

REQUEST FOR PROPOSALS
BENTON-TAMA NUTRIENT REDUCTION DEMO PROJECT
WATER QUALITY ANALYSIS AND REPORTING SERVICES

March 5, 2020

The Benton County Soil and Water Conservation District (District), in coordination with funding from the Iowa Department of Agriculture and Land Stewardship (IDALS), is issuing a request for proposals for water quality analysis and reporting services. Each entity will need to submit three proposals: two digital copies and one hard copy. Interested entities are invited to submit proposals by close of the business day on April 15, 2020. Proposals should be sent to the attention of Hank Wehrman, Chair of the Benton County Soil and Water Conservation District at jessica.rambo@ia.nacdnet.net and Rose Danaher, Environmental Specialist, at rose.danaher@iowaagriculture.gov. A third copy must also be mailed to Rose Danaher, Benton County SWCD, 1705 W. D St., Vinton, IA 52349.

The District, in coordination with IDALS staff serving as watershed coordinator, will collect the water samples twice a month. Samples will be collected from streams, field tile outlets, and select intake/outlet sites of bioreactors, saturated buffer(s), and wetlands. A more detailed list of sites and schedule is included in Appendix A of this document. The contract period will be three years.

The submitted proposal must include the following:

- A discussion of the Contractor's capabilities and qualifications to perform described services.
- Assurance that the Contractor will assess, at a minimum, nitrate, nitrite, and phosphorus concentrations as well as loads. (See Appendix A.)
- A list of itemized prices for lab testing, staff time, data management, analysis, reporting, postage, travel, and miscellaneous costs.
- Total annual costs for each of the three years.
- A total price for all three years. This price will be considered as the official, estimate price that will not be exceeded.
- A section describing the process to follow should either party decide to modify or terminate the contract.
- A plan and associated documents for seeking landowner permission for water monitoring, and for informing landowners of results.
- A description of what type of reports, and in what format, will be given to the District and the IDALS staff serving as watershed coordinator.
- An assurance that the Contractor will present monitoring results and data once per year at the watershed project's annual meeting (see Appendix A).
- Assurance that the Contractor is available to answer questions (verbal and written) from the District or IDALS staff serving as watershed coordinator.
- A sample of the type of report(s) that will be provided.

Proposals will be selected based on price as well as qualifications. Upon selection, and with additional approval from IDALS, the Contractor shall enter into a contract with the District. The Contractor must submit a certificate of insurance, including general liability, with a minimum amount of \$1,000,000. Services can commence after the contract is fully executed. All work shall be coordinated with the district and landowners. The Contractor must retain records relating to this project for a period of three years after its completion.

The IDALS Watershed Coordinator and the District will select monitoring sites. The Contractor must request and document permission from landowners. The Contractor will designate an individual as the primary communicator with landowners. Unless alternative arrangements are made, the IDALS Watershed Coordinator will provide notice about entry into the property at least 24 hours in advance.

Payment for contracted services will occur quarterly, with the Contractor submitting an invoice for provided services during that quarter. IDALS staff will consult with the Contractor as billing processes are established. In certain circumstances, the District can implement a different payment schedule if requested.

Services will commence after the contract is fully executed. In the event of work outside the scope of the contract, amendments may be made subject to approval by both parties.

Questions over the RFP and/or contract may be directed to Jessica Rambo, at jessica.rambo@iowaagriculture.gov, or call (319) 472-2161 x3.

Appendix A

Water Sample Analysis Specifications

1. Total Samples to be Analyzed per Year: 432-442

This total consists of the following:

1. Stream Site Schedule: 224 Samples per year
14 Stream sites. 2 samples per month April through November (8 months).

2. Tile Site Schedule: 208 Samples per year
13 Tile Sites. 2 samples per month April through November (8 months).

3. Miscellaneous Sites and Targeted Monitoring: up to 10 Samples per year.
An additional 10 samples per year are expected for miscellaneous measures of potential edge-of-field sites.

2. Water Sample Measures:

Total Phosphorus, Dissolved Phosphorus, Ortho-phosphorus, Nitrate as N, Nitrite as N. Water quality measures of Nitrate and Phosphorus must be reported as concentration and load. Volume of water must be assessed for tile outlets.

3. Sample analysis and Handling:

Water samples will be collected by the watershed coordinator or volunteers. The contractor must be able to implement and manage shipping and receiving of samples in a timely manner.

4. Reporting Results:

The contractor must present a summative report of water sampling in early December of each year during which the contract applies. This presentation will be given during an annual review for the watershed advisory board. The presentation will be scheduled in advance by the watershed coordinator.

Written reports with appropriate charts, graphs or tables must be provided by December 5 of each year the contract is in force. The contractor also needs to be available to answer questions about results and to provide graphs, small-scale reports, or other written material if requested.

The contractor will need to provide monthly data (via e-mail or written and mailed) for the “Producer Round Table Project.” These data will be sent to each producer for his/her individual tile outlet or bioreactor site, and in aggregate to the watershed coordinator.

Watershed Coordinator Role:

The watershed coordinator will serve as the point person for communication between the contractor, the Soil and Water Conservation District, producers, and IDALS.