

Engineering Design & Construction Services: Canton Access Improvements

- **Issuing Agency:** Jackson County Conservation Board (JCCB)
- **Contact:** Nathan Jones, Conservation Director
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- **Issue Date:** July 14, 2026
- **Submission Deadline:** July 28, 2026, by 4:00 PM CST

1. Project Objective & Background

The Jackson County Conservation Board (JCCB) is seeking competitive quotes from qualified professional engineering firms to provide comprehensive design, permitting, bidding, and construction services for the **Canton Access Improvements Project** along the Maquoketa River.

Canton Access is a critical 2.3-acre county-owned boat launch serving as the starting point for the scenic Canton-to-Royertown gateway segment of the Maquoketa River Water Trail. This regional effort is funded in part by the Iowa DNR Water Trails Grant Program and local matching infrastructure funds. The selected firm will evaluate the site, work alongside JCCB to identify specific site needs, and finalize engineering documents to deliver a fully permitted, ADA-compliant, and structurally sound river access point. The project aims to replace the failing gravel launch with a permanent concrete structure, mitigate active shoreline erosion, and optimize high-volume recreational traffic flow.

Compliance Note: All design work must comply with the *Iowa Water Trails Development Manual* and the *Iowa River Restoration Toolbox*.

2. Specific Project Elements & Design Requirements

The final construction documents must successfully integrate the following improvements:

- **Paved Concrete Boat Ramp:** Replacement of the current gravel launch with a heavy-duty concrete boat ramp designed to withstand seasonal ice-shove, high-water velocity, and heavy usage.
- **Safety Grading & Bank Stabilization:** Mitigation of high-bank obstacles along the steep bank approach to allow for safer take-outs and multi-user staging. This includes a Stepped Egress system allowing paddlers to stage safely at varying water levels, with a minimum design length of 25 feet.
- **Erosion Control & Shoreline Armoring:** Implementation of engineered shoreline protection, utilizing armoring and riprap bank stabilization as designated in the preliminary layouts to counteract active cross-current erosion.

- **Parking Footprint Optimization:** Regrading, widening, and defining the current gravel footprint to maximize vehicle-plus-trailer parking stalls, optimize turning radiuses for trailers, utilize adjacent overflow property efficiently, and manage stormwater runoff.
- **ADA Pedestrian & Paddler Circulation:** Integration of an ADA-accessible concrete sidewalk network or hard-surface pathway linking the primary parking footprints directly to the shoreline, offering safe, segregated pathways for paddlers, anglers, and boaters.

3. Required Scope of Services

The selected firm shall provide all labor, tools, and expertise to complete the following eight baseline tasks:

Task 1: Site Visit and Survey Update

- Conduct an in-person project kick-off meeting with JCCB staff and perform a comprehensive site assessment.
- Execute a utility locate via the Iowa One-Call system to map and update all active or abandoned subsurface utility lines within the project zone.
- Perform needed topographic and bathymetric surveys around the proposed boat ramp footprint and bank stabilization zone to capture riverbed profiles and bluff geometries.
- Deliverables: Kick-off meeting minutes, site observation photo-logs, and updated Civil3D/PDF survey files.

Task 2: 60% Preliminary Engineering Plans & Review

- Review the baseline design files and survey data with JCCB to isolate value-engineering opportunities.
- Develop a 60% preliminary site plan layout, including rough grading plans, boat ramp positioning, parking footprint layouts, and initial bank stabilization concepts.
- Facilitate a formal 60% plan review meeting with JCCB staff to gather feedback, layout adjustments, and design preferences before advancing to final modeling and detailed design.
- Deliverables: 60% Preliminary plan sheets and 60% review meeting minutes.

Task 3: 90% Engineering Plans

- Incorporate all feedback and comments received during the 60% JCCB plan review.
- Perform structural design calculations to finalize the concrete ramp and bank armor configurations.
- Develop an updated 90% Site Plan, complete construction plan sheets, itemized material quantities, and an updated opinion of probable construction cost.

- Draft technical project specifications match Iowa DOT standards or other professional standards as approved by JCCB.
- Deliverables: 90% Engineering plans, cost estimate, and draft technical specifications.

Task 4: Regulatory Permitting Assistance

- Prepare, submit, and track all necessary Joint Sovereign Lands and Floodplain permit applications to the Iowa DNR Flood Plain/Sovereign Lands Sections and the US Army Corps of Engineers (USACE).
- Secure local County floodplain development permits.
- Develop a site-specific Stormwater Pollution Prevention Plan (SWPPP) if the site meets the size thresholds in design requirements.
- **Deliverables:** Complete copies of all submitted permit packages and SWPPP files as needed.

Task 5: Final 100% Construction Documents

- Incorporate all modification requests and stipulations issued by the USACE, Iowa DNR, and JCCB.
- Provide stamped, construction-ready 100% plans, final project specifications, and a finalized bid-letting cost estimate.
- **Deliverables:** Stamped 100% construction plans, final specifications, and final bid-letting cost estimate.

Task 6: Bidding Assistance

- Coordinate the public bid letting process alongside JCCB: manage the official plan holders list, field technical contractor inquiries, author necessary addenda, attend the pre-bid meeting, and review submitted bids to provide a formal award recommendation.

Task 7: Construction Administration

- Serve as the Owner's representative: conduct a pre-construction conference, review contractor submittals, and issue responses to RFIs or Architect's Supplemental Instructions (ASIs).
- Attend up to three (3) on-site construction progress meetings and perform three (3) active construction site visits to ensure adherence to plan specs.
- Conduct a substantial completion walk-through to compile the punch list, followed by a final closeout inspection.

Task 8: Construction Staking

- Provide construction survey control points for grading contractors.

- Field-stake all limits of disturbance, demolition lines, and proposed structural elements (concrete boat ramp, parking lot geometry, and bank stabilization elevations).
- **Baseline Request:** Quote must assume three (3) dedicated trips to the site for staking phases.
- Provide the contractor with project CAD files that align with construction staking.

4. Project Schedule & Milestones

To maintain compliance with state grant funding requirements, the project must strictly adhere to the following target timeline:

Milestone	Target Date
RFQ Proposals Due	July 28, 2026 (by 4:00 PM CST)
Engineering Contract Awarded	Following Board Approval
60% Preliminary Plans Submittal & Review Meeting	August - October, 2026
90% Plans & Permitting Submissions Completed	October 2026- January 2027
Final 100% Construction Documents Ready	January 15, 2027
Project Out for Public Bid Letting	February 2027 (<i>Timeline dependent on grant funding</i>)
Construction Window	Spring / Summer 2027

5. Fee Proposal Format

Firms must provide a **Not-to-Exceed Total Fee** structured explicitly around the tasks listed below. Proposals must include an attached standard 2026/2027 hourly rate schedule for all personnel classifications (Principal, Project Engineer, Survey Crew, etc.).

Phase Description	Total Not-to-Exceed Cost
Task 1: Site Visit and Survey Update	\$

Phase Description	Total Not-to-Exceed Cost
Task 2: 60% Preliminary Engineering Plans & Review	\$
Task 3: 90% Plans & (If Needed) Hydraulic Modeling	\$
Task 4: Regulatory Permitting Assistance	\$
Task 5: Final 100% Construction Documents	\$
Task 6: Bidding Assistance	\$
Task 7: Construction Administration	\$
Task 8: Construction Staking (3-trip baseline)	\$
PROJECT TOTAL BID	\$

Extension Pricing for Tasks 6, 7, and 8

In the event that the project timeline extends beyond **July 1, 2027**, the pricing for Tasks 6, 7, and 8 shall be subject to renegotiation between the contractor and the Jackson County Conservation Board (JCCB). Extended compensation may be structured using either an agreed-upon hourly rate or a per-line basis, subject to mutual written agreement.

6. Additional Services (To Be Quoted Separately)

Due to grant reimbursement documentation rules, please provide individual line-item costs or hourly rate estimates for the following supplemental services should they be triggered by JCCB:

1. **As-Built Survey:** Post-construction field verification and generation of record drawings.
2. **Daily Construction Observation:** Cost per day/hour for continuous on-site inspection outside of Task 7.
3. **Archaeological or Historical Property Surveys:** If required by state historical preservation officers during the NEPA/permitting review.

7. Proposal Submission Instructions

Submissions will be accepted until **4:00 PM CST on July 28, 2026**. Digital submissions in PDF format are highly preferred and should be emailed directly to Nathan Jones at **njones@jacksoncounty.iowa.gov**.

Jackson County reserves the right to reject any or all quotes, to waive technicalities, and to select the firm that best serves the long-term environmental stewardship and financial interests of Jackson County.