



Date: July 13, 2022

To: Honorable Mayor and Council of Prairie City
City Administrator/City Clerk Jodie Wyman

From: Sue Ponder, Library Director
Prairie City Public Library Board of Trustees

Re: Renovation of 100 S Marshall Street

Please find the attached bidding documents for Bid Packages A and B for the project to renovate 100 S Marshall Street for the new location of the Prairie City Public Library. The Library's Board of Trustees voted at their June 21, 2022 meeting to present the attached documents for your approval and request that the City proceed with bid letting of the first two phases of the project.

The architects estimate these two bid packages will be within the amount of funds already raised for this project. (See attached Summary of Funds for Library Project.)

Thank you.



Prairie City Public Library

100 East 5th Street

Prairie City, IA 50228

Prairie City Library

Timeline for Bidding the Phases of the Project – 2022-2023

Refer to the attached Base Bid A and B

July 13	Project Timeline, Notice to Bidders and Instruction to Bidders
July 13	Presentation to Prairie City Council
Jul. 20	Advertisement for Bid, Base Bid "A" and Base Bid "B".
Aug 17	Bid Letting for Base Bid "A" and "B" (Alternate exterior metal siding).
Aug. 24	Notice to Proceed Base Bid "A" and "B" to lowest qualified responsive bidder.
Oct. 27	Complete Base Bid "C" Documents (items to be bid on Base Bid "C" Interiors finishing including exterior windows.
Nov. 21	Bid Letting for Phase "C"
Nov 29	Notice to proceed Base Bid "C" (Interiors)
Dec 28	Base Bid "A" and "B" Construction Completion date.
March 20	Base Bid "C" Construction Completion 2023

SUMMARY OF FUNDS FOR LIBRARY PROJECT
7-7-2022

	A	B	C	D
1	Fundraisers			
2	2020 Book Sales	\$534.25		
3	2020 Can Redemption	\$1,003.25		
4	2020 Tote Bag Sales	\$60.00		
5	2020 Prairie Days Fundraiser	\$218.75		
6	2021 Book Sales	\$1,298.77		
7	2021 Can Redemption	\$2,141.10		
8	2021 Other fundraisers	\$4,056.50		
9	2022 Fundraisers	\$5,767.00		
10	Total Funds raised thru fundraisers		\$15,079.62	
11				
12	Donations			
13	Donations made to Library/City	\$101,415.00		
14	Donations made to Friends account	\$128,589.53		
15	Total Donations		\$230,004.53	
16				
17	Pending Pledges*		\$32,600.00	
18				
19	Amount in iPAIT library board committed to project**		\$20,000.00	
20				
21	Matching funds from City		\$145,000.00	
22				
23	Total we have towards \$740,500 total project costs		\$442,684.15	
24				
25				
26	Total left to raise		\$297,815.85	
27				
28				
29	<i>Calculations above do not include the City's purchase of the buiding for \$125,000</i>			
30	<i>* \$25,000 pledged by Schiller Family Foundation and \$7,600 in private pledges</i>			
31	<i>**\$20,000 from Library's iPAIT the Library Board designated to the capital campaign</i>			

DOCUMENT 00 11 13-A
ADVERTISEMENT FOR BIDS

The City of Prairie City will receive sealed bids for the renovation of new Prairie City Public Library building. The facility consists of a one story existing pre-manufactured building. The project includes exterior and interior renovations of 4,988 square feet, 1,000 square foot addition of a new bay at the end of the existing building to complete a total square footage of 5,988. The project will consist of two bid packages A & B with a final bid package for interior finishes and exterior windows, (package C) to be issue at later date.

The current bid will only consist of packages "A" and "B".

Lump-sum bid will be received for General Construction, including Mechanical and Electrical Construction.

The City of Prairie City will receive Bids for Bid package A & B before 11:00 am on the 17th day of August 2022 at City Hall, 203 E Jefferson Street, Prairie City, IA 50228, or by emailing City Administrator, Jodie Wyman at Jodie.wyman@prairiecityiowa.us. Bids received after this time will not be accepted.

A mandatory Pre-Bid Conference will be held at 12:00 pm on the 28th Day of July 2022 at the new building location

100 S Marshall Street, Prairie City, IA 50228.

Bidding Documents may be examined at:

1. Iowa Reprographics, plans@iowarepro.com 515.244.5705. 3 College Ave, Suite 3, Des Moines IA 50314.
2. Construction Update Online Plan Room; Master Builders of Iowa, 221 Park St. Des Moines, IA, 50309, 515-288-8904; <http://www.mbsonline.com>
3. iSqFt (on line plan room) ph. (800) 364-2059; www.isqft.com.
4. Bid Documents may be reviewed at the Prairie City Public Library 100 E Fifth St, Prairie City IA 50228 during normal hours of operation.

Copies of the Bidding Documents may be obtained through Iowa Reprographics by email at plans@iowarepro.com, by phone at 515.244.5705, or in person at 3 College Avenue, Suite 3, Des Moines, Iowa 50314, in accordance with the Instructions to Bidders.

Bidders for the Contract may obtain sets of the Bidding Documents in accordance with the Instructions to Bidders at their own cost.

Bid security in the amount of \$3,000 in the form of a certified check, credit union share draft, or surety bond written on an original AIA Document A310, is required for this project, and must be submitted at time of bid.

Bids will be required to be submitted under a condition of irrevocability for a period of 30 days after submission.

By order of the City of Prairie City

By: _____

END OF DOCUMENT

SECTION 00 11 13 NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN: That sealed bids will be received by the City of Prairie City, 203 E Jefferson Street, Prairie City Iowa, 50228 until **11:00 AM CDT on August 17, 2022**. Bids may also be submitted electronically to the City Administrator, Jodie Wyman, via email at jodie.wyman@prairiecitiyiowa.us. The bids will be opened at 12:00 PM in the Council Chambers at City Hall and publicly read aloud. The Library Director, City Administrator and Architect will review the bids for consideration by the City Council at their meeting on August 24, 2022. The City of Prairie City reserves the right to reject any and all bids.

PRAIRIE CITY PUBLIC LIBRARY RENOVATION AND RELOCATION

Prairie City, Iowa

Vermilion Design Group LLP. Project #00219

The bids are for the expansion and renovation of the building located at 100 S Marshall Street, Prairie City Iowa.

A mandatory pre-bid conference is scheduled for July 28 at 12:00 PM at 100 S Marshall Street; with a walkthrough of the existing building immediately following.

Work is anticipated to commence upon approval of the contract or Notice to Proceed on or after August 25, 2022. Work should be substantially complete by December 21, 2022, and complete by December 28, 2022, constructed in two phases as shown on the Contract Documents.

Plans and specifications governing the construction of the proposed work have been prepared by Vermilion Design Group LLP.

Direct questions to Millie Stevens, Vermilion Design Group, 812-589-7965 or by email at vdgankeny@gmail.com or Edd Soenke, The Design Partnership at 515-225-9527, as identified within the Project Directory (drawing cover sheet).

A. All bidders may register for access to this project at:

1. Iowa Reprographics 3 College Avenue, Suite 3, Des Moines IA 50314, plans@iowarepro.com, 515-244-5705, in accordance with the Instructions to Bidders.
2. Construction Update Online Plan Room: Master Builders of Iowa, 221 Park Street, Des Moines IA 50309, , 515-288-8904, <http://www.mbionline.com>.
3. iSqFt (online plan room), 800-364-2059, www.isqft.com

Bidders for the contract may obtain sets of the Bidding Documents in accordance with the Instructions to Bidders at their own cost.

Bid security in the amount of \$3,000 in the form of a certified check, credit union share draft, or surety bond written on an original AIA Document A310, is required for this project, and must be submitted at time of bid. The successful bidder will be required to provide surety Performance and Payment Bonds in an amount equal to one hundred percent (100%) of the Contract Sum.

Refer to other bidding requirements described in Instructions to Bidders.
Submit your offer on the Bid Form provided.

SECTION 00 21 13

INSTRUCTIONS TO BIDDERS

SUMMARY

1.01 DOCUMENTS INCLUDES

- A. Bid Documents and Contract Documents
 - 1. Definitions
 - 2. Contract Documents Identification
 - 3. Bidder's Representations
 - 4. Availability
 - 5. Examination
 - 6. Inquiries/Addenda
 - 7. Product/Assembly/System Substitutions
- B. Site Assessment
 - 1. Site Examination
 - 2. Prebid Conference
- C. Qualifications
 - 1. Qualifications
- D. Bid Submission
 - 1. Submission Procedure
 - 2. Bid Ineligibility
- E. Bid Enclosures/Requirements
 - 1. Security Deposit
 - 2. Performance Assurance
 - 3. Insurance
 - 4. Bid Form Requirements
 - 5. Fees for Changes in the Work
 - 6. Additional Bid Information
 - 7. Selection and Award of Alternates
- F. Offer Acceptance/Rejection
 - 1. Duration of Offer
 - 2. Acceptance of Offer

1.02 RELATED DOCUMENTS

- A. Document 01 10 00 - Summary.
- B. Document 00 41 00 - Bid Form.
- C. Document 00 73 00 - Supplementary Conditions:
- D. Tax exempt procedures.

2.01 CONTRACT TIME

- A. Pre-construction Work may begin with issuance of Notice to Proceed.
- B. Perform the Work within the time stated in Section 00 41 00 - Bid Form
- C. The bidder, in submitting an offer, accepts the Contract Time period stated for performing the Work.

BID DOCUMENTS AND CONTRACT DOCUMENTS

301 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Instructions to Bidders, Bid Form Supplements to Bid Forms and Appendices identified.
- B. Contract Documents: Defined in AIA A201 Article 1 including issued Addenda.
- C. Bid, Offer, or Bidding: Act of submitting an offer under seal.
- D. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

302 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are identified as Project # 00219, as prepared by Vermilion Design Group LLP, and with contents as identified in the Table of Contents of the Project Manual and Index of Sheets on the Drawings.

303 BIDDER'S REPRESENTATIONS

- A. The Bidder by making a Bid represents that:
 - 1. The Bidder has read and understands the Bidding Documents or Contract Documents, to the extent that such documentation relates to the Work for which the Bid is submitted.
 - 2. The Bid is made in compliance with Bidding Documents.
 - 3. The Bidder has visited the site, become familiar with local conditions under which the work is to be performed and has correlated the Bidder's personal observations with the requirements of the proposed Contract Documents.
 - 4. The Bid is based upon the materials, equipment and systems required by the Bidding Documents without exception.

304 AVAILABILITY

- A. Bid documents may be obtained at Iowa Reprographics by email at plans@iowarepro.com
 - 1. Documents will be provided at cost from printing company.
- B. Contractors, subcontractors, and suppliers may view plans and specifications as indicated on page 1 of section 00 11 13 Notice to bidders.
- C. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.
- D. Bidder shall use complete sets of Bidding Documents in preparing Bids; neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- E. Addenda will be available online at Iowa Reprographics 515.244.5705, email at plans@iowarepro.com and online plan rooms. If a contractor, subcontractor, or supplier does not have Internet access; please call Vermilion Design Group LLP. Attention: Millie Stevens, at 812-589-7965, to make alternative arrangements.

305 EXAMINATION

- A. Bid Documents may be viewed at the Prairie City Public Library, 100 E Fifth Street, Prairie City IA 50228 during normal hours of operation.
- B. Bid Documents are on display at the offices of the following construction plan rooms:
 - 1. Iowa Reprographics by email at plans@iowarepro.com, by phone at 515.244.5705; or in person at 3 College Ave, suite 3 Des Moines IA 50314.
 - 2. Construction Update Online Plan Room; Master Builders of Iowa, 221 Park St. Des Moines, IA, 50309, 515-288-8904; <http://www.mbionline.com>
 - 3. iSqFt (online plan room); ph. (800)364-2059; www.isqft.com.
- C. Upon receipt of Bid Documents, verify that documents are complete. Notify Architect should the documents be incomplete.
- D. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

3.06 INQUIRIES/ADDENDA

- A. Direct questions to Millie Stevens, 812-589-7965 vdgankeny@gmail.com
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. The Bidder shall carefully study the Bidding Documents with the Work for which the Bid is submitted, shall examine the site and local conditions, and shall at once report to the Architect if any error, inconsistencies, or ambiguities discovered.
- E. Clarifications requested by bidders must be in writing not less than three (3) days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients and plan holders.
- F. Each bidder shall indicate receipt of addendum on bid form.

3.07 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. General Requirements for Substitution Requests:
 - 1. Project Manual establishes standards for products, assemblies, and systems.
 - 2. Submit requests only for elements for which substitution is specifically allowed in the Project Manual.
 - 3. Provide sufficient information to determine acceptability of proposed substitutions.
 - 4. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- B. Substitution Request Time Restrictions:
 - 1. Where the Bid Documents stipulate a particular product, substitutions will be considered up to 3 days before receipt of bids.
- C. Substitution Request Form:
 - 1. Submit substitution requests by completing the form in Section 01 60 01; see this section for additional information and instructions. Other forms of submission should be approved by Architect prior to sending.
- D. Review and Acceptance of Request:
 - 1. Architect may approve the proposed substitution and will issue an Addendum to known bidders.
 - 2. For approved substitutions, include representation of changes in the bid, if any, required in the work and changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in work necessitated by use of substitutions will not be considered.
- E. See Section 01 60 01 - Substitution Procedures for additional requirements. (Spec book).

SITE ASSESSMENT

4.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.
- B. Extra costs for Work not identified on the drawings, but clearly visible, will not be considered. The bidder is required to contact Owner at the following address and phone number to arrange a date and time to visit the project site: Sue Ponder, Library Director 515-994-2308
- C. A visit to the project site has been arranged for bidders as follows: immediately after the pre-bid conference.
- D. The exterior can be toured at any time, the interior will only be available for tour at the Pre-bid, or by contacting the Library Director

4.02 PREBID CONFERENCE

- A. A mandatory Pre-bid conference has been scheduled for 12:00 pm. on the 28th day of July at the location of 100 S Marshall Street, Prairie City, IA 50228.

- B. All general contract and subcontract bidders and suppliers are invited.
- C. Representatives of Architect and Engineers will be in attendance.
- D. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

QUALIFICATIONS

5.01 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of financial position, license to perform work in the State.

BID SUBMISSION

6.01 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed with the required security and bonding and insurance requirements, in a closed envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
 - 1. Label shall include:
 - a. BID PROPOSAL FOR The City of Prairie City New Public Library Relocation
 - b. The contractor's name
 - c. Attn: Jodie Wyman 203 E Jefferson St, jodie.wyman@prairiecitiyiowa.us.
 - d. Bid Letting Date
 - 2. If envelopes are not clearly marked, the bid might be mistakenly opened outside the official bid letting rendering it invalid.
- C. E-mailed bids will be considered.
- D. An abstract summary of submitted bids will be made available to all bidders following bid opening.

6.02 BID INELIGIBILITY

- A. Bids that are unsigned or improperly signed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, invalidate the bid.

BID ENCLOSURES/REQUIREMENTS

7.01 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 10 percent of the Bid Amount on AIA A310 Bid Bond Form, or standard surety company form, or a certified bank check made payable to the Owner, in the amount of \$3,000.
- B. Endorse the Bid Bond in the name of the Owner as obligee, signed, and sealed by the principal (Contractor) and surety.
- C. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. After a bid has been accepted, all securities will be returned to the respective bidders and other requested enclosures.
- F. If no contract is awarded, all security deposits will be returned.

7.02 PERFORMANCE ASSURANCE

- A. Accepted Bidder is to provide the following:
 - 1. Provide a 100 percent Performance Bond on AIA A312 at AIA.org, or standard surety form.
 - 2. Provide a 100 percent Payment Bond on AIA A311 at AIA.org, or standard surety form.
- B. Include the cost of Performance and Payment Bonds in the Bid Amount and identify the cost when requested.

7.03 INSURANCE

- A. Provide executed "Certificate of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of the Contract Documents within ten (10) days after the acceptance of bid.
 - 1. Upon request by the Owner, provide Certificate of Insurance for all sub-contractors and sub-sub-contractors who perform work or services pursuant to the provisions of this contract.
- B. Provide copies of Additional Insured Endorsements, executed by an authorized representative from an Insurer, prior to the first payment.

7.04 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form and Appendices.

7.05 FEES FOR CHANGES IN THE WORK

- A. Include in the Bid Form, the overhead and profit fees on own Work and Work by subcontractors, applicable for Changes in the Work, whether additions to or deductions from the Work on which the Bid Amount is based.
- B. Include in the Bid Form, the fees proposed for subcontract work for changes (both additions and deductions) in the Work. Contractor shall apply fees as noted, to the subcontractor's gross (net plus fee) costs on additional work.

7.06 ADDITIONAL BID INFORMATION

- A. Equal Opportunity compliance is required for this project and is a part of these specifications.
 - 1. MBE/WBE Contract Compliance Program: submit with bid
 - 2. Proposed Subcontractors List: submit within 48 hours after submission of bids.

7.07 SELECTION AND AWARD OF ALTERNATES

- A. Indicate variation of bid price for Alternates listed on the Bid Form. Unless otherwise indicated, indicate Alternates as a difference in bid price by adding to or deducting from the base bid price.
- B. Alternate pricing may impact the selection of the successful bidder.

OFFER ACCEPTANCE/REJECTION

8.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the bid closing date.

8.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers and to waive any irregularities or informalities.
- B. After acceptance, a written Notice to Proceed will be sent to the successful bidder by the Owner or the Architect on behalf of the Owner.

END OF SECTION

RESOLUTION NO. 7-13-22-4

**RESOLUTION ADOPTING THE JASPER COUNTY MULTI-JURISDICTIONAL
HAZARD MITIGATION PLAN 2022-2027**

WHEREAS, the City of Prairie City, Iowa, has heretofore deemed it necessary and desirable to have a Hazard Mitigation Plan that identifies potential hazards and the actions that need to be taken to reduce or eliminate the long-term risks to human life and property from those hazards for the residents of Prairie City, Iowa; and

WHEREAS, a Local Mitigation Plan, as defined in 44 CFR Section 201.6 is required for local jurisdictions that elect to participate in FEMA hazard mitigation programs as a subapplicant or subgrantee; and

WHEREAS, the East Central Iowa Council of Governments (ECICOG) with the help of the Hazard Mitigation Planning Committee has prepared the hazard mitigation plan that will be placed on file in Prairie City, Iowa, City Hall for public inspection upon approval of the plan by FEMA; and

WHEREAS, a public hearing has been held in accordance with published notice of the same as by law provided; and

WHEREAS, the Jasper County Emergency Management Coordinator has recommended approval of the same,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Prairie City, Iowa, that the above-referenced Jasper County Multi-Jurisdictional Hazard Mitigation Plan 2022-2027 be and the same is hereby approved.

Passed and approved July 13, 2022

Eric Imerman, Mayor

Date

Attest

Jodie Wyman, City Clerk

Date