

Urbandale Water Utility
REQUEST FOR PROPOSALS

Water Service Line & Stop Box Repairs / Replacements

June 1st, 2026

SUBMITTAL INFORMATION

Submittal Address:
Urbandale Water Utility
Attn: Matthew Jacob
3720 86th St
Urbandale, IA 50322

Submittal Deadline:
3:00 PM CST – June 24th, 2026

INTRODUCTION

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified contractors to provide on-call repair and replacement services for water service lines and stop boxes within the Urbandale Water Utility (UWU) distribution system.

Work will include both emergency and scheduled repairs and is intended to support UWU operations in maintaining system reliability and customer service.

BACKGROUND

Urbandale Water Utility operates and maintains a municipal water distribution system serving residential and commercial customers.

Property owners are responsible for service lines from the water main to the meter and after the meter; however, UWU coordinates or performs repairs in situations such as:

- Inoperable, buried, or inaccessible stop boxes
- Failed curb stops
- Leaking or damaged service lines
- Emergency shutoffs
- Non-compliant or unrepaired services

UWU seeks to establish a qualified contractor(s) to respond efficiently and consistently.

SCOPE OF WORK

The selected contractor shall provide all labor, materials, equipment, and traffic control necessary to complete the following work:

Stop Box & Curb Stop Work

- Adjust stop boxes to grade
- Replace stop boxes and rods
- Repair or replace curb stops
- Full assembly replacement (curb stop, box, rod)

Service Line Repairs

- Repair leaking service lines (tap to building entry)
- Replace partial or full service lines as directed
- Repair frozen, blocked, or damaged lines
- Reconnect services following repair
- Repair or replacement of corporation stops

Surface Restoration

- Concrete removal and replacement
- Asphalt removal and replacement
- Landscaping restoration (topsoil, seed, erosion control)
- Restoration to match existing conditions

General Requirements

- Coordinate with UWU staff prior to work
 - Provide traffic control as required
 - Obtain permits as necessary
 - Maintain safe work zones
 - Comply with all local, state, and OSHA regulations
 - Provide a **minimum 4-year warranty** on completed work
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PROPOSED CONTRACT TERM

- Initial term: **1 year**
 - Option to renew for **two (2) additional one-year terms** based on performance
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PROPOSED SCHEDULE

Milestone	Date
Issue RFP	June 1 st 2026
Proposal Due	June 24 th , 2026 @ 3:00 PM CST
Review & Selection	June/July 2026
Contract Award	July 14 th 2026
Work Commences	Upon Notice to Proceed

PROPOSAL FORMAT

Proposals shall be concise and organized as follows:

1. Cover Letter – 1 page maximum

Provide a brief summary of the firm's interest, qualifications, and ability to perform the work.

2. Project Understanding – 1 page maximum

Provide a summary of the firm's understanding of the scope of work, including key challenges such as:

- Urban excavation constraints
- Traffic control
- Maintaining service continuity

3. Company Profile – 1 page maximum

Provide:

- Overview of the company
- Years in business
- Relevant services offered
- Location of office(s)

4. Key Personnel – 1 page maximum

Identify key staff assigned to this contract, including:

- Roles and responsibilities
- Relevant experience

5. Statement of Availability – 1 page maximum

Describe:

- Crew availability
- Equipment resources
- Ability to meet emergency and routine response expectations

6. Relevant Experience – 1 page maximum

Provide a minimum of three (3) similar projects, including:

- Project description
- Client name and location
- Contact information

7. Approach to Work – 1 page maximum

Describe:

- Typical repair process
 - Traffic control methods
 - Restoration approach
 - Emergency response procedures
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FEE PROPOSAL

Provide a **separate fee proposal** including:

- Unit pricing (preferred), such as:
 - Stop box adjustment
 - Stop box replacement
 - Curb stop replacement
 - Service line repair/replacement
 - Surface restoration
- Hourly labor rates
- Equipment rates
- Emergency rates (if applicable)

Please use the fee table provided for this section located at the end of the RFP.

UWU reserves the right to negotiate final pricing.

SELECTION PROCESS

Proposals will be evaluated by UWU staff based on:

- Experience with similar work
- Availability and responsiveness
- Qualifications of personnel

- Proposed approach

UWU may:

- Select one or multiple contractors
 - Request additional information or interviews
 - Reject any or all proposals
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PROPOSER COSTS

All costs incurred in preparing and submitting a proposal are the responsibility of the proposer.

SUBMITTAL INSTRUCTIONS

- Submit **five (5) hard copies** of the proposal
 - Fee proposal must be submitted in a separate envelope or pdf
 - Electronic submittals may be accepted
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INQUIRIES

Questions regarding this RFP shall be directed to:

Matthew Jacob
Urbandale Water Utility
515-331-6836
mjacob@urbandalewater.org

GENERAL CONDITIONS

- UWU is not obligated to award a contract
 - Proposals may become public record
 - Contractor must provide proof of insurance prior to award
 - Contractor must comply with all applicable regulations
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INSURANCE REQUIREMENTS (SUMMARY)

The selected contractor shall maintain:

- General Liability
- Automobile Liability
- Workers Compensation
- Umbrella Liability

Specific limits will be defined in the final agreement.