

PROCEEDINGS TO SET DATE FOR  
HEARING AND LETTING

435926-33 (NHL)

Monticello, Iowa

May 1, 2023

The City Council of the City of Monticello, Iowa, met at the Monticello Renaissance Center, 220 East First Street, Monticello, Iowa, on May 1, 2023, at 6:00 o'clock p.m.

The Mayor presided and the roll being called, the following named Council Members were present and absent:

Present: Chris Lux, Candy Langerman and Wayne Peach

Absent: Scott Brighton and Tom Yeoman.

The City Council took up and considered the proposed Wastewater Treatment Facility Improvements Project. Council Member Peach introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member Hanken. After due consideration thereof by the Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: Peach, Hanken, Lux and Langerman

Nays: None.

Whereupon, the Mayor declared the said motion duly carried and the said resolution adopted, as follows:

RESOLUTION NO. 2023-61

Resolution to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the Wastewater Treatment Facility Improvements Project, and the taking of bids therefor

WHEREAS, it has been proposed that the City Council of the City of Monticello, Iowa (the “City”), undertake the authorization of a public improvement to be constructed as described in the proposed plans and specifications and form of contract prepared by Snyder & Associates, Inc. (the “Project Engineers”), which may be hereafter referred to as the “Wastewater Treatment Facility Improvements Project” (and is sometimes hereinafter referred to as the “Project”), which proposed plans, specifications, notice of hearing and letting, and form of contract and estimate of cost (the “Contract Documents”) are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of a public hearing on the Contract Documents and to advertise for sealed bids for the Project;

NOW, THEREFORE, Be It Resolved by the City Council (the “Council”) of the City of Monticello, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby approved in their preliminary form.

Section 2. The Project is hereby determined to be necessary and desirable for the City, and, furthermore, it is hereby found to be in the best interests of the City to proceed toward the construction of the Project.

Section 3. May 15, 2023, at 6:00 p.m., at the Community Media Center, Monticello, Iowa, is hereby fixed as the time and place of hearing on the Contract Documents.

Section 4. The City Clerk is hereby authorized and directed to publish notice (the “Notice of Hearing”) of the hearing on the Contract Documents for the Project in a newspaper of general circulation in the City, which publication shall be made at least once, not less than four (4) and not more than twenty (20) days prior to the date of the said hearing. The Notice of Hearing shall be in substantially the following form:

(Form of Notice of Hearing)

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS AND SPECIFICATIONS,  
FORM OF CONTRACT AND ESTIMATE OF COST FOR THE  
WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT

Notice Is Hereby Given: That at 6:00 p.m., at the Community Media Center, Monticello, Iowa, on May 15, 2023, the City Council of the City of Monticello, Iowa (the “City”) will hold a public hearing on the proposed plans and specifications, form of contract and estimate of cost (the “Contract Documents”) for the proposed Wastewater Treatment Facility Improvements Project (the “Project”).

The Project is located at 1105 E. 1<sup>st</sup> Street, Monticello, IA.

The Project includes the following work: The Wastewater Treatment Facility Improvements project includes, but is not limited to, furnishing all labor, material and equipment necessary for construction and installation of: submersible pumps in the raw influent lift station, screening wash and compactor, replacing grit classifier equipment, cast-in place tanks for an activated sludge treatment system, various in tank equipment for the active sludge treatment system, non-contact ultraviolet disinfection system, precast effluent reuse lift station and submersible pumps, precast effluent pump station and submersible pumps, precast manholes, new precast controls building, rotary sludge dewatering press, precast building and storage area for sludge handling, non-potable water storage tank, non-potable water booster pump station, water main extension, non-potable water main, force main, gravity sewer main, aeration blowers, demolition of existing tanks and buildings, sludge removal, site work, paving, electrical, mechanical, plumbing and other miscellaneous items.

A copy of the proposed Contract Documents is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Sally Hinrichsen  
City Clerk

Section 5. The City Council hereby delegates to the Engineer the duty of receiving electronic bids for the construction of the Project before 10:00 a.m., on June 1, 2023, via the QuestCDN Virtubid system. At such time, and via a telephonic bid opening conference accessed by calling 1-515-598-4967 and dialing the conference ID:180605988#, the City Council hereby delegates to the City Clerk and/or the Project Engineers the duty of opening and announcing the results of the bids received. June 19, 2023, at 6:00 p.m. at the Community Media Center, in the City, is hereby fixed as the time and place that the Council will consider the bids received in connection therewith.

Section 6. The amount of the bid security to accompany each bid is hereby fixed at 10% of the total amount of the bid.

Section 7. The City Clerk and/or the Project Engineers are hereby directed to give notice of the bid letting for the Project by posting notice (the "Notice to Bidders") at least once, not less than thirteen (13) and not more than forty-five (45) days prior to the date set for receipt of bids, in each of the following three places: (i) in a relevant contractor plan room service with statewide circulation; (ii) in a relevant construction lead generating service with statewide circulation; and (iii) on an internet site sponsored by either the City or a statewide association that represents the City. The Notice to Bidders shall be in substantially the following form:

(Form of Notice to Bidders)

ADVERTISEMENT FOR BIDS

CITY OF MONTICELLO  
WASTEWATER TREATMENT FACILITY IMPROVEMENTS - MONTICELLO, IA

Electronic bids for the work comprising each improvement as stated below must be filed before 10:00 A.M. local time on June 1, 2023. Bids shall be submitted electronically via the QuestCDN VirtuBid system. No alternate electronic bid submittals or paper bids will be accepted. Bids will not be able to be electronically submitted after the deadline. Refer to Instruction to Bidders for additional information.

Electronic proposals will be opened and bids tabulated at 10:00 A.M. on June 1, 2023. The bid opening will be conducted virtually via teleconference. At the time for opening of bids you may enter the virtual bid opening meeting by call 1-515-598-4967 and dialing the conference ID:180605988#. The bid results will be read aloud remotely during the remote meeting. Results will be considered by the City of Monticello City Council at its meeting at 6:00 p.m. at the Community Media Center in Monticello, Iowa on June 19, 2023.

The Project includes the following Work: The Wastewater Treatment Plant Improvements project includes, but is not limited to, furnishing all labor, material and equipment necessary for construction and installation of: submersible pumps in the raw influent lift station, screening wash and compactor, replacing grit classifier equipment, cast-in place tanks for an activated sludge treatment system, various in tank equipment for the active sludge treatment system, non-contact ultraviolet disinfection system, precast effluent reuse lift station and submersible pumps, precast effluent pump station and submersible pumps, precast manholes, new precast controls building, rotary sludge dewatering press, precast building and storage area for sludge handling, non-potable water storage tank, non-potable water booster pump station, water main extension, non-potable water main, force main, gravity sewer main, aeration blowers, demolition of existing tanks and buildings, sludge removal, site work, paving, electrical, mechanical, plumbing and other miscellaneous items.

Bids will be received for a single prime Contract. Bids shall be on a lump sum price (Base Bid and Alternatives) basis as indicated in the Bid Form.

The Issuing Office for the Bidding Documents is: Snyder & Associates, Inc., 5005 Bowling St. SW, Suite A, Cedar Rapids, IA 52404, Engineer: Nick Eisenbacher, PE 319.362.9394, [neisenbacher@snyder-associates.com](mailto:neisenbacher@snyder-associates.com). Prospective Bidders may examine the Bidding Documents at the Issuing Office on Mondays through Fridays between the hours of 8:00 AM - 5:00 PM, and may obtain copies of the Bidding Documents from the Issuing Office as described below. Electronic contract documents are available at no cost by clicking on the "Bids" link at [www.snyder-associates.com](http://www.snyder-associates.com) and choosing the Wastewater Treatment Plant Improvements on the left. Project information, engineer's cost opinion, and planholder information is also available at no cost at this website. Downloads require the user to register for a free membership at QuestCDN.com. Downloading electronic contract documents is strongly encourage, but hard

copies of the project documents may be obtained from Snyder & Associates, Inc. 5005 Bowling St. SW – Suite A, Cedar Rapids, IA 52404 at no cost. Those wanting to obtain hard copies must make an appointment to pick up the documents by calling 319-362-9394. No drop-ins will be allowed.

Printed copies of the Bidding Documents may be obtained from the Issuing Office, during the hours indicated above, upon payment of a deposit of \$ 100.00 for each set. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office.

A Bid must be accompanied by Bid security made payable to Owner in an amount of ten (10) percent of Bidder's maximum Bid price and in the form of a certified check or a Bid bond (on the form included in the Bidding Documents) issued by a surety meeting the requirements of Paragraphs 6.01 and 6.02 of the General Conditions.

The Contract Times will commence to run on the thirtieth day after the Effective Date of the Contract or, if a Notice to Proceed is given, on the day indicated in the Notice to Proceed.

The Work will be substantially completed within 730 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 550 calendar days after the date when the Contract Times commence to run.

Contractor shall pay Owner \$3,000.00 for each day that expires after the time (as duly adjusted pursuant to the Contract) until the Work is substantially complete.

After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$3,000.00 for each day that expires after such time until the Work is completed and ready for final payment.

Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.

To the extent allowed by Federal law and regulation, by virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa.

Bid security shall be furnished in accordance with the Instructions to Bidders.

Pre-bid Conference: A pre-bid conference for the Project will be held on Thursday, May 18, 2023 at 10:00 A.M. at Wastewater Treatment Plant at 1105 E. 1<sup>st</sup>., Monticello, IA 52310. Attendance at the pre-bid conference is encouraged but not required.

American Iron and Steel: Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference applies an American Iron and Steel requirement to this project. All listed iron and steel products used in this project must be produced in the United States. The term "iron and steel products"

means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. The de minimis and minor components waivers under section 746 Division A Title III of the United States Department of Agriculture (USDA) Water and Waste Disposal Program (WWD) administered by the Rural Utilities Service (RUS) and the National Product Waiver (of AIS) for Pig Iron and Direct reduced iron apply to this contract.

Owner: City of Monticello

By: Russ Farnum; City Administrator

Date: May 2, 2023

Section 8. All provisions set out in the attached forms of notice are hereby recognized and prescribed by the City Council and all resolutions or orders or parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

Passed and approved May 1, 2023.

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David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk

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On motion and vote, the meeting adjourned.

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David Goedken, Mayor

Attest:

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Sally Hinrichsen, City Clerk

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
COUNTY OF JONES  
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that the transcript hereto attached is a true, correct and complete copy of all the records of the City relating to fixing a time and place of hearing on the proposed plans, specifications and form of contract, and estimated cost for the construction of the Wastewater Treatment Facility Improvements Project and directing publication of a Notice of Hearing announcing the time and place fixed therefor; and fixing a time and place for the taking of bids for the construction of the Project and directing posting of a Notice to Bidders announcing the time and place fixed therefor.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

**NOTICE OF HEARING PUBLICATION CERTIFICATE:**

STATE OF IOWA  
COUNTY OF JONES  
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that pursuant to the resolution of its City Council fixing a date of hearing on the proposed plans and specifications, form of contract and estimated cost for the Wastewater Treatment Facility Improvements Project, the Notice of Hearing, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

**(Attach here publisher's affidavit of publication of Notice of Hearing.)**

**(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavit and have verified that the Notice of Hearing was published on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)**

**NOTICE TO BIDDERS POSTING CERTIFICATE – CONTRACTOR PLAN ROOM/LEAD GENERATING SERVICE:**

STATE OF IOWA  
COUNTY OF JONES  
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that pursuant to the resolution of its City Council setting the date of the bid letting for the Wastewater Treatment Facility Improvements Project, the Notice to Bidders, of which the printed slip attached to the affidavit hereto attached is a true and complete copy, was posted on the date and in the relevant contractor plan room service/construction lead generating service specified in such affidavit, which contractor plan room service/construction lead generating service has a statewide circulation.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

**(Attach here the affidavit of posting of the Notice to Bidders from the contractor plan room service/construction lead generating service.)**

**(PLEASE NOTE: Do not date and return this certificate until you have received the affidavit of posting from the contractor plan room service/construction lead generating service and have verified that the Notice to Bidders was posted on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)**

**NOTICE TO BIDDERS POSTING CERTIFICATE – SPONSORED INTERNET SITE:**

STATE OF IOWA  
COUNTY OF JONES  
CITY OF MONTICELLO

SS:

I, the undersigned, City Clerk of the City of Monticello, Iowa, do hereby certify that pursuant to the resolution of its City Council setting the date of the bid letting for the Wastewater Treatment Facility Improvements Project, the Notice to Bidders provided for therein was posted on the City’s website on May 2, 2023.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

**(Attach here a screenshot of the Notice to Bidders from the City’s website, showing the date of posting)**