

# Request for Proposals

## Phase 1 – Retaining Wall and Drainage

City of Glenwood, IA

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The City of Glenwood in conjunction with the Kiwanis Club of Glenwood is making Hiley Park handicap accessible. This project will be occurring in three phases. Phase 1 is to replace the existing retaining wall which runs along the east side of the playground for approximately 74 feet. The retaining wall is approximately 4 feet tall for 35 feet and then tapers down to 1 foot in height over the remaining 35 feet. All efforts must be made to maintain the existing hackberry tree which is located adjacent to the existing retaining wall. The edge of the retaining wall must always be at least 6 feet from the end of the slide.

The retaining wall will be made of stone or a similar durable product and should double as seating for the playground. Preference will be given to projects using bench boulder retaining walls (see photos for examples). Proposals for other materials will be considered with proper justification for their use. Cost will be considered when evaluating other retaining wall materials. The retaining wall must extend into the ground low enough to serve as a border for the pour in place on the east side of the playground.

This retaining wall is located at the bottom of a hill. Appropriate drainage to manage rainwater is required to maintain the hard surface playground that will be installed as Phase 2 of this project. Drainage must be completed with sustainability and environmental maintenance in mind. Soil filtration strips, rain garden preparations (plants will be added by the Kiwanis Club of Glenwood) and other sustainable features may be used as appropriate. Two soil filtration strips will be needed to direct water draining off the hill on the east side of the playground to the rain garden. The first soil filtration strip should be 5 ft wide and extend most of the 74 feet length of the playground. A second shorter (max 20 feet 5 feet wide) soil filtration strip should be added directly above the parking lot. The rain garden may be located on the east side of the parking area near where the large bush/tree is located. The removal of the bush/tree should be included in the quote. The rain garden will then be placed in the divot created by the remove the tree/bush that is removed from the side hill. Due to the slope of the hill a 12-inch-deep rain garden should be prepared. The Kiwanis Club of Glenwood will obtain and place the plants in the rain garden. Please include if any pea gravel is needed during the installation of the drainage. The existing pea gravel may be used for that purpose and will be provided. Drawing of the proposed placement and size of the soil filtration strip and rain garden are included in the site plan section of this document. Other drainage solutions may be proposed as part of your bid.

The contractor will be responsible for calling in any utility locates that are needed. Please note that there may be gas line running down the middle of Hillcrest Street and through portions of Hiley Park. Water and electricity run from Hillcrest Street to the existing shelter house. The contractor will be responsible for any financial or legal penalties that may result from utility disruptions.

This project is partially funded by an Iowa DNR/NPS grant. Any changes after the contract is issued must be submitted in writing. All approved changes must be received in writing prior to being implemented. This project must comply with the Build America, Buy America requirements. Section 70914 of the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, on or after May 14, 2022, outlines the Build America, Buy America requirements in detail. All iron or steel used for this project must be produced in the United States. Over 55% of all other material that are used must be produced in the United States. Any issues with the Build America, Buy America requirements must be included in the project bid.

**Questions:**

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All questions must be received at least 72 hours prior to the proposal deadline and should be directed as follows:

Michelle Wright at [KiwanisGlenwood@gmail.com](mailto:KiwanisGlenwood@gmail.com) or 402-536-0742

**Pre-Bid Conference:          Optional**

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A pre-bid conference will be held for parties interested in all scopes of work. All bidders are encouraged to review the worksite and attend their respective Pre-Bid Conference per the information below.

**Date: July 29, 2025**

**Hiley Park 128 Hillcrest Street Glenwood, IA 51534**

**Time: 10:00am**

**Bid Day:                                  August 15, 2025**

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Bidders must submit proposals electronically to [KiwanisGlenwood@gmail.com](mailto:KiwanisGlenwood@gmail.com). Proposals received later than this date or submitted on forms other than those provided with these RFP documents may be rejected.

Anticipated Construction Notice to Proceed:

August 28, 2025

## Notice to Bidders

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The bid shall be submitted electronically to [KiwanisGlenwood@gmail.com](mailto:KiwanisGlenwood@gmail.com) using the form provided. The uploaded signature document must be clearly labeled with the name of the bidder followed by a hyphen and each bid package number that they are bidding, separated by commas.

The signature sheet from the Bid Proposal Form (Exhibit A) shall be included in your submission as well as all other required documents, completed in their entirety.

### Bid Documents

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1. Exhibit A - Bid Proposal Sheet
2. Exhibit B – Bidder's Acknowledgements
3. Exhibit C – Additional Information

**NOTE: It is the responsibility of the bidders to ensure they have reviewed all documents pertaining to their work**

### Proposal Consideration & Acceptance

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To best serve their interests, City of Glenwood reserves the right to reject any or all proposals and award the project based on the best proposal to the Project Team. Being initially prequalified as a bidder does not in any way obligate the City of Glenwood to accept your proposal or award material contracts. No award will be made until the Project Team has concluded necessary and appropriate investigations to establish the responsibility, qualifications, and financial ability of the bidder to do the work as prescribed. Investigation may continue after proposals have been submitted, and the Project Team reserves the right to reject the proposal that does not pass investigations to the Project Teams' satisfaction. The Project Team reserves the right to waive informalities in proposals submitted and to hold and consider as many proposals as so desired for a period of sixty days after the proposals are opened. All bids shall remain valid for a duration of 90 Calendar Days.

Acceptance of Proposals (Award): It is the intent of the Owner and Project Team to award a contract to the lowest qualified proposer for each Phase noted, provided the proposal has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal which, in the Owner's judgment, is in the Owner's own best interests.

## Proposal Evaluation Criteria

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The Owner and Project Team reserves the right to hold a private Proposal Review Committee Meeting to review all proposals, which may include requests by the Committee for additional information, reference calls, oral discussions, or inquiries into the experience and responsibility of the proposer. The Project Team will perform an official de-scope of the proposing companies to ensure all included/excluded the same scope(s) of work. The lowest proposer does not necessarily mean that the contract will be awarded to that proposer. The Owner reserves the right to award a material contract to the proposer for each Trade Package that presents the Best Value to the Owner based on the Proposal Review Committee's Evaluation and de-scoping of each company.

Following the receipt of Proposals, all proposals will be opened and evaluated by the Owner and Construction Manager using the following criteria

- 1 Past Experience in Related Work
- 2 Past Experience - Performance
- 3 Business Location
- 4 Staff Experience/Qualifications
- 5 Ability to Meet Schedule
- 6 Price
- 7 Other as determined by Owner and Construction Manager

## Sales Tax

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Bidder shall not include sales tax in the bid. A sales tax exemption certificate will be available for all material purchased for incorporation in the project.

## Material Supply Bond

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Material Supply Bond for the finalized contracts may be required. Do not include the bond cost in the unit and extended price columns of Exhibit A.1 Detailed Price Bid form. Please provide the bond amount as indicated on Exhibit A.1 Detailed Price Bid form. Please provide a guarantee of surety from your bonding company stating that a bond can be acquired.

## Contract Award

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The City of Glenwood will issue a contract for the work as per the contract documents. The contract will be issued in the standard City of Glenwood contract. Subcontracting in to with Bidder's terms and conditions is not acceptable

## General Proposal Information

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Proposals should be made in accordance with the following:

- 1 Prior to submitting a proposal, the bidder shall notify the below via email of the bid packages intended to be bid:  
  
Michelle Wright at [KiwanisGlenwood@gmail.com](mailto:KiwanisGlenwood@gmail.com)



	Before submitting a proposal, bidders should carefully examine the drawings, specifications, instructions, and bid package and fully inform themselves of all existing conditions and limitations. The bidder may compare the premises and site with all bid documents to understand the actual conditions of the existing construction, conditions, elevations, etc., affecting their performance of work. No considerations will
2	subsequently be allowed due to error or oversight on the part of the bidder. Neglecting the requirements will not be accepted as a reason for delay in work or for adjustment of the contract sum. Failure on the part of the bidder to acquaint themselves with all available information will not relieve them from responsibilities included with their scope of work.
3	Any addenda issued shall be covered and included in the proposal and in closing a contract; they shall become a part thereof.
4	No oral proposals will be considered
5	<b>Bid proposals shall be made on the form provided.</b> The signatures should be handwritten, and the complete form shall be without alteration or erasure. Any alteration to the Bid Proposal Form may be grounds for rejection of the bid.
6	Bid Proposals shall be submitted Virtually to KiwanisGlenwood@gmail.com
7	The Project Team may elect to interview contractors who submit bid proposals upon receipt of bids.
8	If there is an error in your bid, you will be allowed the option of performing the work for your original bid price or withdrawing your bid which may require a forfeiture of your bid bond.
9	<b>Provide all information requested on the bid proposal form</b>
10	No bid bond will be required for this project.

## Bid Schedule

RFP Issuance	July 23, 2025
Optional Virtual Pre-Bid Meeting	July 29, 2025 10:00 AM
Questions Due	August 12, 2025 5:00 PM
Proposals Due	August 15, 2025 5:00 PM
Anticipated Notice to Proceed	August 28, 2025

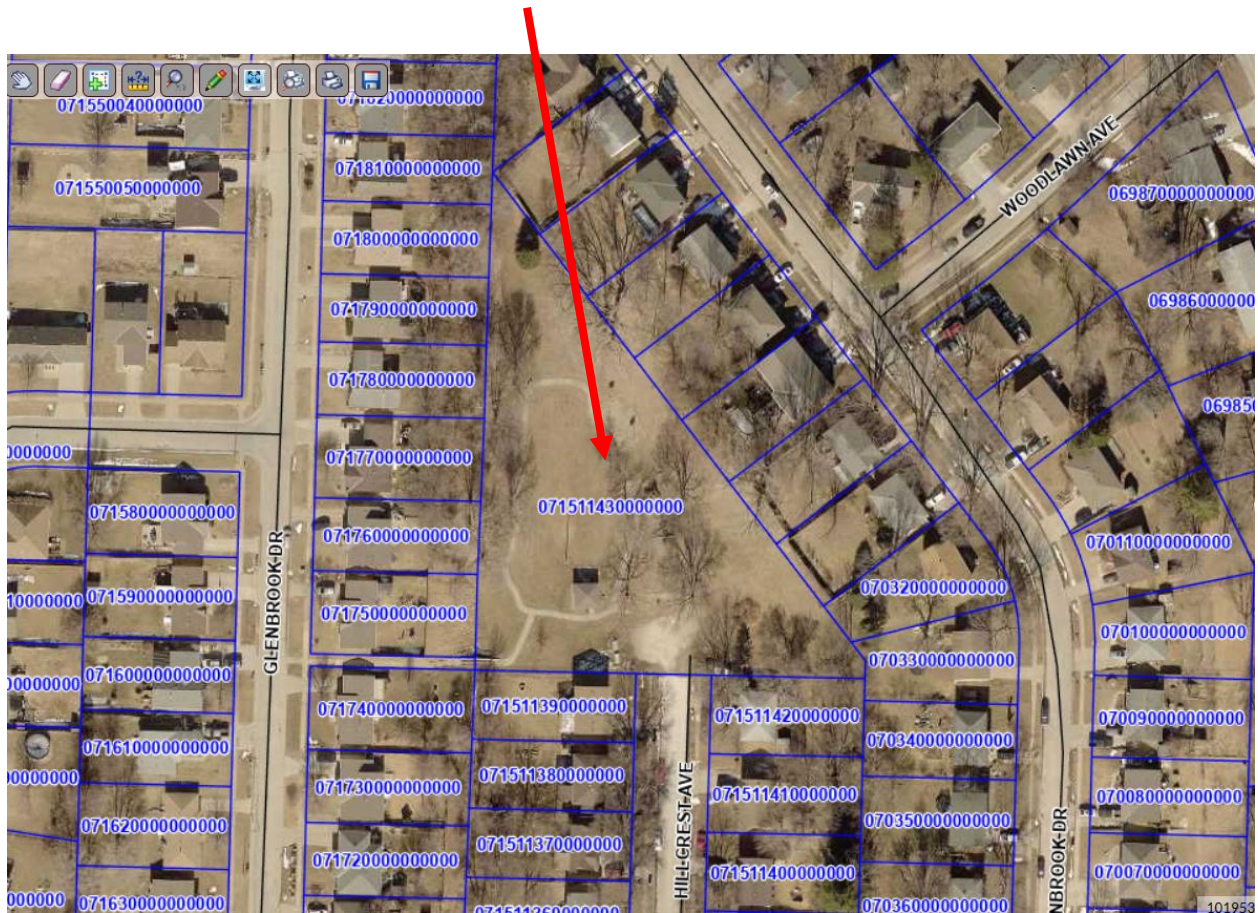
Bidders must submit proposals Virtually per the RFP instructions on or before the Proposals Due date and time indicated above. Proposals received later than this date/time or submitted on forms other than those provided with these RFP documents are subject to be rejected

## Site Plan

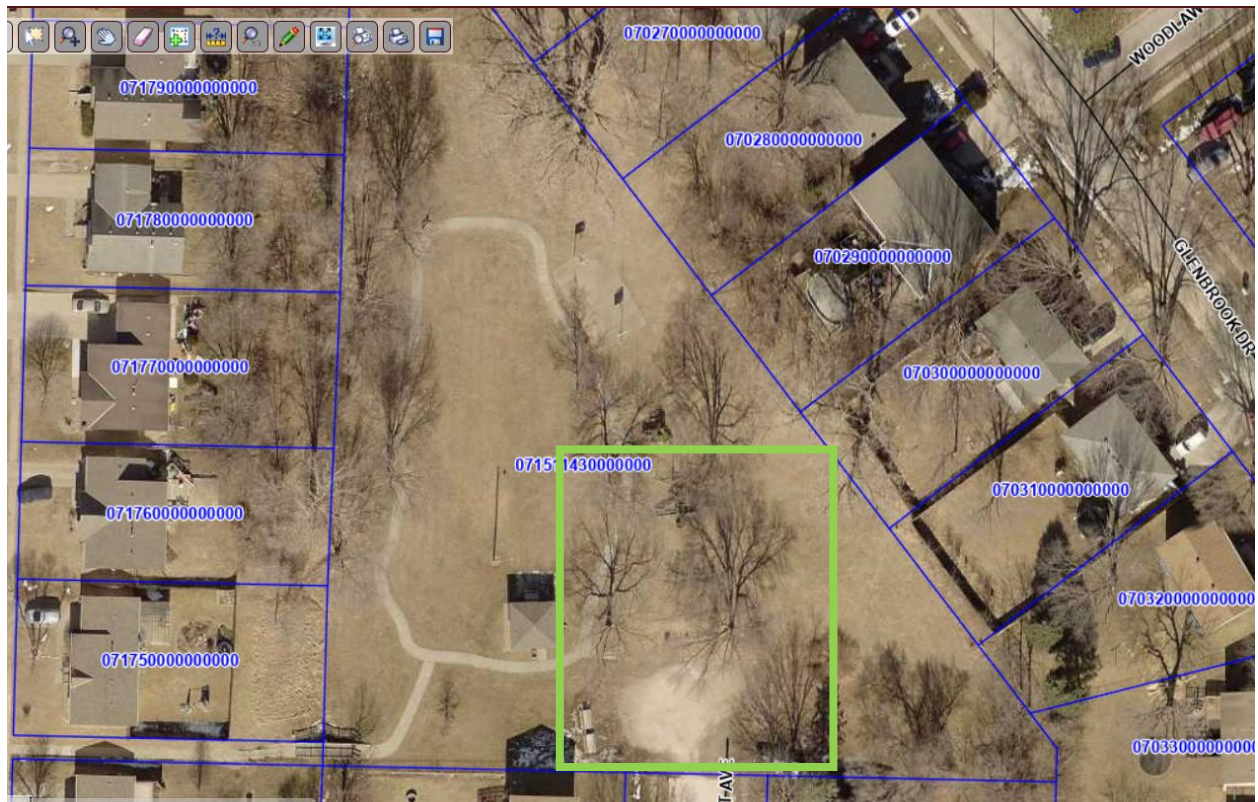
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On the following pages you will find a site plan, location information and pictures of Hiley Park at it exists today and notes regarding the changes that are included in this project.

The triangular lot with the red arrow is the existing Hiley Park (128 Hillcrest Ave). This is where the project will take place.



Below is a close up of the park. We will be working on the playground which is located in the top center of the green box. The existing playground equipment will remain. The surface below the playground will be resurfaced to be handicap accessible with a pour in place surface. The existing retaining wall will be replaced with a stone retaining wall. The parking area located at the bottom of the green box will then be converted from gravel/dirt to concrete.

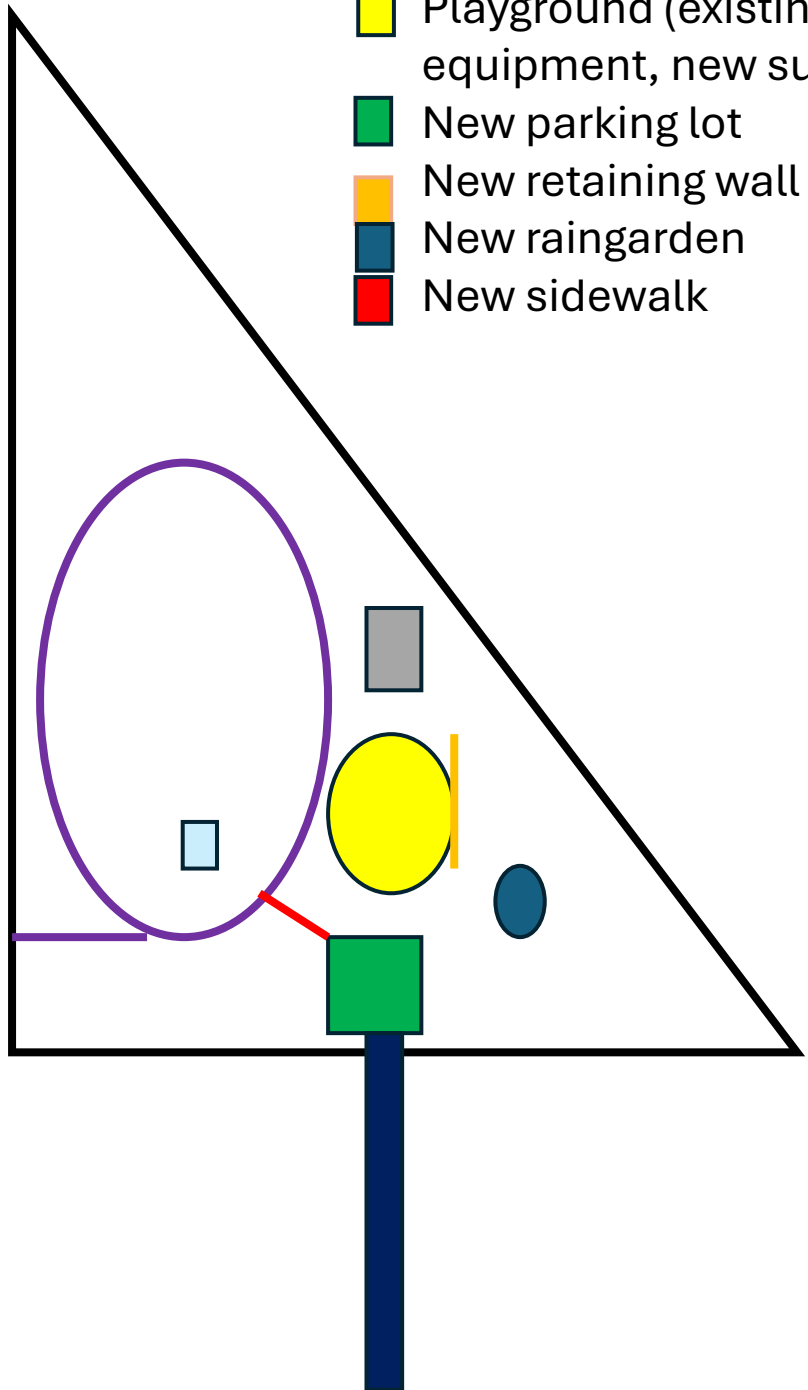


# Hiley Park

128 Hillcrest Street  
Glenwood, IA 51534  
1.58 Acres

## Key

- Existing Sidewalk
- Existing Shelter House
- Existing Basketball Court
- Existing Street
- Playground (existing equipment, new surface)
- New parking lot
- New retaining wall
- New raingarden
- New sidewalk



North

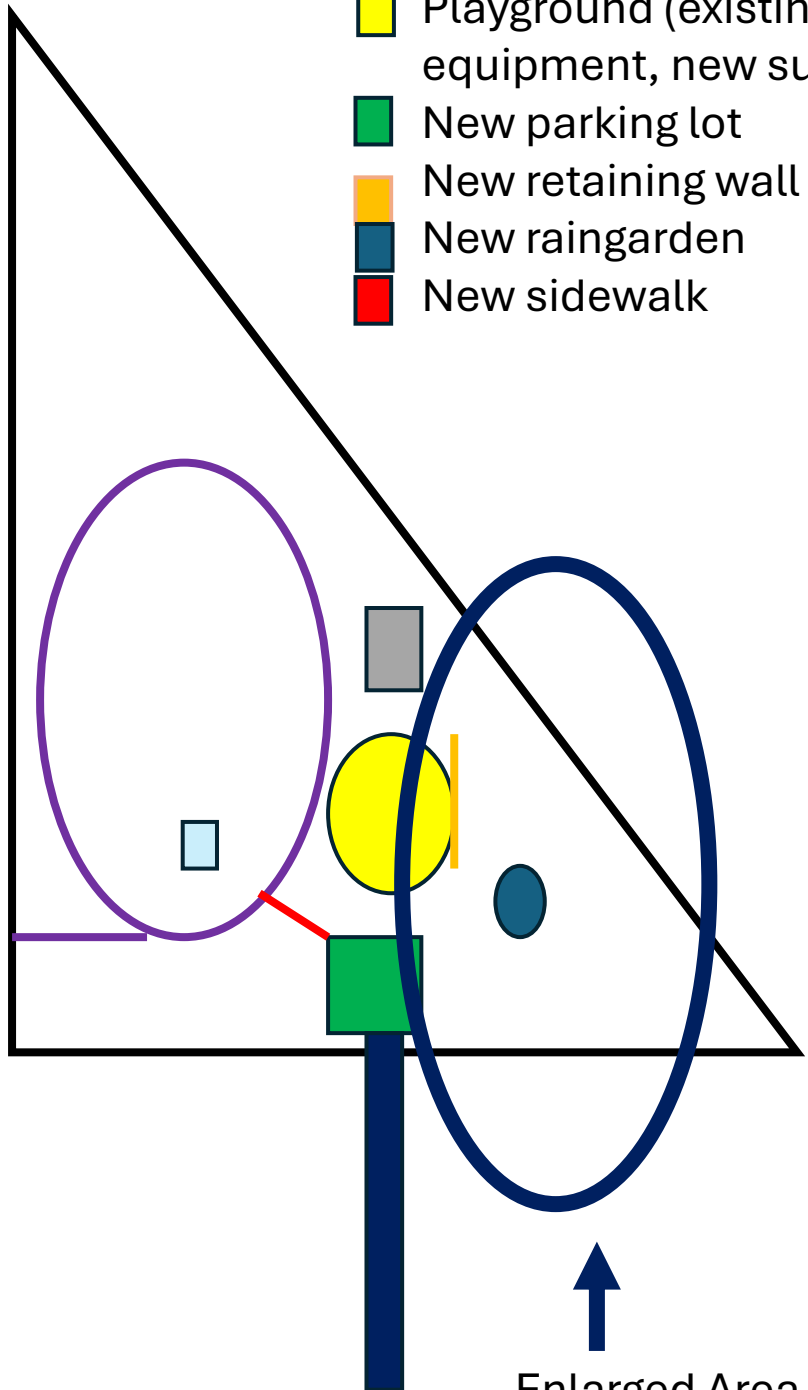




# Hiley Park

128 Hillcrest Street  
Glenwood, IA 51534  
1.58 Acres

- Key
- Existing Sidewalk
  - Existing Shelter House
  - Existing Basketball Court
  - Existing Street
  - Playground (existing equipment, new surface)
  - New parking lot
  - New retaining wall
  - New raingarden
  - New sidewalk



North








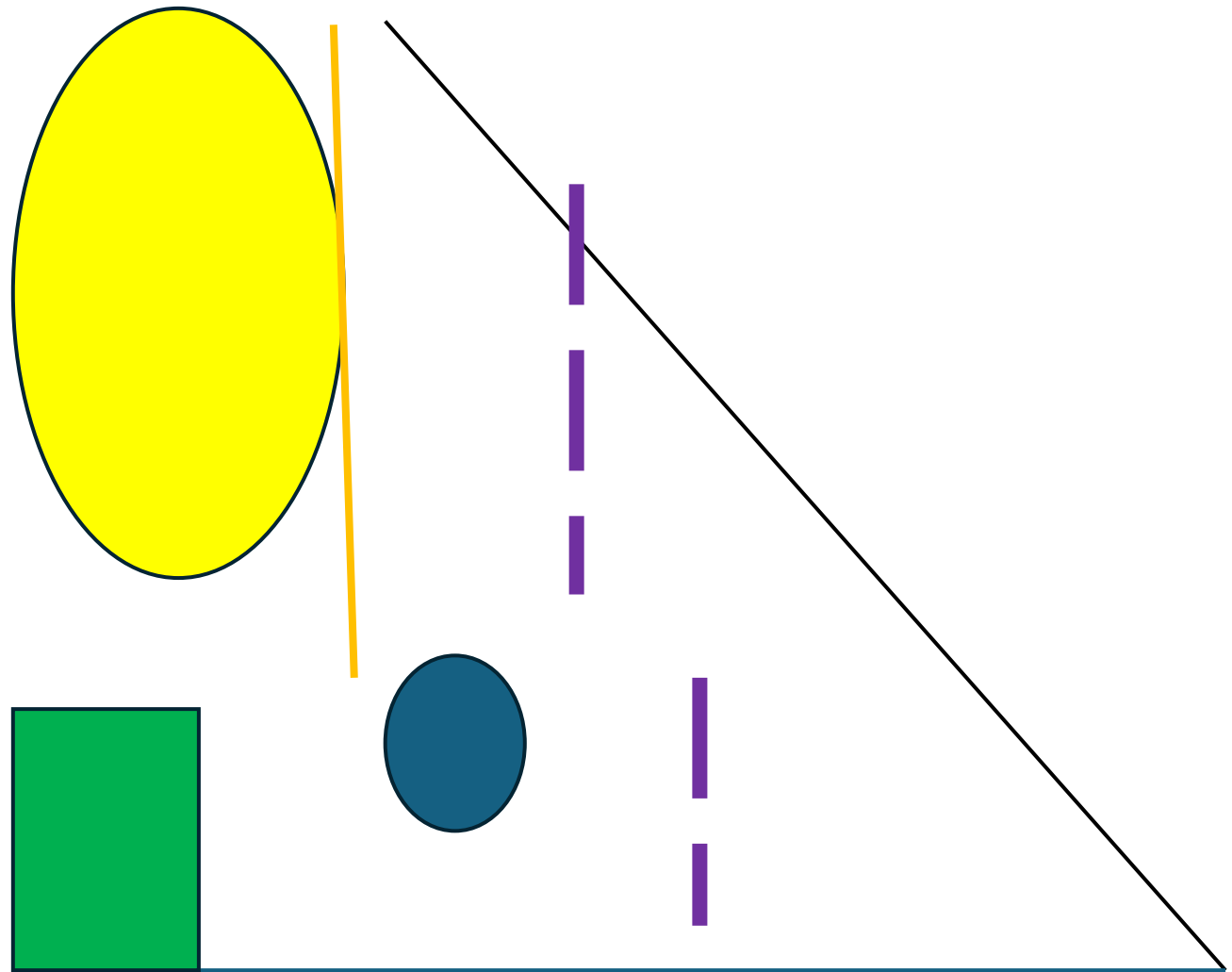
Enlarged Area

# Hiley Park

128 Hillcrest Street  
Glenwood, IA 51534  
1.58 Acres

## Key

-  Playground (existing equipment, new surface)
-  New parking lot
-  New retaining wall
-  New raingarden
-  New Soil Filtration Strips



North



Below is a section of the retaining wall that will be replaced with a stone retaining wall.









Current Side Hill (Location of Soil Filtration Strips and Rain Garden)





















Bench Boulder Retaining wall (example)









Below are pictures of the existing playground equipment. This equipment will not be removed. The new pour in place surface will be run where the pea gravel is currently. The maximum depth of excavation is 24 inches. However, the contractor hopes they will not have to go that deep.

















Below are pictures of the existing parking area. The parking area is only planned to be 1600 square feet. The new parking area must connect the 2 existing sidewalks on Hillcrest Street that exist today. A new sidewalk will be installed to connect the northwest portion of the new parking lot with the existing walking trail. Please note that there may be utilities located under the southwest portion of the new parking lot. Water and electricity run from Hillcrest Street to the existing shelter house. The contractor will be responsible for calling in any utility locates that are needed.



















## Timeline

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On the following page is an estimated timeline for this project. The current project timeline has Hiley Park closing on September 5. Phase 1 is proposed to start on September 15<sup>th</sup>, however, it may start anytime after September 7. This should be discussed with the Kiwanis Club of Glenwood and the City of Glenwood. Phase 1 construction must be finished no later than October 5. A fee of \$250/day will be assessed for each day after October 5 when completion is delayed. Phase 2 of the project is scheduled to start on October 12 but may start as early as October 6 if no delays have been experienced with Phase 1. Phase 3 is scheduled to start on November 10. Since Phases 2 and 3 are extremely weather dependent this day will be confirmed as the project proceeds. If Phase 3 of the project, it delayed until spring 2026 it will be required to be rebid.

[illegible]

# Exhibit A - Bid Proposal Form

**Bid Package(s)** \_\_\_\_\_

List the number and name of each bid package you are bidding

**Firm** \_\_\_\_\_

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

**City, State ZIP** \_\_\_\_\_

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

**Contact Name** \_\_\_\_\_

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

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

**Deliver Bid to:** KiwanisGlenwood@gmail.com

Please initial the following items:

1. \_\_\_\_\_ Acknowledgement of Addenda: \_\_\_\_\_thru \_\_\_\_\_
2. \_\_\_\_\_ Guarantee of Surety (attach proof of ability to provide 100% Payment and Performance Bonds)
3. \_\_\_\_\_ Bidder confirms that it maintains in current good standing all licenses necessary to complete the work in the state in which the project resides  
State Contractor's License Number: \_\_\_\_\_
4. \_\_\_\_\_ Bid Validity – Bidder confirms the proposal is firm and not subject to escalation for a period of 90 days from the Proposal Due Date
5. \_\_\_\_\_ Acknowledgement of Exhibit B General Requirements
6. \_\_\_\_\_ Acknowledgement of Exhibit C Methods of Measurement



Having carefully examined the above referenced Bid Package(s) and all contract documents as prepared by CHC and examined all conditions affecting the work, the undersigned proposes to furnish all work as outlined by said documents for the Prices listed below:

### Phase 1 Unit Price Bid

NO.	BID ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	BID UNIT PRICE	BID PRICE
1	SITE PREPARATION / MOBILIZATION	1.0	LS		\$
2	REMOVALS	1.0	LS		\$
3	CONSTRUCT RETAINING WALL, COMPLETE	240.0	SF		\$
4	GRADING	1.0	LS		\$
5	RAIN GARDEN, COMPLETE	1.0	EA	\$	\$
6	SURFACE RESTORATION / SEEDING	1.0	LS		\$
<b>TOTAL UNIT PRICE BID – PHASE 1</b>					

A	Material Supply Bonds (valued at 100% of the Phase Package Total Above)	1.0	LS	\$
B	Material Escalation Cost (additional cost for holding bid for longer than 90 days)	1.0	LS	\$

### All Package Pricing

Total Sum Bid Package (all packages if bidding multiple): \$ \_\_\_\_\_

The Total Lump Sum Price stated above includes the cost of all the Work which is required or implied by the RFP documents, or which may be inferred therefrom, and which is customarily provided in furnishing a complete and finished work of its kind. Further, any and all alterations, modifications, and adjustments to the Work, which are reasonably foreseeable or customarily encountered in providing equipment, material, and services of the kind required by the resultant material contract, will be performed without additional compensation. Bid packages shall be awarded as a complete bid package. Partially priced packages will not be accepted.

### Package Price Deduct

Deduction amount if bidding multiple packages as if you are awarded all packages:  
(Insert \$0 if no deduct is provided)

\$ \_\_\_\_\_

### Material Supply Bond

Insert cost for total Material Supply Bonds valued at 100% of the Lump Sum Price Above:

\$ \_\_\_\_\_

## Attachments Required to be Submitted with your Bid

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1. Exhibit A - Bid Proposal Sheet
2. Guarantee of Surety from Bonding Company

## Other Considerations

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**The City of Glenwood reserves the right to reject any or all bids or to waive any formalities or irregularities in any bid, and to accept the bid or bids which seem most advantageous to the Owner.**

In the event a Contract is awarded to the successful Bidder, it shall be executed within 90 days. The Bidder shall return with their executed Contract all necessary bonds (payment, performance, statutory, warranty) and any insurance provisions or documentation as required by the bid documents.

If the successful Bidder fails or refuses to enter into a Contract as required by the Owner or fails to provide the required bonds and insurance to the Owner, within the time provided, said Bidder shall forfeit to the Owner the difference between the low bid of said defaulting bidder and the amount of the bid of the bidder to whom the Contract is subsequently awarded and the cost, if any, of republication of notice to bidders and all actual expenses incurred by reason of Bidder's default. The amount of said forfeiture shall not exceed the total amount of proposal. Negligence on the part of Bidder in preparing or submitting the bid confers no right for the withdrawal of the bid after it has been opened and shall not constitute a defense to or excuse from the requirements of this Provision.

## Signature

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The undersigned bidder, by signature hereon, certifies as follows:

1. The form of contract will be the standard CHC material contract available at time of contract award.
2. I have read and understand all the requirements of this bid package.
3. By executing this document, I am affirming that I am an authorized signatory for my Company, and I have the capacity to enter into agreements, execute bid documents, execute RFPs and any instruments, documents, and agreements.

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Seal and/or  
Notary \_\_\_\_\_

## Exhibit B - Bidder's Acknowledgements

1	Bidder has familiarized themselves with the site and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the Work.
2	Bidder is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress, and the furnishing of goods and special services.
3	Bidder has carefully studied all (1) reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structure at or contiguous to the site and (2) reports and drawings of hazardous environmental conditions that have been identified.
4	Bidder has obtained and carefully studied all additional supplementary examination, investigations, explorations, tests, studies, and data concerning conditions including surface, subsurface, and underground facilities at or contiguous to the site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto or accepts the consequences for not doing so.
5	Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the prices bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
6	Bidder is aware of the general nature of work to be performed by Owner, Construction Manager, and others at the site that relates to Work as indicated in the Bidding Documents.
7	Bidder has correlated the information known to the Bidder, information and observation obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
8	Bidder has given Construction Manager written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Construction Manager is acceptable to Bidder.
9	The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
10	Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner, or Construction Manager.
11	Bidder acknowledges that the estimated quantities are not guaranteed, and final payment for all Unit Price Bid Items will be based on actual quantities provided, measured as provided in the contract documents.
12	Each bid must be per the plans and specifications and complete for the bid package as described. Bids for partial bid packages will not be considered unless stated otherwise.
13	All bids shall be valid for a duration of 90 Calendar Days.

# Exhibit C – Additional Information

## Terms of Payment & Compensation Type

Type 1: Lump Sum:	Payment for lump sum work shall be inclusive of all labor, equipment, materials, and OHP for all items associated with the defined work. The work shall be paid for on an agreed upon percent complete within a given billing cycle and verified by the Construction Manager.
Type 2: Unit Cost:	Payment for unit cost work shall be inclusive of all labor, equipment, materials, and OHP for all items associated with the defined work. The work shall be paid for by the unit put in place within a given billing cycle. The units shall be verified by the Construction Manager prior to billing for the work. Over and Underruns shall be allowed for Type 2 compensation.

## Measurement and Payment

### Retaining Wall

Measurement for **Error! Reference source not found.** shall be in "SQUARE FEET" for the area of the face of retaining wall, measured from the top of the leveling pad to the top of the wall, including the coping or cap stones. Payment shall include excavation, foundation preparation, furnishing and placing wall units, geogrid (if necessary), leveling pad, granular backfill material and suitable backfill material.

### Removals

Measurement and payment for Removals shall be by the unit "LUMP SUM" and shall include the complete removal and disposal of all items within the project.

### Rain Garden, Complete

Measurement and payment for Rain Garden, Complete shall be by the unit "EACH" and shall include all labor, materials, tools, equipment, and incidentals to construct the rain garden. Work includes grading, placement of

### Site Preparation / Mobilization

Measurement and payment for Site Preparation / Mobilization shall be on a "LUMP SUM" basis and shall include all preparations of the site for construction of the work. Site preparation shall include temporary grading, stripping top soil, removal and storage of obstructions to the work, erection of fences and barricades, location and protection of all underground and overhead utilities, providing access to streets and drives, and traffic control as needed.

### Site Grading

Measurement and payment for Site Grading shall be ""LUMP SUM" and shall consist of the grading of the site to conform to the grades, cross sections, and contours need for proper drainage of the site. The Work shall include all excavation, shaping, and sloping of all cut areas, and all placing, compacting, shaping, and finishing of all embankments in fill areas necessary to complete all site and roadway grading, including subgrades, shoulders, slopes, intersections, approaches, and entrances.

### Surface Restoration

Measurement and payment for Surface Restoration shall be on a "LUMP SUM" basis and shall include all cleanup and restoration of the Project site. Restoration shall include all final and finish grading operations, replacement of obstructions previously removed for construction, repair of fences and gates, removal of temporary fences and barricades, cleanup of surplus materials and debris, restoration of all underground and overhead utilities to original



condition, replacement of pavements, including streets, drives, and sidewalks, which are not included in other bid items, and the opening of all streets and drives for traffic.

## General Clarifications

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<b>Rain &amp; Flood Events:</b>	All work areas shall be free of debris, materials, tools, and equipment at the end of each workday. Neither the construction manager nor the owner shall be liable for loss of materials, tools, or equipment in the event of a flood or major rain events. All work shall be bid accordingly based upon the site conditions.
<b>Bidding Instructions:</b>	All bidders are to evaluate and bid the line items within the bid form in its entirety or partial.
<b>Schedule of Values (SOV):</b>	The bidding contractor's schedule of values shall match the individual bid items exactly.
<b>Bid Bond:</b>	No bid bond will be required for this project.
<b>Protection of Existing Work:</b>	Bidders shall take precaution to protect all existing structures and appurtenances during construction. In the event of damage to surrounding items the Bidder shall be held responsible and liable for repairs.
<b>Open Excavations:</b>	Unattended open excavations shall be protected in accordance with OSHA standards.
<b>Clean up and Disposal of Debris:</b>	Cleanup and disposal of debris is the responsibility of the individual bidders and shall be performed at the end of each work period