



**Grinnell PUBLIC WORKS AND GROUNDS Meeting
MONDAY, MAY 4, 2020 AT 4:45 P.M.
VIA ZOOM**

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TENTATIVE AGENDA

ROLL CALL: Hueftle-Worley (Chair), Wray, Gaard.

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider setting public hearing and directing clerk to publish notice for FY 2021 Seal Coat Project (bids to be received and opened on May 13th at 1:30 pm with bid award on May 18th).
2. Consider resolution authorizing payment of contractor's pay request No. 27 in the amount of \$117,774.50 to WRH, Inc. of Amana, Iowa for the Wastewater Treatment Facility Improvements (See Resolution No. 2020-70).
3. Review and consider quotes received for sanitary sewer cleaning and televising in southeast Grinnell related to the Community Development Block Grant application (See Resolution No. 2020-71).
4. Consider Change Order No. 1 for the 16th Avenue Culvert Replacement Project (See Resolution No. 2020-72).
5. Consider approval of a commissioning flight inspection of the Grinnell Regional Airport in the amount of \$12,007.80 (See Resolution No. 2020-73).
6. Discuss Iowa Highway 146 Resurfacing Project.
7. Discuss Strategic Plan Initiative #6 and Action Plan: Greatly improved sidewalks in a public / private partnership. Analyzing approach to replacement.

CITY OF GRINNELL

**SPECIFICATIONS AND
CONTRACT DOCUMENTS**

FOR

**2021 (FISCAL YEAR) SEAL COAT
PROJECT**

Prepared By:

City of Grinnell, Iowa

April 21, 2020

Copy Number

DIVISION A

GENERAL DOCUMENTS

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DIVISION A - GENERAL DOCUMENTS

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SECTION A-003 – NOTICE OF HEARING AND LETTING**PUBLIC HEARING****NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, AND FORM OF CONTRACT FOR THE 2021 (Fiscal Year) SEAL COAT PROJECT IN THE CITY OF GRINNELL, IOWA, AND NOTICE TO BIDDERS FOR THE TAKING OF BIDS FOR SAID IMPROVEMENTS.**

Notice is hereby given that a public hearing will be held by the City Council of Grinnell, Iowa on May 18, 2020 at 7:00 P.M., in the Council Chambers on the second floor of the City Hall, 520 4th Avenue, Grinnell, Iowa 50112, on the plans, specifications, and proposed form of contract for street improvements and work incidental thereto as described in the plans and specifications therefore now on file in the office of the City Clerk. At said hearing, any interested person may appear and file objections thereto or to the cost of said construction.

Sealed proposals will be received at City Hall of the City of Grinnell, Iowa 520 4th Avenue, Grinnell, Iowa 50112, until 1:30 P.M., on May 13 for the 2021 (Fiscal Year) Seal Coat Project as described in plans and specifications therefore now on file at the City Hall. Said proposals will be opened at a public meeting, to be held at 1:30 P.M., on May 13, 2020 in the council chambers on the 2nd floor of City Hall, 520 4th Avenue. Said proposals will be acted upon by the City Council at the hearing, which is to be held at 7:00 P.M., on May 18, 2020, or at such later time and place as may then be fixed.

The extent of the work involved is the furnishing of the supervision, equipment, labor, necessary services and material for the street improvements and related work located on the streets located in the City of Grinnell as shown on the 2020 Seal Coat Project map.

Each proposal shall be submitted on a blank proposal form as provided by the City and must be accompanied in a separate sealed envelope by a cashier's or certified check drawn on a bank in Iowa or a bank chartered under the Laws of the United States of America, or a certified share draft drawn on a Credit Union in Iowa or chartered under the Laws of the United States of America, or a bid bond, in an amount equal to five percent (5%) of the proposal. The bid security shall be made payable to the Treasurer of the City of Grinnell, Iowa. Such bid security shall be forfeited to the City as liquidated damages in the event the successful bidder fails or refuses to enter into a contract within ten (10) days after the award of contract or to post bond satisfactory to the City insuring the faithful fulfillment of the contract and maintenance of said work. Bid security of the lowest two or more bidders may be retained until a contract is awarded or rejection is made. Other bid security will be returned after the canvas and tabulation of bids is completed and reported to the City Council.

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa and preference will be given to Iowa domestic labor in the said construction.

The successful bidder will be required to furnish a bond in the 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 of the contract in the terms and conditions therein contained, and shall guarantee 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 Contractor, and shall guarantee the maintenance of the construction for a period of ONE (1) year from and after its completion and acceptance by the City.

All work under the proposed contract shall not be started before June 1, 2020 and shall be completed no later than August 31, 2020.

The plans, specifications, and proposed contract documents may be examined at the office of the City Clerk. Copies of said plans and specifications and Form of Proposal blanks may be secured at the office of the City Clerk, Grinnell, Iowa.

The City reserves the right to reject any and all proposals, waive technicalities and irregularities and to accept any proposal, which, in the opinion of the City Council, is deemed to be in the best interest of the City.

END OF SECTION A-003

SECTION A-004 – INFORMATION FOR BIDDERS

1. CONTRACT DOCUMENTS.

The Contract Documents are those listed as such in Article Six (6) of the Agreement, included herewith. Bidders must examine each of the Contract Documents, must visit the location of the work, and inform themselves of the conditions and make their own estimates of the facilities and difficulties attending the execution of the work.

2. DATE AND PLACE FOR OPENING PROPOSALS.

Pursuant to the “Advertisement,” proposals for performing the work shall be enclosed in a sealed envelope addressed to: City Clerk, City of Grinnell, Iowa, and endorsed:

PROPOSAL
2021 (Fiscal Year) SEAL COAT PROJECT

and delivered to the City Offices, Grinnell, Iowa, until 1:30 P.M., May 13, 2020 at which time and place such proposals will be opened, read, and tabulated for presentation to the City Council as stated in the “Advertisement.” The City Council will act on the proposals as stated in the “Advertisement” or at such later time as may be fixed.

3. PREPARATION OF PROPOSAL.

The proposal shall be legibly prepared with ink or typed on the blank Form of Proposal furnished by the City. THE FORM OF PROPOSAL BOUND IN THESE SPECIFICATIONS SHALL NOT BE USED FOR BIDDING. The bidder shall properly fill in all blank spaces provided in the proposal form, except for alternate items, on which the bidder is not required to bid. The unit price or lump sum bid shall be once stated in both words and figures, unless official proposal form does not provide for a place to write out price in words. The bidder shall specify a unit price for each of the separate items listed, except where a lump sum bid is called for. The bidder shall show the products of the respective quantities and unit prices in the column provided for that purpose and the sum for which the proposed work will be done. If a unit price or a lump sum bid already entered by the bidder on the proposal form is to be altered, it shall be crossed out in ink, the new unit price or lump sum bid entered above or below it and initialed in ink by the bidder. If there is a discrepancy between the amount written in words and amount in figures, the amount written in words shall control. The bidder, or a legally authorized agent, with the bidder’s full name and business address shall sign the Proposal. No bidder shall submit a proposal under an assumed title.

The bidder shall review the drawings and specifications of the project, and all other Contract Documents of same, and shall make a site inspection and be familiar with site conditions such

as accessibility, slopes, utilities, and any other conditions relevant to the construction of the project, prior to submitting a proposal. If any discrepancies between the drawings, specifications, other Contract Documents, and the site arise, the bidder shall ask for written clarification from the City before submitting a proposal. If the bidder feels there has been an omission in the drawings, specifications, or other Contract Documents, it shall be the bidder's responsibility to raise such opinions to the City Engineer, and the City shall reply to it before the bidder submits any proposal. The bidder shall be responsible for any damage or complications resulting from any neglect or failure to comply with this section. If the Bidder is awarded the contract, the Bidder (now the Contractor) shall be responsible for any damage or complications resulting from any neglect or failure to comply with this section throughout the construction process.

4. **DESIGNATED SALES TAX EXEMPT ENTITY.**

The City of Grinnell is a designed exempt entity. Designated exempt entities awarding construction contracts on or after January 1, 2003, may issue special exemption certificates to contractors and subcontractors allowing them to purchase or to withdraw from inventory construction materials for the contract free from sales tax.

The City of Grinnell is hereby notifying all potential bidders to submit their bids WITHOUT sales tax included. This policy will lower the dollar amount of the bid and the Contractor will not be required to provide Contractor Statements after the project is completed. The following steps will be used to complete this process:

- A. Designated exempt entities will register contracts, including information on contractors and subcontractors, through an online application developed by the Iowa Department of Revenue.
- B. Designated exempt entities will provide each contractor/subcontractor with an exemption certificate/authorization letter developed exclusively for this purpose. These will be printed directly from the online application. The letter/certificate can be obtained only through this application.
- C. Contractors and subcontractors will give a copy of the certificate to each of their material suppliers. This allows them to purchase building materials for the contract free from sales tax.
- D. Suppliers should retain this certificate in their records for at least three years.

5. **OMMISSIONS AND DISCREPANCIES.**

Should a bidder find discrepancies in, or omissions from, the drawings or Contract Documents, or should be in doubt as to their meaning, the bidder shall at once notify the City, who may send a written instruction to all bidders.

6. **ACCEPTANCE OR REJECTION OF PROPOSALS.**

The City of Grinnell reserves the right to reject any or all bids, waive informalities, or accept any bid it may deem best.

7. **CERTIFIED CHECK.**

A certified check or bid bond acceptable must accompany each bid to the City of Grinnell, in an amount of five percent (5%) of the bid amount. Checks shall be made payable to the order of the City Treasurer, such check to be returned to the bidder unless forfeited under the conditions herein stipulated. All such deposits, including that of the successful bidder, shall be returned to the bidders after execution of the project, or in case all bids are rejected, after such rejection.

8. **ACCEPTANCE OF PROPOSALS AND ITS EFFECTS.**

The City Council will act upon the proposals within ten (10) days after the bid opening date. The acceptance of a proposal will be a notice in writing signed by a duly authorized representative of the City of Grinnell, and no other act shall constitute the acceptance of a Proposal. Such acceptance shall bind the successful bidder to execute the Contract and to be responsible for liquidated damages for failure to execute, as provided in Paragraph Eight (8) below. The rights and obligations provided for the Contract shall become effective and binding upon the parties only with its formal execution.

9. **SUBSTITUTIONS.**

All items of material or equipment proposed by the Contractor as equal substitutions for items of material or equipment, which is specified, shall be equal in every respect to the quality, quantity, performance, color, finish, gauge, and size of that item which has been used as a basis of quality. When certain manufacturer's equipment is given as a standard of quality, than all accessories that are standard on that item of equipment must be furnished even though the accessories may not be standard on some substituted equipment of another manufacturer.

The Engineer shall be the sole and final judge as to the suitability of substituted items. The Contractor shall furnish and install the specified items when proposed substitutions are not accepted. The entire cost of all changes, of any type, necessitated by substitutions of specified material or equipment shall be borne by the Contractor making the substitution. The successful Bidder shall, within fourteen (14) days after receiving the Notice to Proceed, submit to the Engineer a complete list of items and material and equipment the Bidder is proposing to use on this Contract. The list shall be complete with manufacturer's names, size, and types. Equipment orders shall not be placed until shop drawings have been reviewed. Four (4) copies of the list shall be furnished; one of which will be returned with the Engineer's comments. Where materials in the submittal differ from those specified, complete data shall be furnished to the Engineer as listed below. Requests will be considered only if they comply

with all of the following requirements. Complete technical data, including lab reports, if applicable, must be submitted. The differences, including operation, physical dimensions, etc., between proposed products and specified products shall be fully explained. Complete information shall be submitted in regard to any changes required on the drawings or specifications for related work. Any difficulties, delays, or additional expenses, which arise from changes due to substitutions, shall be the responsibility of the Contractor. Items furnished under any “OR Equal” clause will be considered substitutions and, to the extent required by the Engineer, must comply with this article.

10. TIME FOR EXECUTING CONTRACT AND DAMAGES FOR FAILURE.

Any bidder whose proposal shall be accepted will appear at the office of the City Clerk of the City of Grinnell, Iowa, in person, or, if a firm or corporation, a duly authorized representative shall so appear, to present the required bonds, and proof of insurance, and to execute the contract within ten (10) days after notice that the contract has been awarded. Failure or neglect to do so shall constitute a breach of the agreement affected by the acceptance of the proposal.

11. TIME FOR COMPLETION OF WORK.

The contractor shall complete the work by the date stated in the “Advertisement.” Attention is respectfully called to the provisions for liquidated damages and other actual damages as set out in Article Two (2) of the Agreement. Completion time is subject to extensions as provided in the “General Conditions.”

12. INTERPRETATIONS AND ADDENDA.

No oral interpretations shall be made to any bidder as to the meaning of any of the contract documents, or be effective to modify any of the provisions of the contract documents. Every request for an interpretation shall be made in writing and addressed and forwarded to the City Engineer.

13. POSTPONEMENT OF BID OPENING.

The City Council reserves the right to postpone the date for presentation and opening of proposals and will give registered mail, facsimile transmittal, or telegraphic notice of any such postponement to each prospective bidder.

END OF SECTION A-004

A-005 FORM OF PROPOSAL

DO NOT REMOVE FROM THIS BOOK

PROPOSAL OF: _____

TO: _____

City Council:

The undersigned bidder has carefully examined an official copy of the Contract Documents prepared for the above noted project, which documents are referred to in the “Information to Bidders,” and has also examined the site of the work, and this proposal is submitted in accordance with the acceptance of such conditions and requirements and with applicable laws and ordinances.

The undersigned bidder will provide all the necessary labor, machinery, tools, apparatus, and other means of construction, and do all the work, and furnish all the materials called for in the contract documents, in the manner prescribed therein, and in accordance with the requirements of the City for a total consideration based on the lump sum figures and/or unit prices stated in the bid schedule below.

The undersigned bidder also agrees as follows if the City as a basis accepts this Proposal for a Contract:

- (1) To do any extra work, not covered by the schedule of prices offered herein, which may be ordered by the City, and to accept as full compensation therefore such prices as may be agreed in writing by the City and the undersigned in accordance with the “General Conditions.”
- (2) To sign the prescribed Form of Contract and furnish the required Owner’s Performance Bond and file evidence of compliance with insurance requirements

within ten (10) days after acceptance of this Proposal or forfeit the proposal guarantee submitted herewith. To finish and complete work on or before the date specified in the “Notice of Hearing and Letting.”

- (3) To pay the City as fixed and liquidated damages \$100.00 for each and every calendar day elapsing after the specified completion date and before actual completion of the work to a degree acceptable to the City.
- (4) To reimburse the City, by a reduction of the final payment due the Contractor, an amount equal to the charges made for engineering services incurred because of continuance of the work beyond the specified completion date.
- (5) To accept as full payment for the completed work an amount based on prices offered herein and on the actual measured work completed and subject to prescribed adjustments due to changes officially ordered during the progress of the work.

The undersigned bidder understands that the City Council may reject any or all proposals, waive irregularities, or accept any bid, which in the opinion of the City Council is deemed to be in the best interest of the City.

The undersigned bidder understands that the quantities of work shown herein are approximate only and are subject to increase or decrease, at the unit prices stated in the following schedule.

The receipt of addendum number ____, ____, ____, and ____ are hereby acknowledged.

BID SCHEDULE - STREETS

ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	BINDER BITUMEN ASPHALT MC3000 SINGLE COAT	47447	SQ YDS		
2.	BINDER BITUMEN ASPHALT MC3000 DOUBLE COAT	2712	SQ YDS		
3.	TEAR UP & RELAY	2712	SQ YDS		
	TOTAL AMOUNT				

A certified check or bid bond in the sum of five percent (5%) of the total price accompanies this proposal under separate cover and it its hereby agreed that in case of failure on the part of the undersigned to execute the contract and give satisfactory surety bond within ten (10) days after the acceptance of this proposal, said certified check or bid bond shall be forfeited to the City as liquidated damages for such failure, otherwise the certified check or bid bond shall be returned to the undersigned.

Signed and sealed this _____ day of _____, 2020.
(If the bidder is an individual, partnership, or non-incorporated organization, sign and complete the following:)

Signature of Bidder _____

By _____

Address _____

Names and Addresses of members of the Firm: _____

(If the bidder is a corporation, sign and complete the following:)

Signature of Bidder _____

By _____

Business Address _____

Incorporated under the laws of the State of _____

Name of Officers: President _____

Secretary _____

Treasurer _____

END OF SECTION A-005

SECTION A-006 - NOTICE OF AWARD

To: _____

The City Council of the City of Grinnell, Iowa has considered the proposal submitted by you on ____
_____ in the City of Grinnell, Iowa.

It appears that it is to the best interest of the City of Grinnell to accept your proposal in the amount of:
_____ (\$_____), you are hereby notified that your proposal has been accepted for the 2021 (Fiscal Year) Seal Coat Project subject to completion of financing and approval of the contract. You are required by the “Notice of Hearing and Letting” to execute the formal contract with the City of Grinnell and to furnish the required Contractor’s performance and payment bond within the terms specified in the “Notice of Hearing and Letting.”

If you fail to execute said contract and to furnish said bonds within ten (10) days from the date of delivery of this “Notice of Award,” the City of Grinnell will be entitled to consider all your rights arising out of the City of Grinnell’s acceptance of your proposal as abandoned and to award the work covered by your proposal to another, or to re-advertise the work, or as the City Council deems to be in the best interest of the City of Grinnell.

Dated this _____ day of _____, 2020.

City of Grinnell, Iowa:

By: _____
Dan Agnew, City Mayor

Acceptance of Notice: Receipt of Above
“Notice of Award” is hereby acknowledged this _____ day of _____, 2020.

Contractor:

By: _____

Title: _____

END OF SECTION A-006

SECTION A-007 – AGREEMENT

This Agreement made the _____ day of _____ in the year Two Thousand and _____, hereinafter called the Contractor, and the City of Grinnell, Iowa hereinafter called the City.

WITNESSETH, that the Contractor and City for the consideration hereinafter named agree as follows:

ARTICLE 1. SCOPE OF WORK.

The Contractor shall furnish all material, superintendence, labor and equipment unless otherwise specified and shall defray such other costs as are necessary to complete in a proficient manner to the satisfaction and acceptance of the City Engineer, of Grinnell, the work required by the Contract Documents, as listed in Article Six (6) of this Agreement, the General Conditions of the Contract, the Specifications, and the Drawings.

ARTICLE 2. TIME OF COMPLETION.

The work to be performed under this contract shall be carried on regularly and uninterruptedly (unless the said Engineer or City shall otherwise, in writing, especially direct) with such force as to insure the full completion within the time specified with the Advertisement. If the Contractor shall fail to complete the work in the time above-specified, or within such further time as, in accordance with the provisions of these Contract Documents, shall be fixed or allowed for such completion, the sum of \$100.00 per day shall be deducted from the sum due to the Contractor under this Contract as liquidated damages. In view of the difficulty of estimating such damages, the sum of \$100.00 per day is hereby agreed upon, fixed, and determined by reason of default, and not by way of penalty. Such Liquidated Damages are intended as compensation for delay only and the retention or recovery of such damages by the City shall not prevent the recovery of other actual damage sustained by the City, constitute a defense to any action brought by the City based on alleged breach of contract, or to compel specific performance of the contract, or in any way affect the terms, conditions or liability of the performance bonds to be furnished by the contractor.

ARTICLE 3. THE CONTRACT SUM.

In consideration of the work described herein and the fulfillment of all stipulations of this Contract, subject to additions and deductions provided therein, the City shall pay to the Contractor the amount due to the Contractor, based on prices contained hereinbefore in Section A-005, entitled FORM OF PROPOSAL.

ARTICLE 4. PROGRESS PAYMENTS.

The City shall make partial payments to the Contractor on the basis of a duly certified approved estimate of value, by the Engineer, based on the Contract prices, of labor and materials incorporated in the work, and of timely materials suitably stored at the site thereof up to the twentieth (20) day of that month, less the aggregate of previous payments. The City will retain five percent (5%) as may be deemed advisable by the Engineer, until final completion and acceptance of all work covered by the contract.

ARTICLE 5. ACCEPTANCE AND FINAL PAYMENT.

The work called for under this contract shall be subject to review and final inspection. Upon receipt of written notice that the work is ready for final inspection and acceptance, the Engineer shall promptly make such inspection, and when the Engineer finds the work acceptable under the Contract and the Contract fully performed, the Engineer shall promptly issue a final certificate, over the Engineer's own signature, stating that the work provided for this Contract has been completed and is acceptable under the terms and conditions thereof, and the entire balance found to be due to the Contractor, including the retained percentage, shall be paid to the Contractor not sooner than thirty (30) days after the date of acceptance of the work by the City Council of the City of Grinnell. At the time the Contractor requests a final certificate, the Contractor shall submit an affidavit to the Engineer that all payrolls, material bill, and other indebtedness connected with the work have been paid.

ARTICLE 6. THE CONTRACT DOCUMENTS.

Each of the documents listed below and all modifications thereof incorporated in the documents before their execution shall form the Contract, as if hereto attached or herein repeated.

2021 (Fiscal Year) SEAL COAT PROJECT SPECIFICATIONS AND CONTRACT DOCUMENTS, published by the City of Grinnell, April 22, 2020, and all those documents therein listed, INCLUDING:

DIVISION A – GENERAL DOCUMENTS

DIVISION B – GENERAL CONDITIONS OF THE CONTRACT

DIVISION C – TECHNICAL PROVISIONS

This agreement shall be binding upon the legal representative and successors of the parties respectively.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the day and year first above written.

Name of Individual or Partnership

By: _____

Signed in the Presence of: _____

Name of Corporation

By: _____ as its _____

By: _____ as its _____

Signed in the Presence of: _____

City of Grinnell
Name of City

By: _____, Dan Agnew, Mayor

By: _____ Ann Wingerter, City Clerk

END OF SECTION A-007

SECTION A-008 – FORM OF BID BOND

KNOW ALL PEOPLE BY THESE PRESENT that we _____
_____ as Principal, and _____
_____ as Surety, are held and firmly bound unto the City
of Grinnell, Iowa. Hereinafter called the “Owner” in the penal sum of _____
_____ Dollars,
(\$ _____) lawful money of the United States of America for the payment
of which sum will and truly be made, we bind ourselves, our heirs, executors,
administrators, and successors, jointly and severally, firmly by these present. The
condition of this obligation is such that whereas the Principal has submitted the
accompanying bid, dated _____, 2020, for the 2021 (Fiscal Year) Seal
Coat Project.

NOW, THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the form specified and shall furnish a bond for the faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be void, otherwise the same shall in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

By virtue of statutory authority, the full amount of this bid bond shall be forfeited to the Owner in liquidation of damages sustained in the event that the Principal fails to execute the contract and provide the bond as provided in the specification or by law.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or

affected by any extension of the time within which the Owner may accept such bid or execute such contract; and said surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the principal and the surety hereto set their hands and seals, and such of them as corporations, have cause their corporate seals to be hereto affixed and these present to be signed by their proper officers this _____ day of _____, 2020, A.D.

Witness

Principal

By: _____ (Title)

Surety (Seal)

By: _____
(Attorney-in-fact)
Attach Power of Attorney

END OF SECTION A-008

SECTION A-009 – FORM OF PERFORMANCE, PAYMENT AND MAINTENANCE BOND

KNOW ALL PEOPLE BY THESE PRESENT, that we, _____, (hereinafter called the Principal) and _____, (hereinafter called the Surety), are held and firmly bound unto the City of Grinnell, Iowa, (hereinafter called the Owner), in the penal sum of _____ Dollars (\$ _____) lawful money of the United States of America to the payment of which sum will and truly be made, the Principal herein firmly binds him/her/themselves, their heirs, executors, and administrators, and the Surety bind themselves, their successors, assigns, executors, and administrators, and successors, jointly and severally, firmly by these present.

THE CONDITION OF THIS OBLIGATION IS SUCH, THAT whereas the above bonded Principal, did on the _____ day of _____, 2020, enter into a written contract with the City of Grinnell to do the 2021 Seal Coat Project as specified in the Contract Documents,

NOW, THEREFORE, if said Principal shall faithfully perform said contract, and if the said Principal shall warrant all workmanship and materials for a period of one (1) year from the final inspection and acceptance date, then this obligation shall be void; otherwise, it shall remain in full force and effect. Copy of which contract, together with all of its terms, covenants, conditions, and stipulations is incorporated herein and made a part hereof as fully and completely as if said contract were received at length herein and,

WHEREAS, the Principal and Sureties on this bond hereby agree to pay all persons, firms, or corporations having contracts directly with the Principal or with subcontractors, all just claims due them for labor performed or materials furnished in the performance of the contract on account of which this bond is given, when the same are not satisfied out of the portion of the contract price which the Owner is required to retain until completion of the improvements, but the principal and sureties shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law.

Now if the Principal shall in all respects fulfill the said contract according to the terms and tenor thereof, and shall satisfy all claims and demands incurred for the same; and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so and shall full reimburse and repay the Owner all outlays and expenses which it may incur in making good and such default, then the obligation is to be void and of no effect; otherwise to remain in full force and effect.

Every surety on this bond shall be deemed and held, any contract to the contrary notwithstanding, to consent without notice,

1. To any extension of time to the contractor in which to perform to the contract.
2. To any change in the plans, specifications, or contract, when such changes does not involve an increase of more than twenty percent (20%) of the total contract price, and shall then be released only as to such excess increase.
3. That no provisions of this bond or of any other contract shall be valid which limits to less than one (1) year from the time of the acceptance of the work the right to sue on this bond for defects in workmanship or material not discovered or known to the Owner at the time such work is accepted.

IN WITNESS WHEREOF, we have hereunto set our hands and seal this _____ day of _____, 2020.

Principal

By: _____

Surety

By: _____
Attorney-in-fact Iowa Resident Agent

END OF SECTION A-009

SECTION A-010 – NOTICE TO PROCEED

Date: _____

Contractor: _____

Attention: _____

Subject: Notice to Proceed with the Construction of the 2021 (Fiscal Year) Seal Coat Project.

Dear _____:

You are hereby directed to proceed with the construction of the above-mentioned project in accordance with the terms of the Contract Documents, plans, and specifications entered into by:

_____, and the City of Grinnell.
Contractor

The signed contract is dated _____, 2020. The stipulated time for commencing work on the project is June 1, 20 and the completion is in accordance with the contract terms.

Sincerely yours,

City of Grinnell

By: _____

Title: _____

END OF SECTION A-010

SECTION A-011 – PAYMENT REQUEST FORM

The Contractor shall submit this form to the City of Grinnell by the 20th day of each month. Work done up to and on that day may be included in that months pay request.

Copies of this form shall be made by the Contractor, and filled out and submitted by the 20th of each month. The City shall then process the request, and submit this request to the City Council at their first meeting of the following month.

I/We, the undersigned, as Contractor for the 2021 Seal Coat Project, hereby submit and request payment for the work done to date, and for materials on hand, as listed below.

_____ Date

_____ Name of Individual or partnership

By: _____

_____ Name of Corporation

By: _____ as its _____

Quantities and amounts approved / as corrected / as submitted / as changed by:

_____ Date

City of Grinnell
_____ Name of City

By: _____, Russ Behrens, City Manager

Approved for payment as submitted / as changed by:

_____ Date

City of Grinnell
_____ Name of City

By: _____, Dan Agnew, Mayor

By: _____, Ann Wingerter, City Clerk

DIVISION B

GENERAL CONDITIONS OF THE CONTRACT

DIVISION B – GENERAL CONDITIONS OF THE CONTRACT

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SECTION B-001 – DEFINITIONS

Contract Documents are those listed as such in Article Six (6) of the Agreement, included herewith.

Plans and Drawings refer to the plans as specified in Article Six (6) of the Agreement, included herewith.

Specifications shall mean the same as if the term Contract Documents had been used in its place.

Contract is the agreement covering the performance of the work described in the Contract Documents, including all supplemental agreements thereto, and all general and specific provisions pertaining to the work or materials therefore.

The City and **The Contractor** are those mentioned as such in the Agreement. They are treated throughout the Contract Documents as if each were of the singular number.

Wherever the word **Engineer** is used in the Contract, it shall be understood as referring to the City Engineer of the City of Grinnell, acting personally or through an assistant duly authorized for such act by the Engineer or by the City Manager.

Surety is the person, firm, or corporation who executed the Performance Bond.

The term **Subcontractor**, as employed herein, includes only those having a direct contract with the Contractor and it includes one who furnishes material worked to a special design according to the plans or specifications of this work, but does not include one who merely furnishes material not so worked.

Written Notice shall be deemed to have been duly served if delivered in person to the individual, a member of the firm, or to an officer of the corporation for whom it is intended, or if delivered at or sent by registered mail to the last known business address for whom it is intended by the sender of the notice.

The term "**Work**" of the Contractor or Subcontractor includes labor, materials, equipment, transportation, or other facilities and activities necessary to complete the Contract, either individually or in any combination thereof.

END OF SECTION B-001

SECTION B-002 -- INTERPRETATIONS

2.1 INTENT OF THE CONTRACT DOCUMENTS.

The intent of the Contract Documents is to provide for the construction and completion of every detail of the improvements included in the Contract. What is called for by any one shall be as binding as if called for by all. It is understood that the Contractor, for the Contract Price, will furnish all labor, materials, tools, transportation, and supplies, and will execute the Contract in a satisfactory and worker like manner, and in accordance with the plans, specifications, and terms of the Contract.

2.2 CONTRACTOR'S UNDERSTANDING.

It is understood and agreed that the Contractor has, by the Contractor's own careful and active examination, been satisfied as to the nature and location of the work, the conformation of the ground, the character, quality, and quantity of the materials to be encountered above and below ground, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way effect the work under this Contract. No verbal agreements or conversations with any officer, agent, or employee of the City, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.

2.3 DRAWINGS AND INSTRUCTIONS.

The Engineer will furnish to the Contractor, free of charge, up to ten (10) copies of drawings and specifications necessary for the execution of the work. Additional sets desired by the Contractor will be available for the cost of materials and labor to provide such copies. The Engineer shall also furnish, with reasonable promptness, additional instructions, by means of drawings or otherwise, necessary for the proper execution of the work. All such drawings and instructions shall be consistent with the Contract Documents, true development thereof, and reasonably inferable therefrom.

2.4 CONFLICT.

If there be conflicting variance between the Drawings and the Specifications, the provisions of the Specifications shall control. In case of conflict between the General Conditions of the Contract, or any additions thereof, and the Detailed Specifications, the Detailed Specifications shall control. Terms of any Special Conditions included in this specification as a result of Federal or State funding of the project shall take precedence over these General Conditions.

2.5 DIMENSIONS.

Figured dimensions or datum deviations on the Plans shall be used in lieu of scaling the Drawings. Where the work of the Contractor is affected by finished dimensions, these shall be determined by the Contractor at the site, and the Contractor shall assume the responsibility therefore.

2.6 DRAWINGS AND SPECIFICATIONS AT JOB SITE.

One complete set of all Drawings and Specifications shall be maintained at the job site by the Contractor, and shall be available to the Engineer at all times.

2.7 SURVEYS, PERMITS, AND REGULATIONS.

The City shall furnish all surveys unless otherwise specified. Permits of a temporary nature necessary for the prosecution of the work shall be secured by the Contractor. Permits and easements for permanent structures or permanent changes in existing facilities shall be secured by the City, unless otherwise specified.

2.8 ROYALTIES AND PATENTS.

The Contractor shall pay all royalties and license fees. The Contractor shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof, except that the City shall be responsible for all such loss when a particular process or the product of a particular manufacturer or manufacturers is specified, but if the Contractor has information that the process or article specified is an infringement of a patent, the Contractor shall be responsible for such loss unless such information is promptly given to the Engineer.

2.9 CHANGES IN THE WORK.

The City, without invalidating the Contract, may order extra work or make changes by altering, adding to or deducting from the work, the Contract sum being adjusted accordingly. All such work shall be executed under the conditions of the original Contract except that any claims for extension of time caused thereby shall be adjusted at the time of ordering such change. No allowance shall be made for anticipated profit on work not performed.

In giving oral instructions, the Engineer shall have the authority to make minor changes in the work, not involving extra cost, and not inconsistent with the purposes of the work, but otherwise, except in an emergency endangering life or property, no extra work or change shall be made unless in pursuance of a written order by the Engineer, and no claim for an addition to the Contract Sum shall be valid unless so ordered.

The value of any such extra work or change shall be determined in one or more of the following ways:

- (a) By estimate and acceptance in a lump sum.
- (b) By unit prices named in the Contract or subsequently agreed upon.
- (c) By cost and percentage.
- (d) By cost and a fixed fee.

If none of the above methods is agreed upon, the Contractor, having received an order as described above, shall proceed with the work. In such case and also under cases (c) and (d), the Contractor shall keep and present in such form as the Engineer may direct, a correct account of the net cost involved in the change, together with vouchers. The net cost shall include labor, materials, equipment, and insurance, to the exclusion of other items, which shall be classed as overhead. In any case, the Engineer shall certify to the amount due to the Contractor, including reasonable allowance, not to exceed fifteen percent (15%) of the net cost, for overhead and profit. Pending final determination of value, payments on account of changes shall be made on the Engineer's estimate.

END OF SECTION B-002

SECTION B-003 -- CONTROLS OF MATERIALS AND WORK

3.1 ENGINEER'S STATUS.

The Engineer has the authority to stop work whenever such stoppage may be necessary to insure the proper execution of the Contract. The Engineer shall also have authority to reject all work and materials, which do not conform to the Contract.

3.2 INSPECTION OF WORK.

The Engineer and the Engineer's representatives, and representatives from the Iowa Department of Natural Resources and the Environmental Protection Agency, shall at all times have access to the work whenever it is in preparation or progress and the Contractor shall provide proper facilities for such access and for inspection.

If the specifications, the Engineer's instructions, laws, ordinances or any public authority require any work to be specially tested or approved, the Contractor shall give the Engineer timely notice of its readiness for inspection, and if the inspection is by another authority than the Engineer, of the date fixed for such inspection. Inspections by the Engineer shall be promptly made, and where practicable at the source of supply. If any work should be covered up without approval or consent of the Engineer, it must, if required by the Engineer, be uncovered for examination at the Contractor's expense.

Re-examination of questioned work may be ordered by the Engineer, and if so ordered, the work must be uncovered by the Contractor. If such work were found in accordance with the Contract Documents, the City shall pay the cost of re-examination and replacement. If such work be found not in accordance with the Contract Documents, the Contractor shall pay such cost, unless the Contractor shall show that the defect in the work was caused by another Contractor, who is not a subcontractor of the Contractor, and in that event, the City shall pay such cost.

3.3 AUTHORITY AND DUTIES OF INSPECTOR.

Inspectors may be stationed on the work to report to the Engineer as to the progress of the work, manner in which the work is being performed, also to report whenever it appears that materials furnished and worked performed by the Contractor fails to fulfill the requirements of the specifications and contract, and to direct the attention of the Contractor to such failure or infringement, but such inspection shall not relieve the Contractor from any obligations to furnish acceptable materials or to provide completed construction that is satisfactory in every particular.

In case of any dispute arising between the Inspector and the Contractor as to material furnished or the manner of performing the work, the Inspector shall have the authority to reject materials or suspend the work until the question at issue can be referred to and decided by the Engineer. Inspectors are not authorized to revoke, alter, enlarge, relax, or release any requirements of these specifications. The Inspector shall in no case act as supervisor or perform other duties for the Contractor, or interfere with the Management of the work by the Contractor. The responsibility for omissions and defective materials or workmanship lies with the Contractor, and the presence of the Engineer or Inspector during construction does not alter the Contractor's responsibility.

3.4 SUPERINTENDENCE AND SUPERVISION.

The Contractor shall keep on the work site, during the work's progress, a competent superintendent and any necessary assistants, all satisfactory to the Engineer. The superintendent shall represent the Contractor in the Contractor's absence, and all directions given to the superintendent shall be as binding as if given to the Contractor. Important directions shall be confirmed in writing to the Contractor. Other directions shall be so confirmed on written request by the Contractor. The Contractor shall give efficient supervision to the work, using the best skill and attention.

If the Contractor, in the course of the work, finds any discrepancy between the drawings and the physical conditions of the locality, or any errors or omissions in the drawings, or in the layout as given by points and instructions, it shall be the Contractor's duty to immediately inform the Engineer, in writing, and the Engineer shall promptly verify the same. Any work done after such discovery, until authorized, will be done at the Contractor's risk.

Should any change result in increased cost to the Contractor, the value of any such change shall be determined as provided for in Section B-002 under "Changes in the Work."

3.5 SUBCONTRACTS.

The Contractor shall, as soon as practicable after execution of the Contract, but prior to the beginning work, notify the Engineer in writing of the names of subcontractors proposed for the work and shall not employ any that the Engineer may, within a reasonable time, object to as incompetent or unfit.

The Contractor agrees to be fully responsible to the City for the acts and omissions of the subcontractors and of persons either directly or indirectly employed by them, as the Contractor is responsible for the acts and omissions of persons directly employed by the Contractor.

Nothing contained in the Contract Documents shall create any contractual relation between any subcontractor and the City.

3.6 SEPARATE CONTRACTS.

The City reserves the right to let other contracts in connection with this work. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work, and shall properly connect and coordinate all work by both the Contractor and other contractors.

If any part of the Contractor's work depends, for proper execution or results, upon the work of any other contractor, the Contractor's responsibility shall be to follow the provisions of Section B-003, under "Conformity with Existing Structures."

3.7 CONFORMITY WITH EXISTING STRUCTURES.

If any part of the Contractor's work depends, for proper execution or results, upon existing work or structures, or upon the work of another contractor, the Contractor shall inspect and promptly report to the Engineer any defects in such work that render it unsuitable for such proper execution and results. The Contractor's failure to so inspect and report shall constitute an acceptance of the existing work or structure as fit and proper for the reception of the Contractor's work, except as to defects that may develop in the existing work or structure after the execution of the Contractor's work.

To insure the proper execution of subsequent work, the Contractor shall measure work already in place and shall at once report to the Engineer any discrepancy between the executed work and the drawings.

3.8 MATERIALS AND EQUIPMENT.

Unless otherwise stipulated in the specifications, all workmanship, equipment, materials, and articles incorporated in the work covered by this Contract are to be new and of the best grade of their respective kinds for the purpose. The Contractor may be required to furnish a statement of the origin, composition, and manufacturer of any or all material proposed for use in the performance of the Contract, together with samples of such materials. The Contractor shall furnish to the Engineer for approval the name of the manufacturer of machinery, mechanical, and other equipment, which the Contractor contemplates installing, together with their performance capacities and other pertinent information.

3.9 STORAGE OF MATERIALS.

Materials shall be so stored as to insure the preservation of their quality and fitness for the work. When considered necessary, they shall be placed on wooden platforms, or other hard, clean surfaces, and not on the ground, and/or they shall be placed under cover. Stored materials shall be located so as to facilitate prompt inspection. Private property shall not be used for storage purposes without the written permission of the owner or lessee.

3.10 MANUFACTURER'S DIRECTIONS.

Manufactured articles, material, and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned as directed by the manufacturer unless herein specified to the contrary. The Contractor shall, at no cost to the City, arrange for the services of a qualified representative of the equipment manufacturer to inspect the equipment after installation, and to supervise the initial operation for the period of time necessary to insure proper installation and operation.

3.11 SHOP DRAWINGS.

The Contractor shall submit to the Engineer shop drawings for all materials and equipment to be supplied for this project whether stated in the specific sections of the Contract Documents or not. The Contractor shall make any corrections in the drawings required by the Engineer and resubmit same without delay. The Contractor agrees that Shop Drawing submittals processed by the Engineer are not change orders; that the purpose of Shop Drawing submittals by the Contractor is to demonstrate to the Engineer that the Contractor understands the design concept, that the Contractor demonstrates this understanding by indicating which equipment and materials are intended to be furnished and installed, and by detailing the fabrication and installation methods intended for use.

The Contractor further agrees that if deviations, discrepancies, or conflicts between Shop Drawing submittals and the Contract Documents in the form of design Drawings and Specifications are discovered either prior to or after Shop Drawing submittals are processed by the Engineer, the design Drawings and Specifications shall control and shall be followed. Shop Drawings shall be submitted as follows:

- (1) Three (3) copies plus any number desired returned by the Contractor (so at least four (4)) shall be submitted at least thirty (30) days before the materials indicated thereon are to be needed, or earlier if required to prevent delay of the work.
- (2) The Engineer shall, within fourteen (14) days of the submittal of any Shop Drawing, return at least one copy to the Contractor marked with all comments.
- (3) The Contractor shall then correct or revise the Shop Drawings as required to conform to the Contract Documents.
- (4) Following correction or revision, the Contractor shall furnish the Engineer at least four (4) copies of the Shop Drawings conforming to the required corrections and changes.

- (5) The Engineer reserves the right to review corrected or revised Shop Drawings for general compliance with the Contract Documents and to require further corrections or revisions as may be necessary for compliance.

3.12 ORDER OF CONSTRUCTION.

The Engineer shall have control of the order in which various parts of the improvements are to be performed. The Contractor shall submit, at such time as may be requested by the Engineer, schedules which will show the order in which the Contractor proposes to carry on the work, with dates at which the Contractor will start the several parts of the work and estimated dates of completion of the several parts. The order of construction as determined by the Contractor will be followed except where the Engineer determines that such order would not be to the best interests of the City or of the general public.

3.13 PROGRESS.

The Contractor shall at all times maintain a substantial working force to insure completion of the work within the time specified in the Contract. The consistent failure of the Contractor to do so after due warning shall be cause for the City to do the work or to terminate the Contract. See section B-004, under "City's Right To Do Work," and "City's Right To Terminate Contract."

3.14 SUSPENSION OF WORK.

The Engineer shall have authority to suspend the work wholly or in part for such a period or periods of time as may be deemed necessary by the Engineer due to unsuitable weather, unfavorable conditions, or the failure of the Contractor to carry out orders given, or to perform any or all of the provisions of the Contract. The City shall not be liable for expenses incurred by the Contractor during such period of suspension.

3.15 CONSTRUCTION REPORTS.

The Contractor shall submit to the City schedules of costs and quantities of materials, and of other items, which schedules shall be in such form and shall be supported as to the correctness as the City may require for preparing monthly estimates. The Contractor shall also submit to the City the following records: (a) Detailed Estimate, and (b) Periodical Estimates for Partial Payment. These estimates shall be subject to review and correction by the Engineer.

3.16 HOURS OF WORK.

Except for such work as may be required to properly maintain or protect completed or partially completed construction, or to maintain lights and barricades, no work will be permitted on Sundays or legal holidays, nor after six o'clock (6:00) P.M., without specific permission of the Engineer.

3.17 WEATHER.

During freezing or inclement weather, all work shall be suspended except such as can be done in an acceptable manner. The Engineer may permit work to be carried on at such times provided the Engineer approves of the special protection or construction methods proposed. Permission so granted shall in no way be construed as a release of the Contractor's responsibility regarding the quality of the finished work.

3.18 WORKERS AND EQUIPMENT.

The Contractor shall employ competent and efficient workers for every kind of work. Any person employed on the job who shall refuse or neglect to obey the directions of the Engineer or Inspector as relayed through the proper superintendent, or who shall be deemed incompetent or disorderly, or who shall commit trespass upon public or private property in the vicinity of the work, shall be dismissed when the Engineer so orders, and shall not be reemployed unless express permission be given by the Engineer.

3.19 REMOVAL OF UNAUTHORIZED OR DEFECTIVE WORK.

The Contractor shall promptly remove from the premises all materials condemned by the Engineer as failing to conform to the Contract, whether incorporated in the work or not, and the Contractor shall promptly replace and re-execute said work in accordance with the Contract, without expense to the City, and the Contractor shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement. The fact that the Engineer may have previously overlooked such defective work shall not constitute an acceptance of any part of it.

Work done without lines and grades being given, work done beyond lines shown on the plans or as given, except as herein provided, or any extra or additional work done without authority will be considered as unauthorized, at the expense of the Contractor, and will not be paid for under the provisions of the Contract. Work so done may be ordered removed and replaced at the Contractor's expense.

If the Contractor does not remove such condemned work and materials within a reasonable time, fixed by written notice, the City may remove them and may store the material at the expense of the Contractor. If the Contractor does not pay the expense of such removal within ten (10) days time thereafter, the City may, upon ten (10) days written notice, sell such materials at an auction or at a private sale and shall account for the net proceed thereof, after deducting all the costs and expenses that should have been borne by the Contractor.

3.20 CORRECTION OF WORK AFTER FINAL PAYMENT.

Neither the final payment nor any provision in the Contract Documents shall relieve the Contractor of the responsibility for negligence or faulty materials or workmanship within the extent and period provided by law, and upon written notice the Contractor shall remove any defects due thereto, and pay for damage done to other work resulting therefrom, which shall appear within one (1) year(s) after the date of completion and acceptance.

3.21 CLEANING UP.

The Contractor shall at all times keep the premises free from undue accumulations of waste materials or rubbish caused by any work, and shall, as soon after construction as reasonably possible, replace or restore fences, sidewalks, or other property damaged or disturbed by any work. At the completion of the work, the Contractor shall remove all rubbish and waste materials, and all tools, equipment, scaffolding, and surplus materials, and shall leave the premises clean and ready for use, substantially in the same condition as when construction was begun.

Prior to making an application for final payment, the Contractor shall furnish to the Engineer "clean-slips" or affidavits, signed by each property owner abutting the construction site, as determined by the Engineer. This affidavit shall, in each case, attest to the fact that the property has been restored to its original condition, or that the property owner has agreed with the Contractor upon the amount of damages sustained. In the case of a dispute between the property owner and the Contractor, the question shall be referred in writing to the Engineer, who will immediately make an investigation and issue a finding of fact. If the question is not then resolved and the required affidavit obtained from the property owner, the Engineer, upon written application from the Contractor, shall issue a release to the Contractor from the obligation to furnish said affidavit. This dispute may then be settled by other means available to the parties.

In the event that the property owner cannot be located, or does not reply within a reasonable time, then upon receipt of proof that an attempt was made by registered mail to contact said property owner, the Engineer shall issue a release to the Contractor from the obligation to furnish said affidavit.

END OF SECTION B-003

**SECTION B-004 -- LEGAL RELATIONS AND RESPONSIBILITIES
TO THE PUBLIC**

4.1 CONTRACT SECURITY.

The Contractor shall furnish a surety bond (form attached) in an amount of at least one hundred percent (100%) of the contract price as security for the faithful performance of this contract, and as security for the payment of all persons performing labor and furnishing materials in connection with this contract.

4.2 INSURANCE.

The Contractor shall furnish the City Clerk with proper affidavit or affidavits executed by representatives of duly qualified insurance companies, evidencing that said insurance company or companies have issued liability insurance policies, as required below, effective during the life of the contract or for a period of at least ten (10) days following the filling of written notice of cancellation. The work shall not commence under this contract until the Contractor has obtained all insurance required, and such insurance has been approved by the City; nor shall the Contractor allow any Sub-contractor to commence any work until all similar insurance required for the Sub-contractor has been so obtained and approved.

A. COMPENSATION INSURANCE.

The Contractor shall make out and maintain, during the life of this contract, Worker's Compensation Insurance for all employees of the Contractor employed at the site of the work, and in case any work is sublet, the Contractor shall require the Sub-Contractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in Hazardous Work under this contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide, and shall cause each Sub-Contractor to provide, adequate insurance for the protection of all employees not otherwise protected.

B. CONTRACTOR'S LIABILITY INSURANCE.

The Contractor shall maintain Insurance as shall protect the City and the City's employees or agents, the Contractor, and the Sub-contractor performing the work covered by this contract, from claims for damages for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this Contract, whether such operations be by the Contractor, any Sub-Contractor, or by anyone directly or indirectly employed by either of them.

The minimum protection shall be as follows:

1. Public Liability, Bodily Injury, and Property Damage:
 - a. Injury or death of one person \$1,000,000.00
 - b. Injury to more than one person in a single accident \$1,000,000.00
 - c. Property damage \$100,000.00

2. Automobile and Truck Public Liability, Bodily Injury, Property Damage:
 - a. Injury or death of one person \$1,000,000.00
 - b. Injury to more than one person in a single accident \$1,000,000.00
 - c. Property damage \$100,000.00

3. Excess Liability, Umbrella Form \$3,000,000.00

NOTE: When excavation, trenching, or tunneling is involved, the Property Damage Liability Coverage under the Comprehensive General Liability Policy shall specifically provide coverage for damage to underground property.

All responsibility for maintenance of property and insurance on the work (including but not limited to Builders Risk and Installation Floater) remains solely with the Contractor who may at the Contractor's option insure against any or all perils, and such responsibility shall remain with the Contractor until such time as the work is complete and accepted in writing by the Owner. It is a condition of the Contract that the Owner and Engineer and all Contractors, Subcontractors, and Sub-subcontractors waive all rights of recovery against each other for damages caused by fire or other perils to the extent covered by any valid and collectible insurance, and further, that any policy not including the standard waiver of subrogation clause be so endorsed as to comply with this paragraph.

C. INDEMNITY.

The Contractor shall indemnify and save harmless the City and the City's employees or agents from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against it, by reason of any act or omission of the said Contractor, the Contractor's agents, or employees, in the execution of the work, or in the guarding of it.

4.3 LAWS RELATING TO WORK.

The Contractor is presumed to be familiar with all laws, ordinances, codes, and regulations which may in any manner affect those engaged or employed upon the work, or in the

materials or equipment used in or upon the work, and shall conduct the work so as not to conflict with such laws, ordinances, codes, and regulations.

4.4 PROTECTION OF WORK AND PROPERTY.

The Contractor shall continuously maintain adequate protection of all work from damage and shall protect the City's property from injury or loss arising in connection with this Contract. The Contractor shall provide and maintain all passageways, guard fences, lights, and other facilities for protection required by public authority or local conditions. The Contractor shall provide for referencing and resetting, or for re-establishing, any and all property lines or monuments that are disturbed in the course of the work.

The Contractor shall be held responsible for the care of materials and for partially completed work until final acceptance of same by the City. The Contractor shall correct or make good, at no cost to the City, all damages to adjacent property due to the acts or negligence of any person employed by the Contractor or the prosecution of any work and shall save the City harmless therefrom.

In an emergency affecting the safety of life, the work, or of adjoining property, the Contractor, without special instruction or authorization from the Engineer, is hereby permitted to act in good faith to prevent such threatened loss or injury, and shall do so without appeal if so instructed or authorized. Any compensation, claimed by the Contractor on account of emergency work, shall be determined as provided in Section B-002 of these Contract Documents, entitled "Changes in the Work."

4.5 ACCIDENT PREVENTION AND RESPONSIBILITY FOR ACCIDENT.

Precaution shall be observed by the Contractor at all times for the protection of persons (including employees) and property. The Contractor shall observe the safety provisions of applicable laws, and building and construction codes. Machinery, equipment, and all hazards shall be guarded by the Contractor, or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America to the extent that such provision are not in contravention of applicable laws or these Contract Documents. The Contractor shall assume full responsibility for all damages sustained by persons or property due to the carrying on of work, and until final acceptance thereof or until released by the Engineer in writing.

4.6 MAINTENANCE OF BARRICADES AND LIGHTS.

The Contractor shall, at no cost to the City and without further or other order from the City, provide, erect, and maintain at all times during the progress or suspension of the work, and until the completion and final acceptance thereof, suitable and requisite barriers, signs, or other adequate protection as required by the Manual on Uniform Traffic Control Devices,

US DOT, Federal Highway Administration, most current edition, or as may be ordered by the Engineer to insure the safety of the public. All barricades and obstructions shall be protected at night by signal lights which lights shall be kept burning from sunset to sunrise.

4.7 LANDS FOR WORK.

The City shall provide the lands upon which the work under this Contract is to be done, except that the Contractor shall provide land required for the erection of temporary construction facilities and storage of materials, together with the right of access to same. The Contractor shall confine all equipment, apparatus, the storage of materials, and operations of the workers to limits indicated by laws, ordinances, permits, or directions of the City and shall not unnecessarily encumber the premises with materials.

4.8 SANITARY CONVENIENCES.

The Contractor shall furnish the necessary sanitary conveniences, properly secluded, for the laborers on the site, and these shall be maintained in a manner that will be inoffensive to the public.

4.9 LIENS.

Neither the final payment nor any part of the retained percentage shall become due until the Contractor, if required, shall deliver to the City a complete release of all liens arising out of this Contract, or receipts in full in lieu thereof. If required, an affidavit that so far as the Contractor has knowledge or information the releases and receipts include all the labor and material for which a lien could be filed. If any Sub-contractor refuses to furnish a release or receipt in full, the Contractor may furnish a bond satisfactory to the Engineer, to indemnify the City against any lien. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to the City all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

4.10 ASSIGNMENT.

The Contractor shall not assign the Contract or sublet it as a whole without the written consent of the City, nor shall the Contractor assign any moneys due or to become due to them hereunder, without the previous written consent of the Engineer.

4.11 CLAIMS AGAINST CONTRACTOR.

The Contractor shall be held for the payment of all just claims against the Contractor arising out of the prosecution of this Contract, and the Contractor's bonds will not be released until such claims are paid or dismissed.

The City may withhold or, on account of subsequently discovered evidence, nullify the whole or part of any certificate to such extent as may be necessary to protect itself from loss on account of:

- A. Defective work not remedied.
- B. Claims filed or reasonable evidence indicating probable filing of claims.
- C. Failure of the Contractor to make payments properly to Sub-contractors or for material or labor.
- D. A reasonable doubt that the Contract can be completed for the balance then unpaid.
- E. Damage to another Contractor.

When the above grounds are removed, payments shall be made for amounts withheld because of them.

4.12 PERSONAL LIABILITY OF PUBLIC OFFICIALS.

In carrying out any of the provisions of the Contract, or in exercising any power or authority granted thereby, there shall be no liability upon the Engineer or any authorized assistants either personally or as an official of the City, it being understood that in such matters said person acts as the agent and representative of the City.

4.13 NO WAIVER OF LEGAL RIGHTS.

The City shall not be precluded or stopped by any measurement, estimate, or certificate made either before or after the completion and acceptance of the work and payments therefore, from showing the true amount and character of the work performed and materials furnished by the Contractor, or from showing that any such measurement, estimate, or certificate is untrue or incorrectly made, or that the work or materials do not in fact conform to the Contract. The City shall not be precluded or estopped, notwithstanding any such measurement, estimate, or certificate and payment in accordance therewith, from recovering from the Contractor and the Contractor's Surety, such damages as it may sustain by reason of the Contractor's failure to comply with the terms of the Contract. Neither the acceptance by the City of any of its representatives, nor any payment for or acceptance of the whole or any part of the work, nor any extension of time, nor any possession taken by the City, shall operate as a waiver on any portion of the Contract or of any power herein reserved, or any right to damages herein provided. A waiver of any breach of the Contract shall not be held to be a waiver of any other or subsequent breach.

4.14 USE OF COMPLETED PORTIONS.

The City shall have the right to take possession of and use any completed or partially completed portion or portions of the work, but such taking possession and use shall not be

deemed an acceptance of neither the work so used nor any part thereof. If such prior use increases the cost of or delays the work, the Contractor shall be entitled to such extra compensation, or extension of time, or both, as the Engineer may determine.

4.15 MATERIALS FOUND ON THE WORK.

Full right shall vest in the City to any surplus excavated material, unsuitable backfill material, or to any item of value found on the work or in the process of the work. The City reserves the right to order it disposed of at the expense of the Contractor, or removed and stored for the disposition by the City. This provision shall in no way relieve the Contractor of the responsibility of restoration, or of any other provision of these specifications, but is intended, rather, to establish ownership of items and material found on the work.

4.16 CITY'S RIGHT TO DO WORK.

If the Contractor should neglect to prosecute the work properly or fail to perform any provision of this Contract, the City, after three (3) days written notice to the Contractor, may, without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.

4.17 CITY'S RIGHT TO CORRECT DEFICIENCIES.

Upon failure of the Contractor to perform the work in accordance with the Contract Documents, including any requirements with respect to the Schedule of Completion, and after five (5) days written notice to the Contractor, the City may, without prejudice to any other remedy, correct such deficiencies.

4.18 CITY'S RIGHT TO TERMINATE CONTRACT.

The City, upon the certificate of the Engineer that sufficient cause exists to justify such action, may, without prejudice to any other right or remedy, and after giving the Contractor seven (7) days written notice, terminate the employment of the Contractor and take possession of the premises and of all materials, tools, and appliances thereon, and finish the work by whatever method it may deem expedient. Action may be taken for any of the following reasons:

- If the Contractor should be judged as bankrupted.
- If the Contractor should make a general assignment for the benefit of any creditors.
- If a receiver should be appointed on account of the Contractor's insolvency.
- If the Contractor should persistently or repeatedly refuse, or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workers or proper materials.

- If the Contractor should fail to make prompt payment to Sub-contractors, or for material or labor, or persistently disregard laws, ordinances codes, or the instructions of the Engineer, or otherwise be guilty of a substantial violation of any provision of the Contract.

In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract price shall exceed the expense of finishing the work, including compensation for additional managerial and administrative services, such excess shall be paid to the Contractor. If such expense shall exceed the unpaid balance, the Contractor shall pay the difference to the City. The Expense incurred by the City as herein provided, and the damage incurred through the Contractor's default, shall be certified by the Engineer.

4.19 CONTRACTOR'S RIGHT TO SUSPEND WORK.

The Contractor may suspend work or terminate the Contract upon seven- (7) days written notice to the City and the Engineer, for any of the following reasons:

- If an order of any court, or other public authority, caused the work to be stopped or suspended for a period of ninety (90) days through no act or fault of the Contractor or the Contractor's employees.
- If the Engineer should fail to act upon any Request for Payment within ten (10) days after its presentation in accordance with the General Conditions of this Contract.
- If the City should fail to act upon any Request for Payment within thirty (30) days after its approval by the Engineer.
- If the City should fail to pay the Contractor any sum within thirty (30) days after its award by arbitrators.

4.20 REMOVAL OF EQUIPMENT.

In the case of annulment of the Contract before completion from any cause whatever, the Contractor, if notified to do so by the City, shall promptly remove any part of any equipment and supplies owned by the Contractor from the property of the City, failing which the City shall have the right to remove such equipment and supplies at the expense of the Contractor.

4.21 ENGINEER'S DECISIONS.

The Engineer shall, within a reasonable time after their presentation, make decision in writing on all claims of the City or the Contractor and on all other matters relating to the execution and progress of the work or the interpretation of the Contract Documents.

All such decisions of the Engineer shall be final except in cases where time and/or financial considerations are involved, in which latter case, the decision of the Engineer shall be final and binding on the City and the Contractor unless written objections thereto are delivered to the Engineer by the claimant within twenty (20) days after written notice of such decisions.

END OF SECTION B-004

SECTION B-005 - MEASUREMENT AND PAYMENT

5.1 STANDARDS OF MEASUREMENT.

The quantities of work performed will be computed by the Engineer on the basis of measurements taken by the Engineer or any assistants according to the United States Standard Measurements and Weights. A Minimum of two working days notice shall be given to the owner so that the owner can mark limits of material for the contractor to follow.

5.2 USE OF CITY WATER.

The Contractor will be allowed to use City water, but before any water is used, the Contractor shall make an application to the Engineer who will provide and install suitable meters and supply the Contract representative with suitable hydrant wrenches when the use of hydrants is necessary. The Contractor shall designate one employee who shall be responsible for operating the hydrants used by the Contractor. The employee so designated shall be under the direct supervision of the Engineer and no other employee may operate any hydrant or valve without the written permission of the Engineer. The meters shall not be moved by the Contractor, but will be moved by City Employees as directed by the Contractor. The water used will be charged to the Contractor at the rate of zero dollars (\$ 0.00) per 1,000 gallons.

5.3 CLAIMS FOR EXTRA COST.

If the contractor claims that any new instructions by drawings or otherwise, after the Contract has been signed, involve extra cost under this Contract, the Contractor shall give the Engineer written notice thereof within seven (7) calendar days after receipt of such instructions, and in any event before proceeding to execute the work, except in an emergency endangering life or property, and the procedure shall then be as provided for in Section B-002 of the Contract Documents under "Changes in the Work."

5.4 BASIS FOR PAYMENT.

Progress payment and final payment shall be made in conformity with the Proposal, which is attached hereto and made a part of the Contract. Limits of measurement for each item shall be outlined in the applicable section of the Specifications.

5.5 DEDUCTIONS FOR UNCORRECTED WORK.

If the Engineer deems it inexpedient to correct work injured or done in accordance with the Contract, an equitable deduction from the Contract Price shall be made therefore.

5.6 TAXES.

A. SALES TAX.

The City of Grinnell is a designed exempt entity. Designated exempt entities awarding construction contracts on or after January 1, 2003, may issue special exemption certificates to contractors and subcontractors allowing them to purchase or to withdraw from inventory construction materials for the contract free from sales tax.

The City of Grinnell is hereby notifying all potential bidders to submit their bids WITHOUT sales tax included. This policy will lower the dollar amount of the bid and the Contractor will not be required to provide Contractor Statements after the project is completed. The following steps will be used to complete this process:

1. Designated exempt entities will register contracts, including information on contractors and subcontractors, through an online application developed by the Iowa Department of Revenue.
2. Designated exempt entities will provide each contractor/subcontractor with an exemption certificate/authorization letter developed exclusively for this purpose. These will be printed directly from the online application. The letter/certificate can be obtained only through this application.
3. Contractors and subcontractors will give a copy of the certificate to each of their material suppliers. This allows them to purchase building materials for the contract free from sales tax.
4. Suppliers should retain this certificate in their records for at least three years.

B. OTHER TAXES.

The Contractor shall pay all taxes involved in the completion of the work under the Contract except the sales tax on the construction materials mentioned above, shall pay all Social Security and unemployment taxes, and is responsible for withholding taxes and any other state or federal requirements in this regard.

C. OUT-OF-STATE CONTRACTORS.

All out-of-state contractors shall meet all Iowa laws and regulations relating to out-of-state contractors.

END OF SECTION B-005

SECTION B-006 -- TIME OF COMPLETION

6.1 EXTENSIONS OF TIME.

All time limits stated in the Contract Documents are of the essence of the Contract. Upon receipt of written notice from the Contractor of the existence of causes over which said Contractor has no control and which must delay the completion of the work, the Engineer may, at the Engineer's discretion, extend the date specified for the completion of the work. No allowance will be made to the Contractor for stoppage or suspension of the work by the Engineer, unless stoppage or suspension is due to the fault of the City, then extension of time corresponding to the duration of stoppage or suspension will be allowed for the completion of the work.

END OF SECTION B-006

DIVISION C

TECHNICAL PROVISIONS

SUBDIVISION C.1

BITUMINOUS SEAL COAT

SECTION C.1-001 – GENERAL SPECIFICATIONS

1. SCOPE OF WORK.

The work contemplated herein involves the preparation of roadbed to receive the placement of seal coat, and the laying of seal coat on the streets.

2. CITY SUPPLIED MATERIALS.

The City will not supply any material nor perform any of the work contemplated under this contract.

3. PROTECTION OF LAWNS AND TREES.

The contractor shall make special efforts to reduce damage to lawns and trees, and where damage is accidentally caused, shall restore/replace the lawns and/or trees in an acceptable manner. Where the use of private property is convenient to the Contractor, the Contractor shall make any necessary arrangements with such private owners.

4. WORK WITHIN STATE HIGHWAY AND RAIROAD RIGHTS-OF-WAY.

All work performed by and all operations of the Contractor, including all employees and Subcontractors under the Contractor, within the limits of highway and railroad rights-of-way shall be in conformity with the requirements of, and be under control of (through the City), the highway or railroad authority owning, or having jurisdiction over and control of, such right-of-way in each case.

END OF SECTION C.1-001

SECTION C.1-002 – TECHNICAL SPECIFICATIONS

1. PREPERATION FOR AND APPLICATION OF BITUMINOUS SEAL COAT.

The contractor shall prepare the streets and place the bituminous seal coat as per the requirements and specifications in Section 2307 “Standard Specifications for Highway and Bridge Construction”, Iowa Department of Transportation, Series 2001.

2. RECORDS.

The Contractor shall keep a record in a field book or on a separate record set of plans indicating by station the actual location each load of aggregate and bituminous materials is laid. Such field notes shall be available to the City for the preparation of as-built plans.

3. CLEAN-UP.

Areas disturbed shall be restored to those conditions, which existed prior to construction, unless otherwise noted on the plans or instructed, by the Engineer.

Roadways shall be prepared, seeded or sodded, and fertilized in compliance with the Standard Specifications for Highway and Bridge Construction, Iowa Department of Transportation.

Shrubbery, trees, or flowers, which have been damaged by the construction, shall be replaced with new plantings of equal type and quality to that which was damaged.

At all times, the site shall be kept free from accumulations of waste materials and rubbish caused by the work, and upon completion of the work, all rubbish, tools, scaffolding, forms, and surplus materials shall be removed.

The Contractor shall be responsible, financially and otherwise, for the refilling and repair of all settlement and the repair or replacement to the original or better condition of all pavement, top surfaces, driveways, areaways, curbs, gutters, walks, surface structures, utilities, drainage facilities, sod, and shrubbery which have been damaged as a result of said replacement operations. The Contractor shall make, or cause to make, all necessary replacements, and repairs or replacements appurtenant thereto, within thirty (30) days from and after due notification by the Engineer or City of settlement and resulting damage at any designated location or locations.

4. BASIS OF PAYMENT.

The Contractor will be paid the square yard contract price which shall include all materials and labor necessary to meet the contract specifications. Payment will be based on actual quantities after work has been completed and accepted.

5. PROTECTION OF WORK.

The Contractor is responsible for protecting all work during construction, and shall employ all means to protect the public from harm.

6. Warranty Period

The contractor will be responsible for correcting any areas where bleeding of the asphalt binder appears.

7. Application of Bituminous

The contractor shall not be allowed to apply bituminous material to any areas within two days of a rain event without approval from the City of Grinnell representative.

8. Parking on Work Areas

The contractor shall be responsible for posting no parking notifications not less than twenty four (24) hours in advance for areas where parking is normally permitted.

END OF SECTION C.1-002

SECTION C.1-003 – MATERIAL SPECIFICATIONS

1. AGGRGATE.

The aggregate used for this project shall be 3/8”, washed and free from objectionable clay coatings. The aggregate shall be dry at the time of application. The gradation shall be as follows:

	SIEVE SIZE					
	1/2	3/8	4	8	30	200
% Passing	100	90-100	10-55	0-20	0-7	0-1.5

Aggregate shall be spread at a rate of twenty to twenty-five (25) pounds per square yard. The rate of application shall be inspected and modified if necessary by a representative of the City of Grinnell during the time of application.

2. BITUMINOUS MATERIAL.

The Bituminous material shall be MC 3000, and meet the requirements in Sections 2307 and 4140.01, “Standard Specifications for Highway and Bridge Construction”, Iowa Department of Transportation, Series 2001.

The MC3000 shall be applied at a rate of 0.32 gallons per square yard for single coat chip seal. The MC3000 shall be applied at a rate of 0.25 gallons per square yard the first pass and 0.30 gallons per square yard for the second pass on double chip seal streets.

3. ROLLING OF AGGREGATE.

Immediately after the aggregate has been placed a team of rubber tired rollers shall roll the aggregate. A total of eight-roller coverage at a speed of no more than five (5) miles per hour shall occur over the entire street surface in order to firmly embed the aggregate in the binder. Care shall be taken to not have the rubber-tired rollers start and stop suddenly. Any scuffs in the seal coat shall be promptly repaired prior to moving to the next street section.

END OF SECTION C.1-003

8. Discuss Strategic Plan Initiative #8: Study solid waste/recycling solutions, etc. 5 votes. PW & G Committee, Duane Neff and Barb Flander.
9. Discuss Strategic Plan Initiative #13: Develop policy to code enforcement and contractor responsibility, especially right-of-way permits. 3 votes. PW & G Committee, Jan Anderson, Duane Neff, Jim Brown, and Tyler Avis.
10. Discuss Strategic Plan Initiative #14: Develop another deep drinking well. 2 votes. PW & G Committee, Jan Anderson, and Jim Brown.
11. Discuss Strategic Plan Initiative #17: Develop pilot program to disconnect footing drains. 0 votes. PW & G Committee, Jan Anderson, and Daniel Ramos

INQUIRIES:

ADJOURNMENT:

RESOLUTION NO. 2020-70

A RESOLUTION AUTHORIZING PAYMENT OF CONTRACTOR'S PAY REQUEST NO. 27 IN THE AMOUNT OF \$117,774.50 TO WRH, INC OF AMANA, IOWA FOR WORK COMPLETED ON THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS

WHEREAS, the City of Grinnell did enter into a contract with WRH, Inc of Amana, Iowa on December 4, 2017 and

WHEREAS, Pay Request No. 27 has been initiated by the City of Grinnell and WRH, Inc. of Amana, Iowa; and

WHEREAS, the Project Engineer has verified completion of the project in accordance with the terms of the contract and recommends approval of Pay Request No. 27; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRINNELL, IOWA,

Section 1. That said improvements are hereby accepted as having been substantially completed in accordance with the said plans, specifications and contract. The City Clerk is hereby authorized and directed to make payment in the amount of \$117,774.50 to WRH, Inc. of Amana, Iowa.

Passed and adopted this 4th day of May 2020.

Dan F. Agnew, Mayor

Attest:

Annmarie Wingerter, City Clerk/Finance Director



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

April 22, 2020

Ann Wingerter
City of Grinnell
520 Fourth Avenue
Grinnell, Iowa 50112

GRINNELL, IOWA
WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT
PARTIAL PAYMENT NO. 27

Enclosed is an electronic copy of Partial Payment No. 27 in accordance with the contract between the City of Grinnell and WRH, Inc. for the Wastewater Treatment Facility Improvements project.

By copy of this letter we are recommending payment to the City Council of the City of Grinnell to WRH, Inc. in the amount of \$117,774.50.

Partial Payment No. 27 is primarily for work on the Administration Building, including painting, flooring, and ceramic tiling.

Please execute all copies of Partial Payment No. 27 in the spaces provided. Return one copy to Veenstra & Kimm, Inc., forward one copy to WRH, Inc. with payment and retain one copy for your file. If you have any questions or comments, please contact us at 515-225-8000.

VEENSTRA & KIMM, INC.

Forrest Aldrich

FSA: omp
288117

Enclosures

cc: Mark Droessler, WRH, Inc. (email)
Russ Behrens, City of Grinnell (email)
Jan Anderson, City of Grinnell (email)



VEENSTRA & KIMM, INC.

3000 Westown Parkway West Des Moines, Iowa 50266-1320
515-255-8000 515-225-7848(FAX) 800-241-8000(WATS)

PAY ESTIMATE NO. 27

Date: **April 22, 2020**

Project Title	Wastewater Treatment Facility Improvements Grinnell, Iowa		Contractor	WRH, Inc. P.O. Box 256 Amana, Iowa 52203
Orig. Contract Amount & Date	\$13,574,000.00	December 4, 2017	Pay Period	3/24/2020 - 4/22/2020

BID ITEMS

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Bond & Insurance	LS	xxxxx	xxxxx	\$ 131,000.00	100%	\$131,000.00
1.2	Mobilization	LS	xxxxx	xxxxx	\$ 200,000.00	96%	\$192,000.00
1.3	General Conditions	LS	xxxxx	xxxxx	\$ 665,000.00	99%	\$658,000.00
2.1	Demolition of Existing Plant	LS	xxxxx	xxxxx	\$ 100,000.00	92%	\$92,000.00
2.2	Earthwork	LS	xxxxx	xxxxx	\$ 1,216,000.00	98%	\$1,197,000.00
2.3	Asphalt Paving	LS	xxxxx	xxxxx	\$ 190,000.00		\$0.00
2.4	PCC Paving & Walks	LS	xxxxx	xxxxx	\$ 108,000.00		\$0.00
2.5	Underground Pipe & MH's	LS	xxxxx	xxxxx	\$ 1,200,000.00	99.9%	\$1,199,091.81
2.6	Fence	LS	xxxxx	xxxxx	\$ 38,000.00	42%	\$16,000.00
2.7	Erosion Control	LS	xxxxx	xxxxx	\$ 16,000.00	100%	\$16,000.00
2.8	Seeding & Landscaping	LS	xxxxx	xxxxx	\$ 40,000.00		\$0.00
3.1	Reinforcing Steel	LS	xxxxx	xxxxx	\$ 892,500.00	99.9%	\$892,000.00
3.2	Concrete -#10 Headworks Bldg.	LS	xxxxx	xxxxx	\$ 210,000.00	100%	\$210,000.00
3.3	Concrete -#20 Process Tanks	LS	xxxxx	xxxxx	\$ 1,407,000.00	100%	\$1,407,000.00
3.4	Concrete -#25 Final Clarifier Splitter Box	LS	xxxxx	xxxxx	\$ 40,000.00	100%	\$40,000.00
3.5	Concrete -#30 Final Clarifier No. 3	LS	xxxxx	xxxxx	\$ 231,000.00	100%	\$231,000.00
3.6	Concrete -#40 UV Disinfection Bldg.	LS	xxxxx	xxxxx	\$ 64,000.00	100%	\$64,000.00
3.7	Concrete -#50 Effluent Flume	LS	xxxxx	xxxxx	\$ 13,000.00	100%	\$13,000.00
3.8	Concrete -#55 Sludge Pump Station	LS	xxxxx	xxxxx	\$ 71,000.00	96%	\$68,000.00
3.9	Concrete -#60 Aerobic Digester	LS	xxxxx	xxxxx	\$ 261,000.00	100%	\$261,000.00
3.10	Concrete -#65 Digester Bldg.	LS	xxxxx	xxxxx	\$ 52,000.00	100%	\$52,000.00
3.11	Concrete -#70 Sludge Storage	LS	xxxxx	xxxxx	\$ 3,400.00		\$0.00
3.12	Concrete -#90 Administration Bldg.	LS	xxxxx	xxxxx	\$ 59,000.00	100%	\$59,000.00
3.13	Precast Concrete	LS	xxxxx	xxxxx	\$ 70,000.00	100%	\$70,000.00
4.1	Masonry	LS	xxxxx	xxxxx	\$ 411,600.00	100%	\$411,600.00
5.1	Misc. Metals, Handrail & Hatches	LS	xxxxx	xxxxx	\$ 215,500.00	100%	\$214,898.00
6.1	Framing, Carpentry	LS	xxxxx	xxxxx	\$ 15,000.00	97%	\$14,500.00
7.1	Roofing & Sheet Metal	LS	xxxxx	xxxxx	\$ 177,000.00	100%	\$177,000.00
7.2	Insulation & Damp Proofing	LS	xxxxx	xxxxx	\$ 8,000.00	100%	\$8,000.00
7.3	Joint Sealants	LS	xxxxx	xxxxx	\$ 13,000.00	96%	\$12,500.00
8.1	Doors & Hardware (HM & FRP)	LS	xxxxx	xxxxx	\$ 43,000.00	100%	\$43,000.00
8.2	Doors (Coiling & OH)	LS	xxxxx	xxxxx	\$ 9,000.00	100%	\$9,000.00
8.3	Windows (Storefront & Clad)	LS	xxxxx	xxxxx	\$ 19,000.00	95%	\$18,000.00
9.1	Painting	LS	xxxxx	xxxxx	\$ 180,000.00	78%	\$140,000.00
9.2	Flooring	LS	xxxxx	xxxxx	\$ 57,000.00	70%	\$40,000.00
9.3	Drywall	LS	xxxxx	xxxxx	\$ 13,000.00	100%	\$13,000.00
9.4	Ceilings	LS	xxxxx	xxxxx	\$ 15,000.00	40%	\$6,000.00
10.1	Specialties (Lockers, RR Access., Signs)	LS	xxxxx	xxxxx	\$ 25,000.00	16%	\$4,000.00

11.1	Stamford Baffles	LS	xxxxx	xxxxx	\$ 50,000.00	100%	\$50,000.00
11.2	FRP Flumes & Grating	LS	xxxxx	xxxxx	\$ 11,500.00	100%	\$11,500.00
11.3	Flow Control Gates	LS	xxxxx	xxxxx	\$ 110,000.00	100%	\$110,000.00
11.4	Grit Removal Equipment	LS	xxxxx	xxxxx	\$ 260,000.00	100%	\$260,000.00
11.5	Grip Pumps	LS	xxxxx	xxxxx	\$ 25,000.00	100%	\$25,000.00
11.6	Mechanical Bar Screen	LS	xxxxx	xxxxx	\$ 93,000.00	100%	\$93,000.00
11.7	Submersible Pumps	LS	xxxxx	xxxxx	\$ 72,000.00	17%	\$12,513.00
11.8	Sludge Mixing Equipment	LS	xxxxx	xxxxx	\$ 132,000.00	20%	\$27,000.00
11.9	New Clarifier, Weirs & Baffles	LS	xxxxx	xxxxx	\$ 130,000.00	100%	\$130,000.00
11.10	#22 Clarifier Repairs	LS	xxxxx	xxxxx	\$ 45,000.00	89%	\$40,000.00
11.11	Air Blowers	LS	xxxxx	xxxxx	\$ 135,000.00	100%	\$135,000.00
11.12	Rotary Lobe Sludge Pumps	LS	xxxxx	xxxxx	\$ 72,000.00	100%	\$72,000.00
11.13	Digester Equipment	LS	xxxxx	xxxxx	\$ 755,000.00	100%	\$755,000.00
11.14	Nutrient Removal System	LS	xxxxx	xxxxx	\$ 585,000.00	100.0%	\$585,000.00
11.15	NPW Booster Station	LS	xxxxx	xxxxx	\$ 91,500.00	100%	\$91,500.00
11.16	U.V. Equipment	LS	xxxxx	xxxxx	\$ 162,000.00	100%	\$162,000.00
12.1	Lab Casework	LS	xxxxx	xxxxx	\$ 56,000.00		\$0.00
14.1	Hoists	LS	xxxxx	xxxxx	\$ 7,000.00	100%	\$7,000.00
15.1	Process Pipe	LS	xxxxx	xxxxx	\$ 352,000.00	99%	\$350,000.00
15.2	Valves	LS	xxxxx	xxxxx	\$ 150,000.00	99%	\$149,000.00
15.3	Mech.- Plumbing/HVAC - General Condi	LS	xxxxx	xxxxx	\$ 60,000.00	99%	\$59,500.00
15.4	Plumbing - #10 Headworks Bldg.	LS	xxxxx	xxxxx	\$ 17,000.00	100%	\$17,000.00
15.5	Plumbing - #40 UV Disinfection Bldg.	LS	xxxxx	xxxxx	\$ 1,500.00	100%	\$1,500.00
15.6	Plumbing - #55 Sludge Pump Station	LS	xxxxx	xxxxx	\$ 6,000.00	75%	\$4,500.00
15.7	Plumbing - #65 Digester Bldg.	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$5,000.00
15.8	Plumbing - #90 Admin Bldg.	LS	xxxxx	xxxxx	\$ 65,000.00	98%	\$64,000.00
15.9	HVAC - Test & Balance	LS	xxxxx	xxxxx	\$ 10,000.00		\$0.00
15.10	HVAC - Controls	LS	xxxxx	xxxxx	\$ 42,000.00	81%	\$34,000.00
15.11	HVAC - Equipment	LS	xxxxx	xxxxx	\$ 116,000.00	100%	\$116,000.00
15.12	HVAC - #10 Headworks Bldg.	LS	xxxxx	xxxxx	\$ 123,000.00	100%	\$123,000.00
15.13	HVAC - #40 UV Disinfection Bldg.	LS	xxxxx	xxxxx	\$ 13,500.00	100%	\$13,500.00
15.14	HVAC - #65 Digester Bldg.	LS	xxxxx	xxxxx	\$ 17,000.00	100%	\$17,000.00
15.15	HVAC - #90 Admin Bldg.	LS	xxxxx	xxxxx	\$ 49,000.00	100%	\$49,000.00
16.1	Electrical - Generator	LS	xxxxx	xxxxx	\$ 163,000.00	100%	\$163,000.00
16.2	Electrical - Lighting	LS	xxxxx	xxxxx	\$ 58,000.00	100%	\$58,000.00
16.3	Electrical - #10 Headworks Bldg.	LS	xxxxx	xxxxx	\$ 54,000.00	100%	\$54,000.00
16.4	Electrical - #20 Process Tanks	LS	xxxxx	xxxxx	\$ 45,000.00	100%	\$45,000.00
16.5	Electrical - #30 Final Clarifier	LS	xxxxx	xxxxx	\$ 42,000.00	100%	\$42,000.00
16.6	Electrical - #90 Admin Bldg.	LS	xxxxx	xxxxx	\$ 55,000.00	98%	\$54,000.00
16.7	Electrical - Site & Temp Power	LS	xxxxx	xxxxx	\$ 305,000.00	100%	\$305,000.00
16.8	Controls - General Conditions	LS	xxxxx	xxxxx	\$ 16,000.00	100%	\$16,000.00
16.9	Control Panels	LS	xxxxx	xxxxx	\$ 125,000.00	100%	\$125,000.00
16.10	SCADA Computer & Software	LS	xxxxx	xxxxx	\$ 40,000.00	100%	\$40,000.00
16.11	Instrumentation	LS	xxxxx	xxxxx	\$ 83,000.00	100%	\$83,000.00
16.12	Electrical Gear	LS	xxxxx	xxxxx	\$ 275,000.00	100%	\$275,000.00
16.13	Star-up & Training	LS	xxxxx	xxxxx	\$ 15,000.00	100%	\$15,000.00
	Total				\$ 13,574,000.00		\$12,824,102.81

Materials Stored Summary

	Number of Units	Unit Price	Extended Cost
11.07 Submersible Pumps			\$59,487.00
11.08 Sludge Mixing Equipment & FRP Building			\$95,957.00
9.2 Flooring & Ceramic Tile			\$10,220.00
Total			\$165,664.00

SUMMARY

		Contract Price	Value Completed
Original Contract Price		\$13,574,000.00	\$12,824,102.81
Approved Change Order (list each)	No. 1	\$23,392.18	\$23,393.18
	No.2	\$26,210.56	\$26,210.56
	No. 3	\$20,258.25	\$20,258.75
	No. 4	\$78,588.43	\$78,588.43
	No. 5		
	No. 6		
Revised Contract Price		\$13,722,449.42	\$12,972,553.73
		Materials Stored	\$165,664.00
		Value of Completed Work and Materials Stored	\$13,138,217.73
		Less Retained Percentage (5%)	\$656,910.89
		Net Amount Due This Estimate	\$12,481,306.84

Less Estimate(s) Previously Approved		No. 1	\$157,700.00
		No. 2	\$172,900.00
		No. 3	\$924,479.68
		No. 4	\$1,006,090.87
		No. 5	\$840,943.80
		No. 6	\$989,069.00
		No. 7	\$526,780.70
		No. 8	\$533,685.32
		No. 9	\$456,337.25
		No. 10	\$1,374,978.99
		No. 11	\$922,524.08
		No. 12	\$374,465.02
		No. 13	\$88,293.00
		No. 14	\$105,450.00
		No. 15	\$833,547.79
		No. 16	\$590,954.16
		No. 17	\$365,981.13
		No. 18	\$435,975.25
		No. 19	\$285,516.22
		No. 20	\$308,322.52
		No. 21	\$248,405.53
		No. 22	\$155,325.00
		No. 23	\$253,651.18
		No. 24	\$118,275.00
		No. 25	\$174,266.87
		No. 26	\$119,613.99
		Total Previously Approved	\$12,363,532.34
Percent Complete	96%	Amount Due This Estimate	\$117,774.50

The amount \$117,774.50 is recommended for approval for payment in accordance with the terms of the Contract.

Prepared By: WRH, Inc.	Recommended By: Veenstra & Kimm, Inc.	Approved By: City of Grinnell
Signature	Signature 	Signature
Title Project Manager	Title Project Engineer	Title
Date	Date 4/23/2020	Date

RESOLUTION NO. 2020-71

RESOLUTION ACCEPTING QUOTES AND AUTHORIZING THE AWARD OF PROJECT FOR THE SE SEWER REHAB PROJECT FOR THE CITY OF GRINNELL, IOWA

WHEREAS notice to companies quoting on the project has been duly given as required by law for the SE Sewer Rehab Project for the City of Grinnell, as described in the plans and specifications; and

WHEREAS the quote from Hydro Clean of Des Moines, Iowa is determined to be the lowest responsive and responsible quote for the designated public improvement; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GRINNELL, IOWA:

Section 1. That the quote from Hydro Clean of Des Moines, Iowa is hereby accepted for the SE Sewer Rehab Project as described in the plans and specifications, and that the contract is now awarded to said contractor in the amount of forty-three thousand two hundred seventy-two and 68/100 dollars (\$43,272.68).

Section 2. The Mayor and City Clerk of the City of Grinnell, Iowa are hereby authorized and directed to execute the contract with the contractor for the public improvement as is herein referred.

Passed this 4th day of April, 2020, and signed this 46th day of May, 2020.

By: _____
Mayor

Attest: _____
City Clerk



Experience the difference.
One call. One service provider. One experience.

855-845-5326

Des Moines, IA

Mankato, MN

Rogers, MN

Sioux Falls, SD

Watertown, SD

Bovey, MN

Kansas City, KS

Wausau, WI

PROPOSAL

Bill To:

Veenstra & Kimm
 3000 Westown Parkway

West Des Moines, IA 50266

Ship To:

Veenstra & Kimm
 See Maps

Grinnell, IA 50112

Date	Expires
4/28/2020	6/16/2020
Hydro-Klean Quote Number	Delivery / Availability
QTE045889	As Schedule Permits
Prepared By	
Jake Nanti	
Freight On Board	
Terms	
Net 60	

Quantity	Units	Description	Price	Amount
----------	-------	-------------	-------	--------

Per unit and time and materials cost (if applicable) to conduct the Pipeline Inspection and Proactive Evaluation program as described to the customer. Pricing is conditional to the acceptance and execution of the Pipeline Inspection and Proactive Evaluation Service Agreement. Grinnell, IA. Clean & TV 30,692 LF of 8"-36" sanitary pipe w/ mainline TV truck and combination jet vac. Customer to provide an adequate water source such as a fire-hydrant at no additional cost to HK. All debris and waste collected to be disposed on site at customer designated location. If required, reverse set-ups for televising will be \$75/ea. Truck access to exposed manholes, is required. Standard traffic control (i.e. cones) is included. Non-standard traffic control or easement work will be additional. Scheduling will be at the discretion of the contractor. Cleaning to consist of 3 passes or less. Any cleaning requested beyond 3 passes will be charged at HK's standard hourly rate of \$335/hour standard time or \$375/ hour overtime. Prices below are based on a minimum of 30,000 LF.

Deliverables include:

Standard PACP export or GraniteNet export with database, videos and photos.

Printed, bound reports of Main Inspection and Pipe Run and Defects by Inspection.

No charge recommendations for rehabilitation throughout the project area. 3D Digital manhole inspections @ \$125/per manhole.

Review of all pipeline & manhole video including evaluation and recommendations for rehabilitation.

Discounts for all manhole and pipeline rehabilitation performed throughout the P.I.P.E. service agreement.

Discounts on product purchases throughout the P.I.P.E. service agreement

55.00 Miles	Mobilization of Cleaning Crew (\$10/ mile - one way)	\$10.00	\$550.00
55.00 Miles	Mobilization of Televising Crew (\$10/mile - one way)	\$10.00	\$550.00
29692.00 Foot	Cleaning 8" thru 36" Sanitary Sewer (3 or less passes)	\$0.75	\$22,269.00
1000.00 Foot	Easement Cleaning of 8" thru 36" Sanitary Sewer (3 or less passes)	\$2.25	\$2,250.00
29692.00 Foot	Televising 8" thru 36" Sanitary Sewer	\$0.54	\$16,033.68



Experience the difference.
One call. One service provider. One experience.

855-845-5326

Des Moines, IA	Mankato, MN	Rogers, MN	Sioux Falls, SD	Watertown, SD
	Bovey, MN	Kansas City, KS	Wausau, WI	
1000.00 Foot	Easement Televising 8" thru 36" Sanitary Sewer		\$1.62	\$1,620.00

*NOTE: Proposal does not include any applicable taxes

Prepared By: Jake Nanti Title: Estimator
 Approved By: Wade Anderson Title: President
 Accepted By: _____ Date: _____
 Title: _____ PO#: _____

*Total
\$43,272.68

ACCUJET LLC
12155 J AVE
PERRY, IA 50220
(515)360-8582
mindy@accujetiowa.com
http://www.accujetiowa.com



Estimate

ESTIMATE # 1883
DATE 04/22/2020

ADDRESS

City of Grinnell
927 4th Ave
Grinnell, IA 50112

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	ACTIVITY	QTY	RATE	AMOUNT
	bid Grinnell Iowa Sanitary sewer televising and cleaning project 2020 Per plans and specs. Bid as layed out on plans	0	0.00	0.00
	Clean and Televis Clean and Televis 8"	18,768	1.48	27,776.64
	Clean and Televis Clean and Televis 12"	2,970	1.48	4,395.60
	Clean and Televis Clean and Televis 15"	2,152	1.68	3,615.36
	Clean and Televis Clean and Televis 18"	1,252	1.68	2,103.36
	Clean and Televis Clean and Televis 24"	3,045	1.77	5,389.65
	Clean and Televis Clean and Televis 30"	892	2.06	1,837.52
	Clean and Televis Clean and Televis 36"	1,613	2.06	3,322.78
	Jet/vac per hour Heavy cleaning and light root cutting per hour	0	300.12	0.00
	Robotic cutter Robotic cutting as needed per hour	0	327.81	0.00

TOTAL **\$48,440.91**

Accepted By

Accepted Date



Grinnell, IA
Sanitary Sewer Televising and Cleaning Project

The City of Grinnell
will hereafter be referred to as "Customer"
CIT Sewer Solutions will hereafter be referred to as "CIT"

DESCRIPTION OF WORK: The work to be done under this contract includes all labor, materials and equipment for cleaning and televising 30,692' of sanitary sewer unless specified otherwise in this proposal.

Pricing:

Description	Quantity	Rate	Total
Mobilization	1	\$960	\$960.00
Clean and Televis Sanitary Sewer (up to 3 passes with jetter) (MH Inspections, Rehab Recommendations and NASSCO reports included)	30,692	\$1.55	\$47,572.60
Hourly Heavy Cleaning (more than 3 passes with jetter)		\$300	
			<u>\$48,532.60</u>

Idle Time: \$300/hour - Time exceeding 30 min for water fill, debris disposal, customer representative authorizations or other factors not related to CIT's responsibilities while performing agreed job scope will be considered Idle Time and shall be charged at a prorated rate once that limit is exceeded.

Investigative work: \$300/truck/hour - prorated for actual time worked in 15 min increments.

Buried Manholes: CIT will expose a manhole up to 6" deep under dirt or gravel at a flat cost of \$75 - If a cover is over 8" deep, the owner is responsible to contact Iowa One Call for locate if they desire CIT to expose, will be charged at a rate of \$300/hour.

CHANGE ORDER: Request for any additional work not included in the provisions of these specifications will be negotiated between Customer and CIT via change order. Must be signed and dated by all parties before additional work can begin.

PAYMENT: Payment will be made at the unit prices listed above. Customer will pay CIT in full for all completed work within 30 days of invoice date. 25% surcharge fee on legal and/or collection fee to collect delinquent invoices.

If payment is received within 10 days of invoice date, Customer will receive a 5% discount.

PLANS: Customer will provide maps or prints of sewer lines to be cleaned and inspected. The lines that are scheduled for inclusion in the project will be clearly marked/highlighted. Customer will provide reference numbers for all manholes. CIT will use the cities reference numbers on the written and video reports.

SCHEDULING AND EXECUTION OF WORK: Customer will give CIT a notice to proceed after all contracts have been executed and all necessary forms or insurance certificates have been collected by either CIT or the customer. Customer and CIT will establish a schedule that identifies a project itinerary that is mutually beneficial to both parties within the performance period.

CIT will work in a continuous fashion once the project is started. Reasonable allowances, as mutually agreed upon by both the Customer and CIT for weather and other occurrences outside either party's control will be reason to deviate from schedule and/or extend the performance period.

WORK AND MATERIAL PROVIDED BY CUSTOMER:

Customer will provide the following at no cost to CIT:

- 1) Community awareness that sewer maintenance is scheduled with CIT
- 2) Legal and physical access to manholes on portion of sewer included in the project
- 3) Exposure of buried manholes and seized manhole lids loosened prior to CIT mobilization
(there will be a \$50 charge for each manhole that CIT has to expose or loosen)
- 4) Any excavation, opening, back filling and/or repair of sewers and/or streets required to remove CIT's equipment caught in the sewer pipe due to sewer defects
- 5) Water for cleaning sewer and access to nearest fire hydrants
- 6) A secure storage area to accommodate CIT equipment, vehicles and materials
- 7) A location near work site where debris removed from sewer cleaning can be deposited
- 8) Traffic control in addition to CIT's truck warning lights and traffic cones
(as needed or required)
- 9) Sewer flow by pass pumping should sewer flows not allow proper televising or cleaning

WORK AND MATERIALS PROVIDED BY CIT:

Sewer Cleaning:

- 1) Sewers will be cleaned by removing grit, loose solids and grease.
- 2) In the event sewer backups occur for residential, commercial, or industrial customers, CIT will provide professional cleaning service at no cost.
- 3) There will be no more than 5% of the pipe diameter of these types of debris left in the lines prior to televising. This does not include the removal of hard deposits.
- 4) The cleaning equipment will be truck mounted combination water jet/vacuum unit.
Prior to the sewer cleaning operation, Customer and CIT will agree upon a sewer cleaning sequence. In general, the sewer cleaning process will proceed from the upper ends of each sewer basin to the lower ends.

- 5) Typical cleaning with the water jet will be made to flush the debris to the manhole where the jet/vac unit is located
- 6) Debris will be removed by vacuum to prevent workers from entering manholes. CIT will collect and transport all debris removed during the sewer cleaning operation to the facility of Customer choice.

Sewer Inspection:

- 1) CIT will provide Pre and Post Video for CIPP repair work
- 2) Video inspections will be performed by a NASSCO certified PACP operator
- 3) CIT will perform closed circuit video inspections of the sewer using current state of the art technology and trained employees
- 4) CCTV camera will be high-resolution color with adjustable iris focus
- 5) CCTV camera will have pan and tilt capabilities that allow up close and right angled inspections of defects and other significant observations
- 6) Video camera will be equipped with 1,000' of video cable
- 7) Video camera, television monitor and other components of the video system will produce a high-quality video image
- 8) Footage distance measured by the video system will be accurate within 1% and will be used to determine footages for reporting and billing purposes. The center line between manholes will be the reference points used to determine footage measurements

Sewer inspection reporting:

- 1) Video inspection and reporting software will be NASSCO approved software
- 2) All observations will be chosen from a standard table of descriptions incorporated in the video reporting software
- 3) CIT will make a color recording on CD/DVD rom or portable hard drive of all sewers inspected and will provide a corresponding paper report generated by the video inspection software. The video recording will include on-screen observation identifications that label continues footages, defects, pipe diameter, direction of flow, direction of viewing, manhole and street reference locations. Video inspections recorded on a flash drive allow indexing of video files for faster viewing by Customer.

INSURANCE:

CIT will maintain General Liability and Auto Liability Insurance throughout the duration of the contract with limits not less than \$1,000,000 General Liability, \$1,000,000 Auto and \$500,000 Workers Compensation Employers Liability. Proof of Insurance in the form of an insurance certificate will be issued to the Customer prior to the start of the project.

ADDITIONAL COMMENTS/RQUESTS/ADDENDUMS BETWEEN CUSTOMER AND CIT:

Customer Scheduling Coordinator

Phone Number

Name and address of the person reports should be sent to:

Name and address or email invoices should go to:

Preferred Invoice Method: Emailed Mailed

Agreement dated this the _____ day of _____, 20____

Customer Authorized Signature

Shane Jacobson
CIT Signature

Contract must be executed by the Customer prior to the start of any work. CIT will execute and return a copy of the complete contract immediately after it is received.

Executed contracts may be sent with the CIT Project Manager, emailed or mailed to:

office@citsewer.com

CIT Sewer Solutions

PO Box 203

McCallsburg, IA 50154



Proposal

To: Andy Willcuts
Veenstra & Kimm, Inc.
3000 Westown Parkway
West Des Moines, IA 50266-1320
(515) 225-8000

From: Bob Moen
Visu-Sewer, Inc.
1065 15th Street SW
Mason City, IA 50401
(641) 424-8044

Date: 4/27/2020

Project: Vactor Sewer Cleaning & CCTV Inspection

Visu-Sewer is pleased to offer the following service:

Jet cleaning, vacuum extraction of debris, and CCTV inspection of approximately 30,692 linear feet of 8" to 36' sanitary sewer, in the City of Grinnell for Veenstra & Kimm. Project shall consist of high-pressure jetting up to three (3) passes of each pipe section, extracting captured debris using a high-volume vacuum system, DVD's, inspection reports with PACP codes, and defect still photos.

Price - \$1.92 per linear foot
(minimum of 30,692 linear feet)

Note: If needed, more than three (3) cleaning passes, removal of protruding taps, roots, reaming of deposits, easement lines will be quoted separate.

The City of Grinnell / Veenstra & Kimm, will need to provide drivable equipment access to all manholes, detailed maps with naming conventions, water from nearby hydrants without charge, a dump site for captured debris, and traffic control beyond cones and signs.

Thank you for the opportunity to quote on this project. If you have any questions, please do not hesitate to call us at 800-876-8478.

All material guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days of issue. Time and material rates are charges "port to port". Terms - Net 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Visu-Sewer, Inc. is authorized to do the work as specified.

Date: _____ Signature: _____

www.visu-sewer.com

WISCONSIN - ILLINOIS - MINNESOTA - IOWA - MISSOURI



515 5TH STREET ~ PO BOX 398
 HUDSON, IOWA 50643
 Phone: 319-988-4205
 Fax: 319-988-3506

Quotation

Quote Number:
4887

Quote Date:
Apr 27, 2020

Page:
1

Quoted to:

VEENSTRA & KIMM INC
 860 22ND AVE
 SUITE 4
 CORALVILLE, IA 52241-1565

Fax:

Customer ID	Good Thru	Payment Terms	Sales Rep
V&K	5/27/20	Net 15 Days	

Quantity	Description	Unit Price	Extension
1.00	Mobilization - Lump sum	2,750.00	2,750.00
23,890.00	Jet/Vaccum cleaning of 8"-15" sanitary sewers per linear foot - up to 3 passes	0.70	16,723.00
6,802.00	Jet/Vaccum cleaning of 18"-36" sanitary sewers per linear foot - up to 3 passes	0.80	5,441.60
30,692.00	Television inspection of sanitary sewers per linear foot	1.15	35,295.80
1.00	Rootsawing of sanitary sewers per foot (if req'd)	1.50	1.50
1.00	Heavy cleaning (more than 3 passes) - per hour	375.00	375.00
	Access, water, MH locating & exposing and debris location provided by city. If bond is needed add 2% to prices above.		
	MPT will provide traffic cones and road work ahead signs only.		
	MPT to dig up buried manholes is \$375/hr. TV Resets due to obstacles		

If our equipment become lodged during attempts to perform duties specified by customer, all costs for removal and replacement of equipment will be the customers.

Quantities shown are estimated and not guaranteed; they are solely for establishing the initial unit price for the services listed above. Final charges will be based on actual quantities.

Subtotal Continues
Sales Tax Continues
Freight
Total Continues

ACCEPTED BY: Signature _____ Title _____ Date _____

Scheduling Contact Person: _____ Phone #: _____ Cell _____



515 5TH STREET ~ PO BOX 398
 HUDSON, IOWA 50643
 Phone: 319-988-4205
 Fax: 319-988-3506

Quotation

Quote Number:
4887

Quote Date:
Apr 27, 2020

Page:
2

Quoted to:

VEENSTRA & KIMM INC
 860 22ND AVE
 SUITE 4
 CORALVILLE, IA 52241-1565

Fax:

Customer ID	Good Thru	Payment Terms	Sales Rep
V&K	5/27/20	Net 15 Days	

Quantity	Description	Unit Price	Extension
	will be \$250/each.		

If our equipment become lodged during attempts to perform duties specified by customer, all costs for removal and replacement of equipment will be the customers.

Quantities shown are estimated and not guaranteed; they are solely for establishing the initial unit price for the services listed above. Final charges will be based on actual quantities.

Subtotal 60,586.90
 Sales Tax
 Freight
Total 60,586.90

ACCEPTED BY: Signature _____ Title _____ Date _____

Scheduling Contact Person: _____ Phone #: _____ Cell _____



Midwest Vac Professionals
 222 SE 12th Street
 Panora, Iowa 50216
 Office (641) 755 6987 Fax (641) 755 4361
 E-Mail: midwestvacpros@gmail.com

Quote

Company: Veenstra & Kimm, Inc
Attn: Andy Willcuts
Address: 3000 Westown Parkway
 West Des Moines, Iowa 50226-1320
Email: awillcuts@v-k.net
Cell :
Office: 515-225-8000
Fax:

Date: April 27, 2020

Re: Cleaning and Televising Sanitary Sewer - City of Grinnell

Item	Description	Approx. Qty	Unit	Unit Price	Total
1	Cleaning and Televising-(8"- 12")	21,738.00	LF	\$1.85	\$40,215.30
2	Cleaning and Televising-(15"- 18")	3,404.00	LF	\$2.00	\$6,808.00
3	Cleaning and Televising-(24")	3,045.00	LF	\$2.05	\$6,242.25
4	Cleaning and Televising-(30")	892.00	LF	\$3.00	\$2,676.00
5	Cleaning and Televising-(36")	1,613.00	LF	\$3.50	\$5,645.50
6	Mobilization/ Travel Cost-(16 days)		LS	\$10,000.00	\$10,000.00
7	Heavy Cleaning Rate- (3 or more passes)		HR	\$330.00	
Bid Grand Total					\$71,587.05

Client Will Provide:

Access Within 5' of Structure / Any and All Traffic Control / Any and All Dewatering and By-Pass Pumping / Source of Water - Water Meter / Dump Site and Fees / Signed Quote and Attached Project Information Sheet

Scope:

- * CCTV inspection, cleaning, and / or testing will follow NASSCO and SUDAS guidelines and PACP coding.
- * Heavy Cleaning Hourly Rate will be charged if more then 3 passes are issued
- * Upon completion of all work we will furnish both the original & one copy of all videos and run sheets. Any additional copies of Run Sheets and Flash Drive will be \$50.00 each.

Terms:

- * Invoices will be billed on actual field measurements.
- * Payment will be made **Net 30** days from date of invoice.
- * This quote is good for 90 days from the above date.

* If this quote is acceptable please sign and date below, then return to Midwest Vac Professionals. 222 SE 12th Street. Panora, Iowa 50216 E-Mail: midwestvacpros@gmail.com, or Fax: (641) 755 4361

Signature : _____ Date: _____

Respectfully,
 Bud Durnan
 Cell: 515-729-6987
 Email: midwestvacpros@gmail.com

RESOLUTION NO. 2020-72

A RESOLUTION APPROVING CONTRACT CHANGE ORDER NO. 1 IN THE AMOUNT OF \$131,740.00 FOR AN INCREASE TO THE CONTRACT WITH PETERSON CONSTRUCTION INC, OF REINBECK, IOWA FOR THE 16TH AVENUE BOX CULVERT PROJECT.

WHEREAS, the City of Grinnell did enter into a contract with Peterson Contractors Inc. of Reinbeck, Iowa on April 6, 2020; and

WHEREAS, Peterson Contractors Inc. of Reinbeck, Iowa, has submitted Contract Change Order No. 1 for a net increase of \$131,740.00 and

WHEREAS, the Project Engineer has reviewed the change order and recommends approval of Contract Change Order No. 1; and

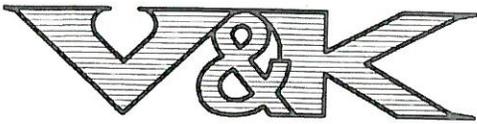
NOW, THEREFORE, BE IT RESOLVED, by the City Council of Grinnell, Iowa, in regular session this 4th day of May 2020 that the contract amount has decreased by \$131,740.00 in accordance with Contract Change Order No. 1 is hereby approved as executed.

Passed and adopted this 4th day of May 2020.

Dan F. Agnew, Mayor

Attest:

Annmarie Wingerter, City Clerk



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320
515-225-8000 • 515-225-7848(FAX) • 800-241-8000(WATS)

Date APRIL 29,2020

CHANGE ORDER NO. 1

CITY OF GRINNELL, IOWA
16th AVENUE BOX CULVERT REPLACEMENT

Change Order No. 1 is associated with the additional paving of 16th Avenue west of the project to the existing PCC 31 foot back to back urban section street. This paving will be 8-inch PCC plain concrete with transfer baskets. This paving will be 24 feet wide with earth shoulders and expandable to the 31-foot section with the addition of 3.5 foot curb and gutter sections if added in the future. The attached shows the additional quantities and new unit cost for the non-reinforced paving section. A one week extension will be added to the contractual deadline.

Change Order No. 1 increases the contract by \$131,740.00

The new contract amount for the project is \$389,915.25

Peterson Contractors, Inc.

By Jordan Krull
Digitally signed by Jordan Krull
DN: C=US, E=jordan@pcius.com, O=Peterson
Contractors, Inc., CN=Jordan Krull
Date: 2020.04.28 16:16:42-0500'

Title Estimator/Project Manager

Date 4/28/2020

VEENSTRA & KIMM, INC.

By *Greg Roth*

Title *P.M.*

Date *4/29/2020*

CITY OF GRINNELL

By _____

Title _____

Date _____

ATTEST:

By _____

Title _____

Date _____

Greg Roth

From: Greg Roth
Sent: Monday, April 13, 2020 3:22 PM
To: Jordan Krull
Subject: RE: Grinnell

I will propose the pricing as shown below with one week added to the deadlines and see if the City has an issue. Will let you know.

From: Jordan Krull <jordank@pcius.com>
Sent: Monday, April 13, 2020 1:32 PM
To: Greg Roth <groth@v-k.net>
Subject: Re: Grinnell

If we could add one week it would be helpful, but if that is going to be a deal breaker, we can move in a little earlier and leave the completion date as is. Let me know.

Thanks,

Get [Outlook for iOS](#)

From: Greg Roth <groth@v-k.net>
Sent: Monday, April 13, 2020 1:29:31 PM
To: Jordan Krull <jordank@pcius.com>
Subject: RE: Grinnell

What of the timetable?

From: Jordan Krull <jordank@pcius.com>
Sent: Monday, April 13, 2020 1:19 PM
To: Greg Roth <groth@v-k.net>
Subject: Re: Grinnell

Yes, we would be fine with any unit prices that are already in the contract.

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From: Greg Roth <groth@v-k.net>
Sent: Monday, April 13, 2020 1:16:48 PM
To: Jordan Krull <jordank@pcius.com>
Subject: RE: Grinnell

Jordan

How much time would be expected for an extension? Is it possible to have PCI move earlier? We really don't want to get much past Labor Day if possible.

On a related note, I started looking at costs and what would better serve the City.

If we change the added paving to be extended from the existing PCC to the west to the west end of our pavement in the contract, I come up with:

- 1110 sy of removal at 15.50/sy
- Grading 775 cy added at 11/sy
- M&D 370 cy at 23.50/cy
- Spec backfill 370 cy at 53/cy
- Added paving 1110 sy at 70/sy

This totals to \$131,740.

Would you and your sub be willing to provide this extra work at these prices, most of which are bid unit prices.
Thanks

Greg

Greg Roth
VEENSTRA & KIMM, INC
3000 Westown Pkwy
West Des Moines Iowa 50266
office 515 225 8000
cell 515 669 0720

From: Jordan Krull <jordank@pcius.com>
Sent: Friday, April 10, 2020 10:50 AM
To: Greg Roth <groth@v-k.net>
Subject: Grinnell

Will the completion date be extended if the additional paving is added to the project?

RESOLUTION NO. 2020-73

A RESOLUTION TO APPROVE AN AGREEMENT BETWEEN THE FAA AND THE CITY OF GRINNELL.

WHEREAS, the FAA and the city of Grinnell wish to enter into this agreement for the purpose of provide a commissioning flight inspection of the PAPIs/REILs/MIRLs on Rwy 13/31 at Grinnell Regional Airport (KGGI) Grinnell, IA; and

WHEREAS, this agreement is designed to authorize the FAA to provide a commissioning flight inspection of the PAPIs/REILs/MIRLs on Rwy 13/31 at Grinnell Regional Airport (KGGI) Grinnell, IA; and

WHEREAS, the FAA and the city of Grinnell agree to said agreement; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Grinnell, Iowa that authorization be given to Mayor Agnew to sign the agreement with the FAA.

PASSED AND APPROVED THIS 4th day of May 2020.

Dan F. Agnew, Mayor

ATTEST:

Annmarie Wingerter, City Clerk/Finance Director

From: [Russ Behrens](#)
To: [Ann Wingerter](#)
Subject: FW: REVISED ESTIMATE: Grinnell, IA (KGGI) - PAPIs Rwy 13/31 flight check (PN 4448)
Date: Friday, April 24, 2020 12:02:00 PM
Attachments: [image002.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

From: Joe Roenfeldt <jroenfeldt@cgaconsultants.com>
Sent: Friday, April 24, 2020 11:56 AM
To: Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>
Cc: Langley, Joseph (FAA) <joseph.langley@faa.gov>; Sinning, David A (FAA) <david.a.sinning@faa.gov>; Justin Strom <jstrom@cgaconsultants.com>; Russ Behrens <RBehrens@grinnelliowa.gov>
Subject: RE: REVISED ESTIMATE: Grinnell, IA (KGGI) - PAPIs Rwy 13/31 flight check (PN 4448)

Shelley,

The City of Grinnell has a council meeting May 4, 2020. Would it be possible to get this agreement by the middle of next week, by April 29, so that this reimbursable agreement can get put on the council meeting agenda for approval?

Joseph P. Roenfeldt, P.E.
Project Manager

-
Clapsaddle-Garber Associates, Inc. (CGA)

Office: 641-752-6701, ext 44

Fax: 641-752-2849

Mobile: 641-750-4256

jroenfeldt@cgaconsultants.com

www.cgaconsultants.com

Ackley | Ames | Cedar Falls | Marshalltown | Webster City

[CLICK HERE to sign up for CGA news and updates!](#)



From: Ochs, Shelley D (FAA) [<mailto:Shelley.D.Ochs@faa.gov>]
Sent: Thursday, April 23, 2020 10:35 AM
To: Justin Strom <jstrom@cgaconsultants.com>
Cc: Joe Roenfeldt <jroenfeldt@cgaconsultants.com>; Langley, Joseph (FAA) <joseph.langley@faa.gov>; Sinning, David A (FAA) <david.a.sinning@faa.gov>
Subject: REVISED ESTIMATE: Grinnell, IA (KGGI) - PAPIs Rwy 13/31 flight check (PN 4448)

Justin,

Thank you for clarification; below is the revised estimate for equipment requiring inspection by Flight Program Operations.

We estimate 5 hrs in a Beech for a total estimate of \$12,997.80 to provide a commissioning flight inspection of the PAPIs/REILs/MIRLs on Rwy 13/31 at Grinnell Regional Airport (KGGI) Grinnell, IA.

Once I know the revised estimate is acceptable, I will prepare the draft for review, thank you.

Shelley Ochs
Program Support Group, AJF-4100
Flight Program Operations
(405) 954-5757

From: Justin Strom <jstrom@cgaconsultants.com>
Sent: Thursday, April 23, 2020 9:36 AM
To: Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>
Cc: Joe Roenfeldt <jroenfeldt@cgaconsultants.com>
Subject: RE: Addl Equip: Grinnell, IA (KGGI) - PAPIs Rwy 13/31 flight check (PN 4448)

Shelley,

I sincerely apologize for the confusion. I meant to type REILs. There are no VASIs at the airport. Project improvements include

- PAPIs
- REILs
- Runway Edge Lighting (MIRLs)
- Rotating Beacon
- Primary and Supplemental Windcones
- L-858R Guidance Signs?

Of the items listed, we would like all items that require commissioning to be added to the agreement.

Justin F. Strom, P.E.
Project Engineer

Clapsaddle-Garber Associates, Inc.

Marshalltown, Iowa
Office: 641-752-6701, ext 50
Mobile: 319-330-0303
jstrom@cgaconsultants.com

From: Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>

Sent: Thursday, April 23, 2020 9:19 AM

To: Justin Strom <jstrom@cgaconsultants.com>

Cc: Joe Roenfeldt <jroenfeldt@cgaconsultants.com>

Subject: Addl Equip: Grinnell, IA (KGGI) - PAPIs Rwys 13/31 flight check (PN 4448)

Justin,

Originally, you requested inspection of the new PAPIs on Rwys 13/31 at KGGI, so where are the "VASIs" located? Our records reflect PAPIs (PAPI-2L) on Rwys 13/31 - Are PAPIs located on one Rwy end and VASIs on the other?

I will be happy to update the estimate to include MIRLs on 13/31 and any other equipment involved, just let me know, thank you.

Shelley Ochs
Program Support Group, AJF-4100
Flight Program Operations
(405) 954-5757

From: Justin Strom <jstrom@cgaconsultants.com>

Sent: Tuesday, April 21, 2020 4:42 PM

To: Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>

Cc: Joe Roenfeldt <jroenfeldt@cgaconsultants.com>

Subject: RE: ESTIMATE: Grinnell, IA (KGGI) - PAPIs Rwys 13/31 flight check (PN 4448)

Shelley,

I have provided the information you requested in red. Please see potential additional commissioning items highlighted as well. Construction of the project will be completed in about 2 months and we would like to perform the flight check as soon after construction is completed as possible. I realize this time frame is quicker than the recommended 3-4 months mentioned. Please do whatever you are able to move the process along and we will continue to do our best to get you responses or information that you need in a timely manner. Please let me know if you have any questions.

- **Sponsor (who's paying):** **City of Grinnell, Iowa**
- **Requirement:** provide a commissioning flight inspection of the PAPIs on Rwys 13/31 at Grinnell Regional Airport (KGGI) Grinnell, IA. (or correct me)
Navigation Aid improvements of this project involves new PAPIs, new VASIs, new Runway Edge Lighting, new Rotating Beacon, new Primary and Supplemental Windcones, and three new L-858R Guidance Signs? Of the items listed, we would like all items that require commissioning to be added to the agreement.
- **Sponsor/Agreement POC** name, full mailing address, phone & e-mail. This is the person most knowledgeable about the requirement:
Russell Behrens, City Manager
520 4th Avenue, Grinnell, Iowa, 50112-1947
641-236-2600
rbehrens@grinnelliowa.gov
- **Invoice POC** name, full mailing address, phone & e-mail (if different). This is the person(s) we

will send the Explanation of Charges (EOC) after the work is complete. I will also work with them on the payment and any refund due:

Russell Behrens, City Manager

520 4th Avenue, Grinnell, Iowa, 50112-1947

641-236-2600

rbehrens@grinnelliowa.gov

- **Agreement signature authority** name & title: Dan Agnew, Mayor
- **Sponsor Tax ID Number** (please ensure this number is accurate. If not, any refund due may be delayed): 42-6004734
- **Sponsor DUNS Number** (if available): 0565336980000
- **Date mo/yr inspection anticipated:** June, 2020
- **AIP GRANT:** Is this agreement in whole or in part funded with funding from an FAA Airport Improvement Project (AIP) grant? If so, the **FAA AIP grant date** is August 14, 2018 and the **grant number** is 3-19-0039-015-2018 (No need to report if state or other local grant was received.)

Note: POC for the actual inspection can be provided to our scheduler after the agreement and funding is complete when you/they place a call to request the inspection.

- **We also require an e-mail from the airport manager authorizing us to work with you to provide the inspection at their facility before we actually sign the agreement. We'll work on helping meet this requirement as soon as possible.**

Justin F. Strom, P.E.

Project Engineer

Clapsaddle-Garber Associates, Inc.

Marshalltown, Iowa

Office: 641-752-6701, ext 50

Mobile: 319-330-0303

jstrom@cgaconsultants.com

From: Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>

Sent: Tuesday, April 21, 2020 11:14 AM

To: Justin Strom <jstrom@cgaconsultants.com>

Subject: ESTIMATE: Grinnell, IA (KGGI) - PAPIs Rwys 13/31 flight check (PN 4448)

Good morning,

We estimate 3.5 hrs in a Beech for a total estimate of \$9,098.46 to provide a commissioning flight inspection of the PAPIs on Rwys 13/31 at Grinnell Regional Airport (KGGI) Grinnell, IA. *(If you have items like runway lights that need to be commissioned or checked, now is a good time to add them to the agreement).*

If the airport would like to proceed with the inspection, we request the following information in order to draft an agreement for review:

- **Sponsor (who's paying):**
- **Requirement:** provide a commissioning flight inspection of the PAPIs on Rwy 13/31 at Grinnell Regional Airport (KGGI) Grinnell, IA. (or correct me)
- **Sponsor/Agreement POC** name, full mailing address, phone & e-mail. This is the person most knowledgeable about the requirement:
- **Invoice POC** name, full mailing address, phone & e-mail (if different). This is the person(s) we will send the Explanation of Charges (EOC) after the work is complete. I will also work with them on the payment and any refund due:
- **Agreement signature authority** name & title:
- **Sponsor Tax ID Number** (please ensure this number is accurate. If not, any refund due may be delayed):
- **Sponsor DUNS Number** (if available):
- **Date mo/yr inspection anticipated:**
- **AIP GRANT:** Is this agreement in whole or in part funded with funding from an FAA Airport Improvement Project (AIP) grant? If so, the **FAA AIP grant date** is _____ and the **grant number** is _____ (No need to report if state or other local grant was received.)
 Note: POC for the actual inspection can be provided to our scheduler after the agreement and funding is complete when you/they place a call to request the inspection.
- **We also require an e-mail from the airport manager authorizing us to work with you to provide the inspection at their facility before we actually sign the agreement.**

Once the draft is reviewed and agreeable by the sponsor, let us know, we will formally coordinate within the FAA for approval THEN return a black and white version for the sponsor's signature and request repayment at that time. Once the agreement is fully executed/funded, additional information will be provided for the sponsor to call the scheduler and request the inspection when ready. After we fly, we will review actual time used, provide an Explanation of Charges (EOC) for money spent, and initiate refund of any unused balance.

It is best to start the agreement process 3-4 months prior to when the sponsor anticipates requiring the inspection to ensure the agreement and payment are in place by the time the inspection is requested. If we are already within that window, I will do my best to move it along in the process, however, please realize the agreement must be fully approved, signed, and prepayment received by the FAA prior to scheduling the inspection.

One last thing - we recommend a technician be onsite during the inspection to make any adjustments necessary to help ensure a successful inspection. You will be contacted for scheduling the inspection so you can make any necessary arrangements. Be advised that if the inspection is not successful due to unresolvable problems with the equipment or at the site, we will review the time/funds spent to determine if additional funds are necessary before making a return trip. If additional funds are necessary, we will amend the agreement to add time/funds before you can request a return trip - which is an extra delay and expense we would all like to avoid.

IN ADDITION -- Non-Fed RA Process:

1. Customer requests a quote for FI.

2. Quote with required RA draft information sent to Customer.
3. Customer provides information for draft RA.
4. Draft RA is created and sent back to Customer.
5. Customer requests update or approves coordination to proceed.
6. Internal FAA coordination is worked through the RA Tool (approx. 3 weeks)
7. Black & White version of Agreement is sent to Customer for signature along with the prepayment letter.
8. Customer provides signature (usually electronic).
9. Signed Agreement is sent to CO for signature (approx. 1 week)
10. Signed RA is sent back to customer.
11. Once funds are received, Customer is notified that the FI can be scheduled. (Funding takes approx. 2 weeks to log into the system & show available once received here at MMAC.)
12. Customer calls the scheduler and sets up the FI. (Usually a minimum of 2 weeks out)
13. FI is conducted.
14. Explanation of Charges (EOC) is created (usually within a month of FI)
15. EOC is sent to the customer either as a final or as a status showing how much remains for a refund or how much may be owed to complete inspection or to amend the agreement.
16. ACH form is requested if a refund is due.
17. Overrun payment is requested if FI took longer than estimated.
18. RA is closed once funds have been zeroed out.

Let me know of any questions, thank you!

Shelley Ochs
Program Support Group, AJF-4100
Flight Program Operations
(405) 954-5757

From: Justin Strom <jstrom@cgaconsultants.com>
Sent: Friday, April 17, 2020 8:30 AM
To: Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>
Subject: RE: Grinnell, IA (KGGI) - PAPI flight check (PN 4448)

Shelley,

As part of the project, the existing PAPI equipment was removed and disposed of. Brand new PAPIs are being installed. The new PAPIs vary in location from the previous PAPIs by 90' at Runway end 13 and 150' at Runway end 31.

So there is definitely a change to equipment and location. The new locations were calculated to provide the standard 3 degree angle to produce a threshold crossing height of 40'.

I have attached completed VGSI forms for the PAPI information for your reference. These forms were emailed to 9-AMC-AVN-AVN210-DATA@FAA.GOV yesterday.

Justin F. Strom, P.E.
Project Engineer

Clapsaddle-Garber Associates, Inc.

Marshalltown, Iowa
Office: 641-752-6701, ext 50
Mobile: 319-330-0303
jstrom@cgaconsultants.com

From: Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>
Sent: Friday, April 17, 2020 7:28 AM
To: Justin Strom <jstrom@cgaconsultants.com>
Subject: RE: Grinnell, IA (KGGI) - PAPI flight check (PN 4448)

Justin,

Instructions will be included with the estimate and yes, we require an executed agreement and prepayment prior to scheduling.

On the PAPIs, will there be any change in equipment, location, angle, etc?

Shelley Ochs
Program Support Group, AJF-4100
Flight Program Operations
(405) 954-5757

From: Justin Strom <jstrom@cgaconsultants.com>
Sent: Thursday, April 16, 2020 11:52 AM
To: Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>
Subject: RE: Grinnell, IA (KGGI) - PAPI flight check (PN 4448)

Shelley,

Once you have completed your estimate, what additional information do you need from us in order to draft an agreement for flight services to be executed by the City of Grinnell? Similar to past projects, do we need to wait until there is a signed agreement and payment received prior to coordinating with a flight services scheduler?

Justin F. Strom, P.E.
Project Engineer

Clapsaddle-Garber Associates, Inc.

Marshalltown, Iowa
Office: 641-752-6701, ext 50
Mobile: 319-330-0303
jstrom@cgaconsultants.com

From: Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>

Sent: Thursday, April 16, 2020 11:07 AM
To: Justin Strom <jstrom@cgaconsultants.com>
Cc: Tompkins, Brian M (FAA) <Brian.M.Tompkins@faa.gov>; Barrett, Kadi D (FAA) <kadi.d.barrett@faa.gov>
Subject: RA: Grinnell, IA (KGGI) - PAPI flight check (PN 4448)

Justin,

I am your POC and will provide an estimate in the next day or so.

Shelley Ochs
Program Support Group, AJF-4100
Flight Program Operations
(405) 954-5757

From: Barrett, Kadi D (FAA) <kadi.d.barrett@faa.gov>
Sent: Thursday, April 16, 2020 10:01 AM
To: Justin Strom <jstrom@cgaconsultants.com>
Cc: Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>; Tompkins, Brian M (FAA) <Brian.M.Tompkins@faa.gov>
Subject: RE: GGI - PAPI flight check (PN 4448)

Justin,

There is a typo in the phone # below for me, but since this appears to be a one-time FI, please contact Shelley Ochs at 405-954-5757. Shelley works the one time FI RAs & I work the private RAs & F&E PR funded RAs.

Thanks,
Kadi

Kadi Barrett
Program Support Group AJF-4100
FAA, Flight Program Operations, ARB, Rm 201
(405) 954-7568

From: Tompkins, Brian M (FAA) <Brian.M.Tompkins@faa.gov>
Sent: Thursday, April 16, 2020 9:55 AM
To: Justin Strom <jstrom@cgaconsultants.com>
Cc: Barrett, Kadi D (FAA) <kadi.d.barrett@faa.gov>; Ochs, Shelley D (FAA) <Shelley.D.Ochs@faa.gov>
Subject: RE: GGI - PAPI flight check (PN 4448)

Justin,

Please reach out to Kadi Barrett to set up a reimbursable agreement for the PAPI flight check. I have copied her and Shelley Ochs on this email. You can also contact Kadi at 405-950-7568.

Brian

Brian M. Tompkins, P.E., C.M.
State Airport Engineer – Iowa

FAA Central Region Airports Division
901 Locust St., Room 364
Kansas City, MO 64106-2325
(816) 329-2647 Desk
(816) 329-2610 Fax
www.faa.gov/airports/central

From: Justin Strom <jstrom@cgaconsultants.com>
Sent: Thursday, April 16, 2020 9:23 AM
To: Tompkins, Brian M (FAA) <Brian.M.Tompkins@faa.gov>
Subject: GGI - PAPI flight check (PN 4448)

Brian,

We are working on scheduling a flight check for the PAPIs as part of finishing the Runway 13-31 Rehabilitation Improvements project at the Grinnell Regional Airport (AIP 3-19-0039-015-2018). Can you help us identify who our point of contact should be to get the flight check scheduled.

Justin F. Strom, P.E.
Project Engineer



-
Clapsaddle-Garber Associates, Inc.

PO Box 754
16 East Main Street
Marshalltown, Iowa 50158

Office: 641-752-6701, ext 50
Toll Free: 800-542-7981
Fax: 641-752-2849
Mobile: 319-330-0303
jstrom@cgaconsultants.com
www.cgaconsultants.com

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From: [Russ Behrens](#)
To: [Ann Wingerter](#)
Subject: FW: Highway 146 North of Grinnell
Date: Wednesday, April 29, 2020 6:27:44 PM

Under PW & G also add: Discuss Iowa Highway 146 Resurfacing Project.

From: Jan Anderson <JAnderson@grinnelliowa.gov>
Sent: Wednesday, April 29, 2020 11:36 AM
To: Russ Behrens <RBehrens@grinnelliowa.gov>
Cc: Dan Agnew <citycouncil75@gmail.com>
Subject: Fwd: Highway 146 North of Grinnell

Russ:

This is the information on Highway 146 north of 11th Avenue that I received from the IDOT.
Jan

Sent from my iPad

Begin forwarded message:

From: "Skogerboe, Dustin" <Dustin.Skogerboe@iowadot.us>
Date: April 24, 2020 at 11:09:42 AM CDT
To: Jan Anderson <JAnderson@grinnelliowa.gov>
Cc: "Lavine, Jerry" <Jerry.Lavine@iowadot.us>, "Gustafson, Tony" <Tony.Gustafson@iowadot.us>, "Wells, David" <David.Wells@iowadot.us>
Subject: RE: Highway 146 North of Grinnell

Jan,

Here's is some information about the IA 146 DOT project.

Construction will start just north of the intersection at IA 146/11th Ave and end at the Tama County line. We will be milling the existing roadway, placing a layer of cold-in-place recycling and then resurfacing the roadway with HMA. There will be drainage improvements by updating shoulder subdrains and roadway pipes. There will also be guardrail replacements at a couple locations. The contractor plans to begin milling IA 146 in mid-May and then start cold-in-place recycling once finished (planning on late May). Once the cold-in-place is completed, the contractor will begin paving intermediate and surface HMA lifts. There are 90 working days allowed with this contract. There are also HMA spot overlays on US 63 in Poweshiek included with this contract. Milling, CIPR and HMA resurfacing on IA 146 will utilize lane closures with pilot cars and flaggers. I anticipate this will last a majority of the summer.

Let me know if you need any additional details.

Thanks,

DUSTIN SKOGERBOE, P.E.
RESIDENT CONSTRUCTION ENGINEER
MARSHALLTOWN OFFICE – DISTRICT 1
iowadot.us Iowa Department of Transportation
Office: 641-752-4657 @iowadot @iowadot

-----Original Message-----

From: Jan Anderson <JAnderson@grinnelliowa.gov>
Sent: Friday, April 24, 2020 9:57 AM
To: Skogerboe, Dustin <Dustin.Skogerboe@iowadot.us>
Cc: Lavine, Jerry <Jerry.Lavine@iowadot.us>; Gustafson, Tony
<Tony.Gustafson@iowadot.us>; Wells, David <David.Wells@iowadot.us>
Subject: Re: Highway 146 North of Grinnell

Dustin:

The first project is to begin mid May, a street reconstruction project on 11th Avenue west of Hwy 146 and the second project is a box culvert replacement and a short section of street replacement on 16th Avenue east of the highway. The second project is slated to begin mid July.

If you could please send me some specific information on the project I can get it in the local media as well as on the city web site.

Thanks for help.

Jan

Sent from my iPad

On Apr 24, 2020, at 9:49 AM, Skogerboe, Dustin
<Dustin.Skogerboe@iowadot.us> wrote:

Jan,

The contractor is planning to begin installing subdrain and milling IA 146 in early- to mid-May. They are scheduled to begin cold-in-place work at the end of May (once milling is complete). Our project starts at the 11th Ave intersection.

What type of projects do you have going on and when will they be working?

Thanks,

DUSTIN SKOGERBOE, P.E.

RESIDENT CONSTRUCTION ENGINEER

MARSHALLTOWN OFFICE - DISTRICT 1

iowadot.us

Iowa Department of Transportation

Office: 641-752-4657

@iowadot

@iowadot

-----Original Message-----

From: Lavine, Jerry <Jerry.Lavine@iowadot.us>

Sent: Friday, April 24, 2020 9:40 AM

To: Gustafson, Tony <Tony.Gustafson@iowadot.us>; Skogerboe, Dustin <Dustin.Skoogerboe@iowadot.us>

Cc: Jan Anderson <JAnderson@grinnelliowa.gov>

Subject: FW: Highway 146 North of Grinnell

Tony/Dustin

See Jan's note below.

-----Original Message-----

From: Jan Anderson <JAnderson@grinnelliowa.gov>

Sent: Friday, April 24, 2020 9:26 AM

To: Lavine, Jerry <Jerry.Lavine@iowadot.us>

Cc: GREG ROTH <GROTH@V-K.NET>

Subject: Highway 146 North of Grinnell

Jerry

I have a quick question. When is the IDOT work (overlay) on Highway 146 north out of Grinnell to begin? I had in my notes that it was a 2020 project.

The City has two project that will begin this summer in the north end of town and the Highway 146 project could impact them. If you could let me know I would appreciate it.

Thanks and have a great weekend.

Jan

Sent from my iPad

IMPROVE THE QUALITY AND AVAILABILITY OF SIDEWALKS ADJACENT TO BOTH PUBLIC AND PRIVATE PROPERTIES

GOAL SETTING SESSION CITY OF GRINNELL- ACTION PLAN

This was identified as the 6TH highest priority by the Mayor and City Council.

Project leader(s): City Councilmember Byron Hueftle-Worley and Mayor Dan Agnew

Staff Coordinator(s): Tyler Avis, Building and Planning Director and Duane Neff, Public Service Director. Others assisting upon request City Engineer Greg Roth and City Manager Russ Behrens (trails)

Activity	Completion Date
Conduct a sidewalk inventory and set priority improvements. Develop a reasonable and attainable set of goals for the first year. Amend ordinance to require minimum 5' width for all new sidewalks. Partner with Imagine Grinnell or other appropriate groups. Periodic progress reports to the City Council starting June 2020 and quarterly thereafter.	May 15, 2020
Develop a detailed budget for the expenditure of the sidewalk funds included and remaining in the FY 19-20 and FY 20-21 budgets with map of proposed improvements. Present this to the City Council at the first regular City Council meeting in June.	June 1, 2020
Investigate options to improve existing sidewalks and expand sidewalks into all areas of Grinnell. Focus first on city properties, school properties, and other public and quasi-public properties – these should be addressed in the 2020 construction season. Expand recreational trail in city limits – Industrial Avenue to GMRC.	July 1, 2020
Present a plan to the City Council regarding repair of private sidewalks.	September 1, 2020
Present a plan to the City Council regarding installation of sidewalks where none exist today. Plan should include funding strategy and incentives to encourage voluntary compliance and sequencing. Consult the City Attorney about legal remedies such as assessments.	December 1, 2020

Ann Wingerter

From: Russ Behrens
Sent: Friday, April 24, 2020 11:30 AM
To: Dennis Reilly; Dan Agnew; Marilyn Kennett; Jordan Allsup; Jan Anderson; Duane Neff; Daniel Ramos; Ann Wingerter
Subject: 7-19 Priorities Strategic Plan

7. Work with Chamber to develop multimedia promotional items. 5 votes
Planning Committee Marilyn Kennett, Dennis Reilly, Jordan Allsup, and Sharon Mealy
8. Study solid waste/recycling solutions, etc. 5 votes.
PW & G Committee, Duane Neff and Barb Flander
9. Appoint a communications director/social media coordinator. 5 votes.
Planning Committee, Marilyn Kennett, Jordan Allsup, and Ann Wingerter
10. Support community mental health solutions. 5 votes.
Public Safety Committee, Dennis Reilly, and Mayor Agnew.
11. Update Land Use Plan and Zoning Ordinances. 4 votes.
Planning Committee, Russ Behrens, and Tyler Avis.
12. Consider ways to utilize Campbell Fund to address root problems of poverty in Grinnell. 4 votes.
Finance Committee, Russ Behrens, and Sharon Mealy.
13. Develop policy to code enforcement and contractor responsibility, especially right-of-way permits. 3 votes.
PW & G Committee, Jan Anderson, Duane Neff, Jim Brown, and Tyler Avis.
14. Develop another deep drinking well. 2 votes.
PW & G Committee, Jan Anderson, and Jim Brown.
15. Financial software that allows real time access to budget information and payroll data entry. 2 votes.
Finance Committee, Ann Wingerter, and Kim Kolars
16. Review community daycare needs. 1 vote.
Planning Committee, Jordan Allsup, and Marilyn Kennett.
17. Develop pilot program to disconnect footing drains. 0 votes.
PW & G Committee, Jan Anderson, and Daniel Ramos
18. Consider fire service fees for certain commercial and industrial properties. 0 votes.
Finance Committee, Jan Anderson, Dan Sicard, and Mayor Agnew
19. Host open houses at city facilities. 0 votes.
Planning Committee and Sharon Mealy.

Russell L. Behrens
520 4th Avenue
Grinnell, Iowa 50112
rbehrens@grinnelliowa.gov
Office: 641-236-2600
Cell: 641-990-6372
www.grinnelliowa.gov