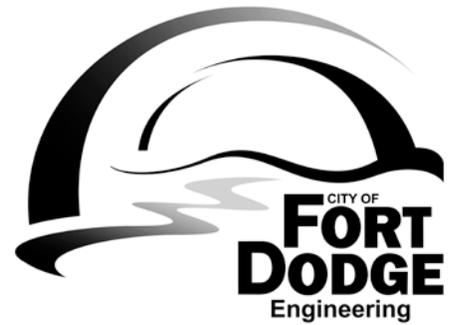


**December 16, 2014**

**To: Mayor Bemrich and City Council**

**From: David Fierke, City Manager**

**Subject: Municipal Building – Priority 2 Renovations  
Set Public Hearing and Bid Letting Dates & Times**



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**ACTION: For vote Monday, December 22, 2014**

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**Brief History**

In 2007 and 2008 the Building Evaluation and Recommendation Team (BERT) made recommendations to the City Council regarding the Municipal Building. That team recommended that the City stay in the current Municipal Building. They also recommended that the front stairs to the building be repaired, an elevator be installed, additional HVAC improvements, water damaged areas be repaired, and additional waterproofing and tuck-pointing work be completed.

A new roof was installed and minor tuck-pointing was completed in 2008/2009. New boilers were installed and a new fresh air system was completed in 2012.

On April 14, 2014 Council approved a contract with Allers Associates Architects for the 2014 Renovations. The contracts provides for architectural/engineering design services for the following renovations to the existing Municipal Building: a new three stop elevator, renovation of the east end of the building to new council chambers, creating restrooms near the new council chambers, renovations of Clerk's office, and renovate area near elevator on second floor. The cost of these services, which include schematic, design development, construction documents, bidding phase and construction phase, is \$60,500 plus reimbursable expenses.

**Analysis of Issue**

The Bid letting date and time needs to be set to receive bids for the Priority 2 Renovations project. A Public Hearing date and time also needs to be set to approve plans and specifications, form of contract, estimate of costs. A bid letting date will be set for January 22, 2015 at 10:00 a.m. and a public hearing will be set for February 9, 2015 at 6:00 p.m.

**Budget Impact**

This project will be funded by General Obligation Bonds. Bonds in the amount of \$700,000 were issued with the Series 2014 bond sale. The Architects Opinion of Probable Cost is \$586,600.

**Strategic Plan Impact**

Policy D.4.2: Advanced planning for all infrastructure facilities shall be supported and routinely updated. Facilities benefited by advanced planning shall include, at minimum, schools, health care, residential areas, roads, water, sewer, storm water management, parks, recreation, and greenways.

**Impact on Existing Plans**

NA

**Committee Review / Recommendation**

NA

**Staff Conclusions / Recommendations**

It is the Engineering Department's recommendation to set a bid letting date of January 22, 2015 at 10:00 a.m. and a public hearing date of February 9, 2015 at 6:00 p.m.

**Alternatives**

No practical alternative are suggested as this could hinder this project moving forward.

**Implementation and Accountability**

The Engineering Department and Allers Associates Architects will assume responsibility for this project.

Signed



Chad W. Schaeffer, P.E.  
City Engineer

Approved



David R. Fierke  
City Manager

RESOLUTION NO. \_\_\_\_\_

**TO PROVIDE FOR A NOTICE OF HEARING ON PROPOSED PLANS AND SPECIFICATIONS, PROPOSED FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE MUNICIPAL BUILDING – PRIORITY 2 RENOVATIONS PROJECT AND THE TAKING OF BIDS THEREFORE.**

**WHEREAS**, the City of Fort Dodge, Iowa, has determined that it is necessary and desirable that a Public Improvement be constructed as described in the proposed Plans and Specifications and form of Contract prepared by **Allers Associates Architects** which proposed Plans, Specifications, form of Contract, and Engineer’s Estimate are on file with the City Clerk, and which Public Improvement may be hereafter referred to as the **Municipal Building – Priority 2 Renovations Project** and is sometimes hereinafter in this Resolution referred to as the "Project"; and

**WHEREAS**, it is necessary to advertise for sealed bids for the Project, and to fix a time and place of Public Hearing on the proposed Plans, Specifications, form of Contract, and estimated cost for the Project:

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Fort Dodge, Iowa, as follows:

**Section I.** That sealed bids will be received by the City Council of the City of Fort Dodge, Webster County, Iowa, at the office of the City Clerk, until **10:00 AM** on the **22<sup>nd</sup>** day of **January,** **2014** and opened commencing at **10:00 AM** on the same day.

**Section II.** That on the **9<sup>th</sup>** day of **February,** **2014,** at **6:00 PM** at City Hall in the said City, a Public Hearing will be held on the proposed Plans, Specifications, form of Contract, and estimated cost for the Project, and also as the time for Council consideration of bids received in connection therewith.

**Section III.** That the City Clerk is hereby authorized and directed to give Notice of the aforementioned Public Hearing and taking of bids by publication of such Notice in The Messenger, a newspaper of general circulation in the City.

**Section IV.** That all provisions set out in the foregoing form of Notice are hereby recognized and prescribed by this Council and that all Resolutions or Orders or Parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**AYE:** \_\_\_\_\_

**NAY:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

\_\_\_\_\_  
**MATT BEMRICH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**JEFF NEMMERS, CITY CLERK**

# Priority Two Renovation

City of Fort Dodge  
Municipal Building  
819 1<sup>st</sup> Avenue South  
Fort Dodge, Iowa

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Municipal Building, 819 1st Avenue South, Priority 2 Renovation

## **NOTICE TO BIDDERS AND NOTICE OF PUBLIC HEARING**

**Time and Place for Filing Sealed Proposals.** Sealed bids for the work comprising each improvement as stated below must be filed in the office of the **City Clerk of the City of Fort Dodge, Municipal Building, 819 1<sup>st</sup> Avenue South, Fort Dodge, Iowa** on or before **10:00 a.m. (local time)** on **January 22, 2015**. Bids shall be submitted on forms furnished in the project manual. Bids will not be accepted at any other location. Bid envelopes shall be clearly marked on the outside lower left corner: "Central Garage Roof Restoration." No oral, telephonic, or facsimile (FAX) proposals will be accepted. Full responsibility for the delivery of the mailed bids prior to the deadline for receiving bids rests with the preparer. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof.

**Time and Place Sealed Proposals Will be Opened and Considered.** Sealed proposals will be publicly opened and read aloud by the **City Clerk of the City of Fort Dodge**, and bids tabulated at **10:00 a.m.** on **January 22, 2015** in the **Council Chambers, Municipal Building, 819 1<sup>st</sup> Avenue South, Fort Dodge, Iowa** for consideration by the **Fort Dodge City Council** at its meeting on **February 9th, 2015, 6:00 p.m.** The **City of Fort Dodge** reserves the right to reject any and all bids, re-advertise for new bids, and to waive informalities that may be in the best interest of the City. Conditional bids will not be accepted.

**Time and Place for a Prebid Conference.** A Prebid Conference will be held at **10:00 a.m.** on **January 6, 2015** in the **Council Chambers, Municipal Building, 819 1<sup>st</sup> Avenue South, Fort Dodge, Iowa**

**Questions and Clarifications:** The bidder may seek clarification of the drawings and specifications from the architect prior to the opening of bids until 12:00 Noon, Thursday, January 15, 2015, at which time no further information will be provided other than what is shown on the drawings and in the specifications. The purpose for the deadline is to insure adequate time for preparation and issuance of an addendum, if needed, on Monday, January 19, 2015. It is the intention of this request that addendums after this date may not be necessary.

**Public Hearing on Proposed Contract Documents and Estimated Costs for Improvement.** A public hearing will be held by the **Fort Dodge City Council** on the proposed contract documents (plans, specifications and form of contract) and estimated cost for the improvement at its meeting at **6:00 p.m.** on **January 26, 2015**, in said **City of Fort Dodge Council Chambers, Municipal Building, 819 1<sup>st</sup> Avenue South, Fort Dodge, Iowa**. At said hearing, any interested person may appear and file objections thereto, or to the cost of said improvements. Proposals previously received by the City Clerk will be considered by the City Council at said time, and at that time, or at such time, date, and place as then may be fixed, the City Council will act upon proposals and award a contract for the construction of the improvements.

**Extent of Work.** The extent of the work will consist of the following interior and exterior construction work as indicated and specified in the bid documents. The work will include: demolition, site work, cast in place concrete, concrete and brick masonry, structural steel, aluminum storefront systems, hollow metal door system, wood doors, steel handrail systems, gypsum board finishes, floor leveling, carpet tile, floor tile, wall tile finishes, acoustic ceilings, wood trim, custom casework, elevator equipment, plumbing, HVAC and electrical work. The result of the project is an at-grade ADA Entry, Lobby, New Council Chambers, Storage Room, Expanded Main Level lobby, ADA restroom facilities, new interior finishes, as well as other items indicated and specified in the bid documents.

Time for Commencement and Completion of Work. Starting time for construction shall be within ten (10) days after the written Notice to Proceed is issued. The estimated starting date on site is February 23, 2015. Substantial completion of the project shall be no later than June 26<sup>th</sup>, 2015.

Bid Security: In separate envelope clearly labeled "Bid Security – Priority Two Renovation", each bidder shall accompany its bid with bid security in the form of a cashier's check, a certified check, or a bank money order drawn on a FDIC insured bank in Iowa or drawn on a FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a bid bond executed by a corporation authorized to contract as a surety in Iowa or satisfactory to the Jurisdiction. The bid bond must be submitted on the Bid Bond form included in the project manual. All signatures on the bid bond must be original signatures in ink; facsimile (fax) of any signature on the bid bond is not acceptable. Bid security other than said bid bond shall be made payable to the Treasurer of the City of Fort Dodge. "Miscellaneous Bank Checks", and personal checks, as well as "Money Orders" and "Traveler's Checks" issued by persons, firms or corporations licensed under Chapter 533B of the Iowa Code, are not acceptable bid security. The bid security must be in an amount equal to five percent (5%) of the total amount of the bid as security that if awarded a contract, the Bidder will enter into a contract at the prices bid and furnish the required performance and payment bonds and certificate of insurance. The certified check or cashier's check or certified share draft may be cashed, or the bid bond forfeited, and the proceeds retained as liquidated damages if the bidder fails to execute a contract, provide the required bonds, or file an acceptable certificate of insurance within ten (10) days after the acceptance of his proposal by resolution of the Council. No bidder may withdraw a proposal within thirty (30) days after the date set for opening bids.

A certified check, to be acceptable, shall bear on its face the endorsement of a solvent Iowa bank as to the amount certified, which endorsement shall be signed by an official authorized to bind the bank by his acts.

Proposal guaranties will be returned to the unsuccessful bidders promptly after the award has been made. In no case will the proposal guaranty be held longer than thirty (30) days without written permission of the bidder, except that the proposal guaranty of the bidder to whom the contract is awarded will be retained until he has entered into contract and filed an acceptable bond.

The successful bidder shall be required to furnish a Performance and Payment Bond in an amount equal to one hundred percent (100%) of the contract price, said Bond to be issued by a responsible surety approved by the City Council, and shall guarantee the faithful performance and the prompt payment of all materials and labor, and protect and save harmless the City from claims and damages of any kind caused by the operation of the contract, and shall also guarantee the maintenance of the improvements for the City for a period as required by the specifications, after its completion and acceptance by the City.

Preference of Products and Labor. By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes; provided that the award of contract will be made to the lowest responsible bidder submitting the lowest responsive bid, which shall be determined without regard to state or local law whereby preference is given on factors other than the amount of the bid.

Contract shall be subject to the requirements of the Clean Air Act, the Federal Water Pollution Control Act, and the regulations of the Environmental Protection Agency that are applicable.

General Nature of Public Improvement. All work and materials shall comply with the proposed plans, specifications and proposed form of contract now on file with the City Clerk, Fort Dodge, Iowa. Said documents are by reference made a part hereof, as though fully set out and incorporated herein.

All work, equipment, and materials shall be in strict compliance with approved plans, specifications, and form of contract which together with the estimate of cost have heretofore been approved by the Council, and are now on file for public examination in the office of the Clerk, and are by this reference made a part hereof as though fully set out and incorporated herein.

Payment. Payment to the Contractor shall be made by the City in cash from such funds as are legally available, including, but not limited to, proceeds received from the sale of General Obligation Bonds and/or warrants authorized by Section 384.57 of the Code of Iowa, drawn on such fund or funds of the City as are legally available for such purpose.

The City of Fort Dodge is intending to issue Iowa Sales tax exemption certificates and authorization letters to the contractors and sub-contractors on this project. With this authorization, the contractor will not be required to pay Iowa Sales Tax on material that will remain at the project site.

The Contractor will be paid each month ninety-five percent (95%) of the Architect's estimate of the value of acceptable work. Such monthly payments shall in no way be construed as an act of acceptance for any part of the work partially or totally completed.

Upon completion of the work and its acceptance by the Council, the Contractor will be paid an amount, which, together with previous payments, will equal ninety five percent (95%) of the contract price of the contract. Final payment of the remaining amount due will be made not less than thirty-one (31) days after completion and acceptance by resolution of the City Council of the completed contract, subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa.

Drawings and Specifications not exceeding two (2) sets per contractor may be obtained at the office of the architect, Allers Associates Architects, PC, located at 822 Central Ave., Suite 320, Wells Fargo Center, Fort Dodge, Iowa, 50501, upon a deposit of \$100.00 for each complete set of contract documents. Said deposit will be fully refundable to bidders who submit a bona fide bid and return the bidding documents (including addendums), in good condition, within seven (7) days after bid opening. Documents may be obtained after 9:00 a.m., Tuesday, December 23, 2014. Digital copies will also be available at plan centers listed in the specifications.

A copy of the Plans and Specifications governing the construction of these proposed improvements which have been made a part of this Notice and the proposed contract will be on file in the office of the City Clerk, and may be seen at the office of the City Engineer, Municipal Building, Fort Dodge, Iowa.

Bids will be received for a single lump sum contract, which shall include all divisions and all costs for the completed work. The successful lowest responsible bidder will execute contract documents as approved by the Fort Dodge City Council.

This improvement project is being constructed and paid for pursuant to the provisions of Chapter 384 of the Code of Iowa.

By virtue of statutory authority, a preference will be given to products and provisions grown and/or produced within the State of Iowa, and preference will be given to Iowa domestic labor as provided in the Code of Iowa.

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*Jeff Nemmers, City Clerk*

Published in the **Fort Dodge Messenger**

Date December 31<sup>st</sup>, 2014

AN EQUAL OPPORTUNITY EMPLOYER