

Engineering Design & Construction Services: Joinerville Park Access Improvements

Issuing Agency: Jackson County Conservation Board (JCCB)

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Issue Date: July 14, 2026

Submission Deadline: July 28, 2026, by 4:00PM 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 Joinerville Park Access Improvements Project along the Maquoketa River.

This project is a regional effort 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 in development of site needs, and finalize engineering documents to deliver a fully permitted, ADA-compliant, and structurally sound river access point that mitigates active shoreline erosion and optimizes recreational traffic flow.

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 Boat Ramp:** Replacement of the failing launch with a concrete boat ramp designed to handle seasonal ice-shove and high-water velocity.
- **Safety Grading:** Mitigation of high-bank obstacles to allow for safer take outs and multi-user staging. Stepped Egress to allow paddlers to stage at different water levels with minimum design length of 25ft to allow different user groups.
- **A Stream Barb Erosion Control:** Implementation of an engineered stream barb extending into the Maquoketa River to redirect high-velocity, erosive crosscurrents away from the launch area. Shoreline protection must incorporate armoring and riprap bank stabilization as designated in the preliminary layouts.
- **Gravel Parking Lot Expansion:** Regrading and widening of the current gravel footprint to establish defined vehicle-plus-trailer parking stalls, optimize turning radiuses for trailers, and manage stormwater runoff.
- **ADA Pedestrian & Paddler Circulation:** Integration of an ADA-accessible concrete sidewalk network or hard-surface pathway linking the expanded parking

area 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 seven 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 located 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 stream barb and boat ramp footprint to capture any riverbed concerns in design
- *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 & Hydraulic Modeling

- Incorporate all feedback and comments received during the 60% JCCB plan review.
- 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, 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 site meets size 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.

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).
- May be requested to 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, stream barb layout, parking lot geometry, and bank stabilization elevations).
- *Baseline Request:* Quote must assume three (3) dedicated trips to the site for staking phases.
- *Provide contractor with project CAD files that align with construction staking*

4. Project Schedule & Milestones

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

- **RFQ Proposals Due:** July 28, 2026
- **Engineering Contract Awarded:** Following Board Approvals
- **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- Timeline for bid and construction dependent on future grant funding
- **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	\$
Task 2: 90% Plans & (If Needed Hydraulic Modeling)	\$
Task 3: Regulatory Permitting Assistance	\$
Task 4: Final 100% Construction Documents	\$
Task 5: Bidding Assistance	\$
Task 6: Construction Administration	\$
Task 7: Construction Staking (3-trip baseline)	\$
PROJECT TOTAL BID	\$

Extension Pricing for Tasks 5, 6, and 7 In the event that the project timeline extends beyond July 1, 2027, the pricing for Tasks 5, 6, and 7 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 6.
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.