,000</i>
B. <i>Products – Completed Operations Aggregate</i>	<i>\$2,000,000</i>
C. <i>Personal and Advertising Injury (per person/organization)</i>	<i>\$1,000,000</i>
D. <i>Bodily Injury and Property Damage (per occurrence)</i>	<i>\$1,000,000</i>
E. <i>Fire Legal Liability Damage (any one fire)</i>	<i>\$ 50,000</i>
F. <i>Medical Expense Limit (any one person)</i>	<i>\$ 5,000</i>
<i>Automobile Liability</i>	
A. <i>Bodily Injury</i>	
a. <i>each person</i>	<i>\$1,000,000</i>
b. <i>each accident</i>	<i>\$1,000,000</i>
B. <i>Property Damage</i>	<i>\$1,000,000</i>
C. <i>Combined Single Limit</i>	<i>\$1,000,000</i>
D. <i>Umbrella</i>	<i>\$1,000,000</i>

**f. Required Commitments by Contractors / Payment.**

- a. Contractors submitting proposals pursuant to this RFP shall be required to commit to the execution of a contract for the work in the form required by the City, which form of contract is included with this RFP.
- b. Contractors submitting proposals pursuant to this RFP shall be required to commit to the commencement of the work comprising the above-described contractual services after awarded on and shall be required to commit to the contract to begin **August 29, 2023 and end December 31, 2023.**

**g. Sales Tax.**

The City will issue special sales tax exemption certificates to the contractor awarded the contract to perform the work and to its subcontractors, pursuant to Iowa Code Section 422.42, (15) and (16) and Iowa Code Section 422.47 (5). The contractor awarded the contract for the work and its subcontractors should present such certificate when procuring materials and equipment for the project and should not pay sales tax for such materials and equipment. Accordingly, the contractor should not include sales tax in its competitive proposal for the work. The city will not accept contractor claims for reimbursement of sales tax, will not attempt to obtain a refund of sales taxes paid from the State of Iowa, and will not reimburse the contractor for any sales taxes mistakenly paid by it or its subcontractors.



## REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

### **h. Evaluation of Competitive Proposals.**

If a quoting contractor does not submit its proposal on the form required by the governmental entity or does not provide all information or documentation or make all commitments required by the governmental entity or does not cause said form to be executed as required by the governmental entity, said proposal shall be determined to be non-responsive and shall be rejected by the governmental entity.

### **i. Execution of Contract Evidence of Insurance.**

Upon the City's determination which contractor has submitted the lowest responsive, responsible proposal, the City will take action to award the contract to that contractor, conditioned upon the contractor's submission, the City's approval, of the contractor's evidence of insurance, and further conditioned upon the contractor's execution of a contract in the form included with this RFP and its approval and execution by the City.



# REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

**Proposal Form  
Request for Proposal  
SQR Project  
City of Polk City, Iowa**

**Company Name** \_\_\_\_\_

**Business Owner** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**\*Price per square foot as outlined in the document:**

\_\_\_\_\_

**Please also provide the city with 3 Professional References for successful projects completed. References should include Name of property owner or organization successfully worked with, address and contact information for reference.**