



Memo

To: City Administration, City Council

From: Matt Davenport

CC:

Date: 1-4-23

Re: December Police Report

The department logged 126 calls for service for the month of December. This number includes all calls other than business security checks that are done regularly by patrol officers. This is to give you a more accurate number of calls that are reported or initiated by our officers.

There was a GTSB event from December 16 to the 31st where Officer Sickles logged 20 hours dedicated to traffic enforcement. During this time he issued 15 citations and 3 written warnings. The department also received a letter of congratulations from the administrator of the GTSB because of the work done during November's project.

Officers issued a total of 57 traffic citations and 10 warnings for December, responded to 2 accidents, assisted 6 motorists because of the weather, and did 8 vacation house checks for our residents. We also assisted with 7 EMS assists.

The speed camera on Hwy 163 is back in service after being down for the replacement of the solar panel which had been damaged and had been knocked down by the high winds we had at the end of the month. There were 2687 camera violations verified for the month a large number of those being observed during the Thanksgiving Day holiday period.

Prairie City Police Department
Summary of Department Activity For the Month of December

Total Number of Calls For Service:	126
(Persons):	34
(Businesses):	0
(Government Agencies):	26
(Other):	0

Traffic Accidents Investigated:	2
Traffic Citations Issued:	42
GTSB Citations:	15
Criminal Investigations Initiated:	3
*Photo Camera Citations Verified:	2687

Warnings Issued:	7
GTSB Warnings:	3

Total Criminal Charges Filed:	0
Number of Adult Charges:	0
Number of Juvenile Charges:	0

Arrests Made:	0
Arrests for Other Agencies:	0
Arrest Warrants Issued:	0
Mental Health Calls/Transports:	1
Motorist Assist:	6
Vacation Checks:	8

* Photo Camera Numbers are what are verified by us and sent to BLS

Prairie City Police Department

Zone Activity Report for 01 NW Quad

Reporting Period: 12/1/2022 Through 12/31/2022

27 Activities broke down as follows

Business Contact

Security Check	8
Total:	8

Citizen Contact

Animal Complaint	1
Death/Emergency Notice	1
Dispute/Disturbance	2
Extra Patrol	4
Mental Health Issue	1
Phone Message	1
Trespassing	1
Vacation Watch	2
Welfare Check	1
Total:	14

Government Contact

EMS Assist	2
Security Check	1
Total:	3

Investigation

Domestic Disturbance	1
Total:	1

Motorist Assist

Unlock Vehicle	1
Total:	1

Prairie City Police Department

Zone Activity Report for 02 NE Quad

Reporting Period: 12/1/2022 Through 12/31/2022

25 Activities broke down as follows

Business Contact

Security Check	3
Total:	3

Citizen Contact

Animal Complaint	1
Camera Citation PBX/Question	2
Phone Message	3
Warrant/Legal Documents	1
Total:	7

Government Contact

City Assist	1
BMS Assist	2
Security Check	1
Total:	4

Motorist Assist

Road Conditions	1
Total:	1

Salvage Inspection

Individual	9
Total:	9

Traffic Violation

Written Warning	1
Total:	1

Prairie City Police Department

Zone Activity Report for 03 SW Quad

Reporting Period: 12/1/2022 Through 12/31/2022

42 Activities broke down as follows

Business Contact

Security Check	18
Total:	18

Citizen Contact

Civil	1
Dispute/Disturbance	1
Vacation Watch	6
Welfare Check	2
Total:	10

Disturbance

Domestic Disturbance	1
Total:	1

Government Contact

City Assist	2
EMS Assist	2
School Assist	1
Security Check	4
Total:	9

Investigation

Harassment / Threats	1
Total:	1

Motorist Assist

Road Conditions	1
Total:	1

Traffic Violation

Written Warning	2
Total:	2

Prairie City Police Department

Zone Activity Report for 04 SE Quad

Reporting Period: 12/1/2022 Through 12/31/2022

32 Activities broke down as follows

Business Contact

Security Check 11

Total: 11

Citizen Contact

Reckless Driver 1

Total: 1

Government Contact

City Assist 2

School Assist 4

School Patrol 7

Security Check 5

Total: 18

Motorist Assist

Road Conditions 1

Total: 1

Traffic Violation

Citation 1

Total: 1

Prairie City Police Department

Zone Activity Report for 05 Hwy 163

Reporting Period: 12/1/2022 Through 12/31/2022

58 Activities broke down as follows

Citizen Contact

Reckless Driver	2
Total:	2

Government Contact

Fire Department Assist	1
Monroe PD Assist	1
Total:	2

Investigation

Criminal Mischief / Vandalism	1
Suspicious Person / Activity	1
Total:	2

Motorist Assist

Disabled Vehicle	1
Road Conditions	1
Total:	2

Traffic Accident

Non-Reportable	1
Reportable P.D.	1
Total:	2

Traffic Violation

Citation	40
GTSB Citation	5
Verbal Warning	1
Written Warning	2
Total:	48

Prairie City Police Department

Zone Activity Report for 06 Other

Reporting Period: 12/1/2022 Through 12/31/2022

16 Activities broke down as follows

Government Contact

EMS Assist	1
Security Check	6
Total:	7

PCPD

Court	1
Total:	1

Salvage Inspection

Business	8
Total:	8

Good day Bill,

It was good chatting with you regarding the claim for the first wave this afternoon. WOWZA!!!! The contacts your agency achieved during the 8.0 hours worked is great! 60% of the contacts were citations and statistics prove citations will change driver behavior, thus saving lives! Please pass along our thanks for a job well done during the first wave!

Keep up the great work and stay safe!

Genie Sterbenz, Program Administrator

Governor's Traffic Safety Bureau

Department of Public Safety

215 E. 7th Street

Des Moines, IA 50319

Phone: (515) 725-6121

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Prairie City Public Library

December 5, 2022

100 East 5th Street

Prairie City, IA 50228

Prairie City Library

Timeline for Bidding the Prairie City Public Library Project

December 6, 2022 Presentation of Calendar dates for project Re-Bid.

December 22, 2022 Up-date Bid documents send to Sue for review.

January 11, 2023. City Council Bid Documents for approval

**January 17, 2023, Advertisement for Bid –
Newspapers/printers**

**January 24, 2023 Project Pre-bid meeting (at the site
Tuesday @11:00 am).**

February 22, 2023, Project Bid (Time 11:00 AM at City Hall).

March 1st, 2023, City Council approval- Public

March 10, 2023, Contract Awarded- Notice to proceed.

January 18, 2024, Substantial completion.

January 30, 2024, project completion.

DOCUMENT 00 11 13-A
ADVERTISEMENT FOR BIDS

The City of Prairie City will receive sealed bids for the renovation of the 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 the existing 4,988 square feet, and a 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.

A lump-sum bid will be required for General Construction with all divisions of this project included in the construction documents.

The City of Prairie City will accept Bids before 11:00 am on the 22nd day of February 2023 at City Hall, 203 E Jefferson Street, Prairie City, IA 50228. Bids received after this time will not be accepted.

A mandatory Pre-Bid Conference will be held at 12:00 pm on the 24th Day of January 2023 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.mbionline.com>
3. iSqFt (online plan room) ph. (800) 364-2059; www.isqft.com.
4. Bid Documents may be reviewed at the Prairie City City Hall 203 E Jefferson, Prairie City IA 50228 and 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 February 22, 2023**. The bids will be opened at 12:00 PM in the Council Chambers at City Hall and publicly read aloud. The Library Director, City Clerk and Architect will review the bids for consideration by the City Council at their March special meeting. 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 January 24, 2023, 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 March 10th, 2023. Work should be substantially complete by January 18, 2024, and complete by January 30, 2024, total project completion.

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 vdganken@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 free 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.mbsonline.com>.
 3. iSqFt (online plan room), 800-364-2059, www.isqft.com

Bid documents may also be reviewed at the Prairie City City Hall, 203 E Jefferson St, Prairie City Iowa 50228 or the Prairie City Public Library, 100 E Fifth St, Prairie City Iowa 50228, during normal hours of operation.

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

3.01 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.

3.02 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.

3.03 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.

3.04 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.

3.05 EXAMINATION

- A. Bid Documents may be viewed at the Prairie City City Hall, 203 E Jefferson St., Prairie City, IA 50228 or 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 planrooms:
 - 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 24th day of

00 21 13

INSTRUCTIONS TO BIDDERS

Page 3 of 6

January 2023 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: Jerry Moore, City Administrator, 203 E Jefferson St, PO Box 607, Prairie City, IA 50228.
 - d. Bid Letting Date
 - 2. If envelopes are not clearly marked, the bid might be mistakenly opened outside the official bid, rendering it invalid.
 - 3. Electronic Bid will not be accepted.
- C. 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

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RESOLUTION NO. 1-11-23-2

**RESOLUTION SETTING THE TIME AND PLACE OF COUNCIL
MEETINGS FOR A PUBLIC HEARING SETTING THE MAX LEVY**

WHEREAS, Chapter 17.04 of the Prairie City Code states "The time and place of the regular meetings of the Council shall be fixed by resolution of the Council."

WHEREAS, in keeping with state requirements, the Council supports setting a public hearing for a future Council meeting to set the MAX LEVY and also requests city staff to cause a public notice to be published in the PCM Explorer.

NOW THEREFORE BE IT RESOLVED that A Regular Council meeting is scheduled for February 8th, 2023, at 6:00 p.m. regarding the public hearing for the MAX LEVY for the new FY 2023/2024 budget.

Approved and adopted this 11th day of January 2023.

Chad D Alleger, Mayor

ATTEST:

Christie Busby, City Clerk/Finance Officer