

CITY MANAGER

March 4, 2020

To Whom it May Concern:

Greetings! I hope this letter finds you well. The City recently received a call about a sign located on your property. During our team member's visit to ensure compliance with City regulations on signage, the member took note of the message on the sign, which pertained to the condition of the pavement on the one block section of Iowa Avenue. The purpose of this letter is to share some information regarding this area.

You may be pleased to know that the replacing of this section of roadway is part of a larger project that is partially funded by a grant from the State of Iowa. The project is comprised of two activities: 1. to upgrade the pedestrian crosswalk signals, and 2. to synchronize the traffic signals along the 65/69 and 92 highway corridors. The pedestrian crosswalk signal upgrades were completed last year and the second is expected to be completed by the middle of July 2020. As part of the traffic signal synchronization, the section of Iowa between 65/69 and N. First Street will be repaved.

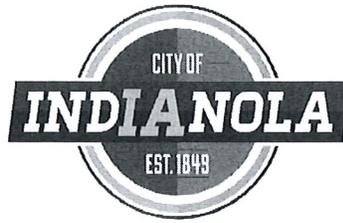
This project has been bid out by the State of Iowa and at its meeting on February 18th the City Council adopted a resolution concurring with the State's award of this project to Sternquist Construction. For your information, I have enclosed the information that was included in the City Council's agenda packet.

I hope that this information is helpful. If you would like to receive regular updates, please feel free to sign up to receive text alerts via our City's redesigned website (www.indianolaiowa.gov), follow us on social media or call/visit us at City Hall.

Sincerely,

Ryan J. Waller
City Manager
City of Indianola





CITY OF INDIANOLA COUNCIL MEETING
February 18, 2020
6:00 p.m.
City Council Chambers
Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public comment
5. Consent
 - A. Approval of agenda
 - B. **Page 4** February 4, 2020 Minutes.
 - C. Applications
 1. **Page 10** A renewal Class B Wine, Class C Beer and Class E Liquor License and Sunday Sales privileges for Casey's General Store located at 1006 W 2nd Ave.
 2. **Page 11** A renewal class C Liquor License for Deer Run Golf Course located at 2305 W 2nd Avenue.
 - D. **Page 12** Final approval on application for Urban Revitalization Designation.
 - E. **Page 13** Resolution concurring with the award from Iowa Department of Transportation for timing signal system timings update project to Sternquist Construction in the amount of \$257,606.85.
 - F. **Page 27** Resolution adopting Council Policy folder.
 - G. **Page 186** Receive and file BRAVO annual audit.
 - H. **Page 206** Receive and file the Park and Recreation Annual Report.
 - I. **Page 219** Receive and file Planning and Zoning Commission Annual Report.

Information

Subject

Resolution concurring with the award from Iowa Department of Transportation for timing signal system timings update project to Sternquist Construction in the amount of \$257,606.85.

Information

The City's budget includes funding of a project to allow the traffic signals on Jefferson Way (US highway 65/69) and 2nd Ave (IA 92) to be better coordinated. This will help to reduce delays, improve safety along the corridor and help the environment by reducing emissions from idling.

As part of this project, the pavement on Iowa Avenue from 1st Street to Jefferson Way will also be replaced. The City Engineer, Snyder and Associates, was recently notified that Iowa DOT, which is helping to fund a portion of this project, conducted a successful letting for this project. There were four bids received and the apparent low bidder was Sternquist Construction with a bid amount of \$257,606.85. The City of Indianola also received an Iowa Clean Air Attainment Program (ICAAP) grant for this project. The project is anticipated to be completed by mid-July.

In your packet is a resolution concurring with the award from Iowa Department of Transportation for timing signal system timings update project to Sternquist Construction in the amount of \$257,606.85.

Fiscal Impact

Attachments

IDOT Letter

Resolution Concurring with Award

To: Local Agency Contracting Authority

Subject: Contracts for Award Determination

The Iowa DOT has accepted bids on behalf of your agency. We have determined the contractor who provided the lowest responsive bid. It is your responsibility to analyze the bids and make a final determination to award the contract or reject all bids. You have or will be receiving an email with the confidential bid tabs for your review.

Please remember the Bid Tabs are confidential for 30 days after the local agency receives the email with them and the contract is awarded. They shall remain confidential indefinitely and shall be destroyed, if the contract is rejected.

The contract will be placed in the contract signing drawer of Doc Express soon. Please take one of the two following actions:

AWARD OF CONTRACT OPTION

Do not discuss or have discussions with the contractor prior to receiving notice from the IA DOT that the IA DOT has concurred in the award of the contract by marking the contract "Completed by Contracts & Specifications Bureau", in Doc Express.

1. Take formal Board/Council action to award the contract.
2. Place your approval to award on the contract (transition contract to Award) in Doc Express. DO NOT upload anything to the contract as a supporting document.
3. Once award is placed on the contract it will be released so the contractor can verify the bond and sign the contract.
4. Once the bond has been verified and the contractor has signed the contract, the Local Agency must transition the bond to "View and Signed" and then digitally sign the contract.
5. The prime contractor will upload a certificate of insurance as an "Other Required Document" into the contract signing drawer, listing the local entity as an "additional insured". The Contracts & Specifications Bureau will review the insurance certificate. The local agency does not need to transition that document.
6. Prior to the Contracts & Specifications Bureau's contract signature and concurrence in award, the Contracts & Specifications Bureau, will authorize all electronic subcontract requests that have been submitted to us. The Contracts & Specifications Bureau will process and place the tax certificates along with the AA/EEO Poster in the contract signing drawer. If no subcontractor request was sent in prior to the IA DOT's marking the contract completed, only the prime contractor's tax certificate will be in the contract signing drawer with their AA/EEO Poster only listing the prime.
7. **It is the responsibility of the local entity to sign all tax certificates for the prime, each tax certificate must have a signature on it. You will need to download the tax certificates and AA/EEO Poster and sign them by pen and either email them or US mail them to the prime contractor. The local agency will not be able to upload them back to the contract signing drawer. There is no change to the policy for processing/approving subcontractor requests.**
8. After the prime contractor and the local entity have signed and verified the bond and the contract, the Contracts & Specifications Bureau will review all documentation to ensure everything is in compliance with IA DOT Specifications. The Contracts & Specifications Bureau will digitally sign the contract and mark the contract as "Completed by the Contracts & Specifications Bureau". There will be no further action needed in the Contract Signing Drawer.
9. Once the contract has been marked "Completed by the Contracts & Specifications Bureau", you may download and sign the tax certificates, have conversations with the prime contractor, schedule the pre-construction meeting and work may commence.
10. All contracts and contract documents should be approved for award and digitally signed within **30 days**, regardless of when the work is proposed to begin.
11. **The contracting authorities are reminded that federal regulations may apply to this contract. The contracting authorities shall ensure compliance with all applicable civil rights, and Davis-Bacon requirements.** The Contracts & Specifications Bureau, Iowa DOT, will upload the AA/EEO poster listing all subcontractors with the tax certificates.

Please contact the Iowa Department of Transportation Administrating Office regarding the pre-construction meeting and construction administration and inspection requirements.

REJECT ALL BIDS OPTION

Do not have discussions with the contractor prior to rejecting all bids.

1. Take formal Board/Council action to reject all bids.
2. Send written notification to the contractor of your intent to not award a contract.
3. Send written request for the Iowa DOT to concur with rejection of all bids to the Contracts & Specifications Bureau, Iowa DOT within 30 days. Include the following in your request to reject all bids:
 - a Bid Order Number, Contract ID and Letting Date
 - b Justification of why you are asking to reject all bids
 - c Whether or not you want to re-let and an approximate time of when you'd like it re-let the project
 - d Briefly describe what changes you will make to the project/plans/estimating proposal to bring more bids in or lower the cost of the bids.
 - e Send this letter (on letterhead) by email to: Mary.Thompson@iowadot.us
4. **Destroy** bid tabs. This information is *confidential* for projects that are not awarded.

NOTE 1: When a Storm Water Pollution Prevention Plan has been developed by the Contracting Authority for one or more projects on the contract, the Co-permittee Certifications Statement (form 830215) can be downloaded here: <http://intforms//FormsMgt/External/830215.doc>. The forms are no longer provided to local agencies by the Iowa DOT, Contracts & Specifications Bureau.

Note 2: No preconstruction conferences shall be held, and no work shall commence on this project until the IA DOT has marked the contract as "Completed by the Contracts & Specifications Bureau".

If you have any questions or concerns, or need assistance with the processing of contracts, or subcontracts; please contact:

Mary Thompson, Engineering Office Assistant II
Contracts & Specifications Bureau
515-239-1415
Or by email: Mary.Thompson@iowadot.us

If you have problems, questions or concerns with the use of Doc Express, the contract signing drawer or obtaining a digital signature, please contact:

Tammi Bell, Training Specialist II
Local Systems Bureau
515-239-1529
Or by email: Tammi.Bell@iowadot.us

Sincerely,



Mark J. Dunn, P.E.
Contracts Engineer
MJD/met

**CITY OF INDIANOLA, IOWA
RESOLUTION NO. _____**

**RESOLUTION CONCURRING WITH THE AWARD
FROM IOWA DEPARTMENT OF TRANSPORTATION
FOR TIMING SIGNAL SYSTEM TIMINGS UPDATE
PROJECT**

WHEREAS, the City of Indianola is undertaking a project to improve the traffic signals at locations along state Highway 65/69 and 92; and

WHEREAS, the City of Indianola received an Iowa Clean Air Attainment Program (ICAAP) grant for said project, and

WHEREAS, the Iowa Department of Transportation (IDOT) received bids for said project.

BE IT THEREFORE RESOLVED, that the City Council of Indianola
(1) concurs with the bid for the Indianola Traffic Signal Update project from Sternquist Construction, Inc. in the amount of \$257,606.85, and

(2) authorizes the Mayor and City Clerk to electronically sign the attached contract on behalf of the City of Indianola.

Passed and adopted this 18th day of February, 2020.

Kelly B. Shaw
Mayor

ATTEST:

Andrew J. Lent
City Clerk/Finance Director

CONTRACT

Letting Date: Jan 22, 2020 10:00 A.M.

Contract ID: 91-3680-620

Call Order No.: 356

County: WARREN

Project Engineer: SNYDER AND ASSOCIATES
(ANKENY)

Cost Center:

Object Code: 890

DBE Commitment: \$0.00

Contract Work Type: TRAFFIC SIGNALS

This agreement made and entered by and between the Contracting Authority,

CITY OF INDIANOLA

and Contractor,

STERNQUIST CONSTRUCTION, INC.

Vendor ID: ST460

City: INDIANOLA

State: IA

It is agreed that the notice and instructions to bidders, the proposal filed by the Contractor, the specifications, the plan, if any, for project(s) listed herein, together with Contractor's performance bond, are made a part hereof and together with this instrument constitute the contract. This contract contains all of the terms and conditions agreed upon by the parties hereto.

Contractor, for and in considerations of \$ 257,606.85 payable as set forth in the specifications constituting a part of this contract, agrees to construct various items of work and/or provide various materials or supplies in accordance with the plans and specifications therefore, and in the locations designated in the Notice to Bidders.

Contractor certifies by signature on this contract, under pain of penalties for false certification, that the Contractor has complied with Iowa Code Section 452A.17(8) as amended, if applicable, and Iowa Code Section 91C.5 (Public Registration Number), if applicable.

In consideration of the foregoing, Contracting authority hereby agrees to pay the Contractor promptly and according to the requirements of the specifications the amounts set fourth, subject to the conditions as set forth in the specifications.

It is further understood and agreed that the above work shall also be commenced or completed in accordance with Contract Time of this Contract and assigned Notes.

To accomplish the purpose herein expressed, the Contracting authority and Contractor have signed this and one other identical instrument.

For Federal-Aid Contracts the Contractor certifies that each subcontract is evidenced in writing and that it contains all pertinent provisions and requirements of the contract.