

PROCEEDINGS TO SET DATE FOR  
HEARING AND LETTING

February 19, 2024

The City Council of the City of Monticello, Iowa, met at the Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, Monticello, Iowa, on February 19, 2024, 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: Josh Brenneman, Jake Ellwood, Dave Goedken, Candy Langerman, Mary Phelan and Scott Brighton

Absent: None.

The City Council took up and considered the proposed 2024 N. Chestnut Street Reconstruction Project. Council Member Langerman introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member Brighton. 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: Langerman, Brighton, Ellwood, Brenneman, Goedken, Phelan

Nays: None.

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

RESOLUTION NO. 2024-35

Resolution to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the 2024 N. Chestnut Street Reconstruction 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 “2024 N. Chestnut Street Reconstruction 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. March 18th, 2024, 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 HEARING**

**NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR N. CHESTNUT STREET RECONSTRUCTION PROJECT FOR CITY OF MONTICELLO, JONES COUNTY, IOWA.**

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Public Notice is hereby given that at 6:00 P.M. on the 18<sup>th</sup> day of March, 2024, the City of Monticello of Jones County, Iowa will, at Community Media Center, 200 E. 1<sup>st</sup> Street, Monticello, Iowa, hold a hearing whereat said City Council will resolve to adopt plans, specifications, form of contract and estimate of cost for the construction of the **N. CHESTNUT STREET RECONSTRUCTION** project and, at the time, date and place specified above, or at such time, date and place as then may be fixed, to act upon proposals and enter into contract for the construction of said improvements.

The **N. CHESTNUT STREET RECONSTRUCTION** project includes the reconstruction of approximately 2,000 SY of pavement, 600 LF of water main, and 1500 LF of subdrain along N. Chestnut Street, from W 2<sup>nd</sup> Street to W 3<sup>rd</sup> Street; including the intersections with W 2<sup>nd</sup> Street and W 3<sup>rd</sup> Street in Monticello, Iowa. The reconstruction project generally includes roadway improvements, sidewalk ramp reconstruction, water main, and subdrain construction. The Engineer's Opinion of Probable Construction cost is \$575,000 without the bid alternates.

At said hearing, the City Council will consider the proposed plans, specifications, form of contract and estimate of cost for said project, the same now being on file in City Hall of the City of Monticello, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said City Council will also receive and consider any comments/objections to said plans, specifications and form of contract or to the estimated cost of said improvements made by any interested party.

This Notice is given by order of the City of Monticello City Council.  
Dated this 19<sup>th</sup> day of February, 2024.

CITY OF MONTICELLO, JONES  
COUNTY, IOWA

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Published in the Monticello Express on the 6<sup>th</sup> day of March, 2024.

Section 5. The City Council hereby delegates to the Project Engineers the duty of receiving electronic bids for the work comprising each improvement as stated below must be filed before **11:00, A.M on Wednesday, March 27,** local time. 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.

At such time, the City Council hereby delegates to the Project Engineers the duty of opening and announcing the results of the bids received. Electronic proposals will be opened and bids tabulated at **11:00, A.M. on Wednesday, March 27, 2024.** The bid opening will be conducted virtually via Microsoft Teams and teleconference. At the time for the opening of bids you may enter the virtual bid opening meeting by clicking on the following URL: **<http://tinyurl.com/33vyksa5>**. You may also phone in to the bid opening by calling **515-598-4967** and entering the conference code **#903 567 252**. The bid results will be read aloud and posted in the Teams meeting

Monday, April 1, 2024, 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 five (5) % 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)

**NOTICE TO BIDDERS**

**CITY OF MONTICELLO**  
**PUBLIC IMPROVEMENT PROJECT**

Notice is hereby given that a public hearing will be held by the City of Monticello City Council on the proposed contract documents (plans, specifications, and form of contract) and estimated cost for the improvement at its meeting at 6:00, P.M. on the 18<sup>th</sup> day of March, 2024, in the City of Monticello City Council Chambers, for the **N. CHESTNUT STREET RECONSTRUCTION** project.

Electronic bids for the work comprising each improvement as stated below must be filed before 11:00, A.M. on Wednesday, March 27, local time. 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 the Instructions to Bidders for additional information.

Electronic proposals will be opened and bids tabulated at 11:00, A.M. on Wednesday, March 27, 2024. The bid opening will be conducted virtually via Microsoft Teams and teleconference. At the time for the opening of bids you may enter the virtual bid opening meeting by clicking on the following URL: <http://tinyurl.com/33vyksa5>. You may also phone in to the bid opening by calling 515-598-4967 and entering the conference code #903 567 252. The bid results will be read aloud and posted in the Teams meeting. Results will be considered by the City of Monticello City Council at its meeting on Monday, April 1, 2024.

Work on the improvements may commence in accordance with the written Notice to Proceed following approval of the contract by the City of Monticello City Council, and be completed as stated below. The work shall be performed regularly and diligently throughout the duration of the project.

**Contract Documents**

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 **N. Chestnut Street Reconstruction** on the left. Project information, engineer’s cost opinion, and planholder information is also available at no cost at this website. Plans may be examined at this site without providing login information, but downloads require the user to register for a free membership at QuestCDN.com. Downloading electronic contract documents is strongly encouraged, but hard copies of the project documents may be obtained from Snyder & Associates, Inc. 900 Bell Drive SW, Cedar Rapids, Iowa 52404 at no cost. Those desiring to obtain hard copies must make an appointment to pick up the documents by calling 319-362-9394. No drop-ins will be allowed. The contract documents are available in the City of Monticello City Council, Administrative Office and may be examined at 200 East First Street, Monticello, Iowa.

**Contact Patricia Foote for document distribution or any questions via phone: (319) 362-9394, or email: [pfoote@snyder-associates.com](mailto:pfoote@snyder-associates.com).**

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

#### General Nature of the Public Improvement

The **N. CHESTNUT STREET RECONSTRUCTION** project includes the reconstruction of approximately 2,000 SY of pavement, 600 LF of water main, and 1500 LF of subdrain along N. Chestnut Street, from W 2<sup>nd</sup> Street to W 3<sup>rd</sup> Street; including the intersections with W 2<sup>nd</sup> Street and W 3<sup>rd</sup> Street in Monticello, Iowa. The reconstruction project generally includes roadway improvements, sidewalk ramp reconstruction, water main, and subdrain construction. The Engineer's Opinion of Probable Construction cost is \$575,000.

Each bidder shall accompany its bid with bid security as defined in Iowa Code Section 26.8, as security that the successful bidder will enter into a contract for the work bid upon and will furnish after the award of contract a corporate surety bond, in a form acceptable to the Jurisdiction, for the faithful performance of the contract, in an amount equal to 100% of the amount of the contract. The bidder's security shall be in the amount fixed in the Instruction to Bidders and shall be in the form of a cashier's check or a certified check drawn on an FDIC insured bank in Iowa or on an FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a bid bond on the form provided in the contract documents with corporate surety satisfactory to the Jurisdiction. The bid shall contain no condition except as provided in the specifications.

The **City of Monticello, City Council** reserves the right to defer acceptance of any bid for a period of sixty (60) calendar days after receipt of bids and no bid may be withdrawn during this period.

Each successful bidder will be required to furnish a corporate surety bond in an amount equal to 100% of its contract price. Said bond shall be issued by a responsible surety approved by the **City of Monticello, City Council** and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless the **City of Monticello** from claims and damages of any kind

caused by the operations of the contract and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of two years from and after acceptance of the contract. The guaranteed maintenance period for new paving shall be four years.

The **City of Monticello**, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Contractor shall fully complete work by August 5, 2024 as noted in the written Notice to Proceed. Should the contractor fail to complete the work in this timeframe, liquidated damages of **\$1,000** per calendar day will be assessed for work not completed within the designated contract term.

The **City of Monticello City Council** does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the jurisdiction.

This Notice is given by order of the City of Monticello City Council.  
Dated this 19<sup>th</sup> day of February, 2024.

CITY OF MONTICELLO, JONES  
COUNTY, IOWA

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Posted to <https://www.mbionline.com> website and [www.ci.monticello.ia.us](http://www.ci.monticello.ia.us) and statewide services on the 21<sup>st</sup> day of February, 2024.

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 February 19, 2024.

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Wayne Peach, Mayor

Attest:

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Sally Hinrichsen, City Clerk/Treasurer

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On motion and vote, the meeting adjourned.

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Wayne Peach, Mayor

Attest:

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Sally Hinrichsen, City Clerk/Treasurer

**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 2024 N. Chestnut Street Reconstruction 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 19<sup>th</sup> day of February, 2024.

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Sally Hinrichsen, City Clerk/Treasurer

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 2024 N. Chestnut Street Reconstruction 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 \_\_\_\_\_, 2024.

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Sally Hinrichsen, City Clerk/Treasurer

**(Attach here publisher's affidavit of publication of the 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 2024 N. Chestnut Street\_Reconstruction 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 \_\_\_\_\_, 2024.

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Sally Hinrichsen, City Clerk/Treasurer

**(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 2024 N. Chestnut Street Reconstruction Project, the Notice to Bidders provided for therein was posted on the website of the Iowa League of Cities and/or on the City's website on \_\_\_\_\_, 2024.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Sally Hinrichsen, City Clerk/Treasurer

**(Attach here the affidavit of posting of the Notice to Bidders from the Iowa League of Cities and/or a screenshot of the Notice to Bidders as posted on the City's website, showing the date of posting)**