



343 Marion Boulevard
Marion, Iowa 52302
www.cityofmarion.org

2.D.1-2

council memo

Date: 3.15.19

TO: Lon Pluckhahn, City Manager, Mayor & City Council

CC:

FROM: Mike Carolan, Parks Director

RE: City Council Meeting 3.21.19

D.1 Motion to approve Project Calendar for the Lowe Park Maintenance Facility Addition Project as follows:

Martin Gardner Architecture has completed plans for the facility addition at Lowe Park. Plan review has also been completed by the Marion Park Board and at this time the department is ready to set the project calendar. A copy of the bid notice has been provided in the council packet for your review.

D.2 Resolution No. _____ approving Partial Payment No.3 to Martin Gardner Architecture for professional services regarding the Lowe Park Maintenance Facility Addition Project in the amount of \$2,720.00.

On December 20, 2018 City Council accepted bid and awarded a contract to Martin Gardner Architecture for Professional Services in the amount of \$27,200.00.

Martin Gardner has been hired to assist with design, engineering and construction management services for the Lowe Park Maintenance Facility Addition Project.

Staff recommends approving Partial Payment No.3 to Martin Gardner Architecture. Total project expenditures to date this contract is **\$10,880.00. (Balance to finish contract \$16,320.00.)**

SPECIFICATIONS:

**Low Park Maintenance Building Addition
City of Marion
4500 N 10th Street, Marion, IA 52302
ARCHITECT PROJECT # 10038.25**

2.D.1

NOTICE OF PUBLIC HEARING AND LETTING OF BIDS FOR THE LOWE PARK MAINTENANCE BUILDING ADDITION, CITY OF MARION, MARION, IA.

Notice is hereby given that the Marion City Council, 1225 6th Ave, Marion, IA 52302, invites contractors to submit bids for this project and that a public hearing will be held on the on the project.

Project Description: The proposed project consists of a post-and-frame addition of 5000 square feet to an existing post-and-frame building.

Bid Type: One lump sum contract will be awarded at the appointed time and place.

Pre-Bid Conference: A mandatory pre-bid meeting for all General Contractors will be held at the project site on April 9th, 2019, 10:00 AM local time. Any General Contractor wishing to submit a bid on this project will need to have a designated representative registered at the pre-bid meeting. The pre-bid meeting is open to all suppliers and subcontractors but attendance is not mandatory for those contractors.

Project Access: The building will only be available for inspection during the pre-bid meeting, or by special appointment set up between the Parks staff and contractor. Contact Mike Carolan, Parks and Recreation Director at 319-447-3581.

Documents: Plans and specifications governing construction of the proposed project have been prepared by Martin Gardner Architecture PC., Marion, Iowa as Architect. All materials and procedures shall be in strict accordance with said plans and specifications referred to and defining said proposed improvements and are hereby made a part of this Advertisement and of the proposed contract by reference, and that the contract shall be executed in compliance therewith.

Document Availability: Plans and specifications and proposed contract documents may be examined at the offices of the Architect, and other locations as outlined in the Construction Documents. Copies of the plans and specifications, form of contract and bid form may be obtained from Martin Gardner Architecture, P.C., 700 11th Street, Suite 200, Marion, IA 52302 or 11502 390th Street, Strawberry Point, IA 52076, 319-377-7604. The Architect's office will issue plans to all Contractors. A maximum of two sets of Construction Documents will be provided to each General Contractor upon delivery of a \$100 per set refundable deposit to the office of the Architect. All other Subcontractors and Suppliers may obtain one set of Construction Documents upon delivery of a \$100 per set refundable deposit to the office of the Architect. The drawings and specifications are available at the architect's website www.MartinGardnerArch.com. Plans and specifications to be viewed are in Adobe .pdf format and may be downloaded and printed. Be aware that no warranty as to the compatibility of your computer software or hardware with the files provided is made. Variations between the printed files provided above by the Architect and these electronic files may exist. In the event

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that a conflict does exist, the printed documents issued by the Architect will take precedence over the downloaded files. Documents will be available after March 29th, 2019.

Bid Forms: All bids shall be on the forms provided in the specifications for project. The provided forms of proposal shall be submitted at the time required for bids. "Form of Proposal for General Construction Unit Prices" shall be submitted electronically to the Architect's office within 24 hours of the bid opening by the apparent low Bidder and other Bidders requested by the Architect. Failure to submit this bid in the time requested may result rejection of a Bid as non-responsive.

Bid Security: Each bid shall be accompanied by a bid bond, certified check, cashier's check or credit union certified share draft, in a separate sealed envelope in an amount equal to five percent (5%) of the total amount of the bid. If bid bond is submitted, it must be on an approved AIA bid bond form. The certified check or cashier's check shall be drawn on a bank in Iowa or a bank chartered under the laws of the United States of America; certified share draft shall be drawn on a credit union chartered under the laws of the United States. Bid security should be made payable to the City of Marion as security that if awarded a contract the bidder will enter into a contract at the prices bid and furnish the required Contractor's Bonds, Certificate of Insurance, and other materials as may be required in the contract documents. The certified check, cashier's check, or certified share draft may be cashed, or the Bid Bond forfeited, and the proceeds retained as liquidated damages if the Bidder fails to execute a contract and file acceptable Certificate of Insurance within ten (10) days after the acceptance of the proposal by the City of Marion. No bidder may withdraw a proposal within thirty (30) days after the date set for opening bids.

Project Bonding: The successful bidder shall be required to furnish a Contractor's Performance and Labor and Material Payment Bond on an approved AIA form in an amount equal to one hundred percent (100%) of the contract price. The bonds are to be issued by responsible surety, approved by the City of Marion, and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment for and of all materials and protect and save harmless the City of Marion from all claims and damages of any kind caused by the operation of the Contractor, and shall guarantee the work contracted for a period of one (1) year from the date of final acceptance of the improvements by the City of Marion.

Sales Tax: The said project is a tax exempt project. The City of Marion will issue exemption certificates from the Iowa Department of Revenue, as specified in the 701 Iowa Administrative Code, Chapter 19, Rule 19.12. These certificates shall be used by the successful bidder when purchasing materials or the completion of the project.

Bid Filing: All bids must be filed at City Hall so that they are properly time stamped and received, located at 1225 6th Avenue Marion, IA 52302, on or before 2:00 PM local time, April 25th, 2019. Bids received after this time will not be accepted.

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**Low Park Maintenance Building Addition
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4500 N 10th Street, Marion, IA 52302
ARCHITECT PROJECT # 10038.25**

Bid Opening: Bids will be opened and publicly read aloud immediately after specified closing time.

Notice of Public Hearing: Notice is hereby given that the Marion City Council will meet in City Council Chambers located in Marion, Iowa at 1225 6th Ave on May 9th at 5:30 PM local time at which time and place a hearing will be held on the proposed drawing, specifications, budget, and form of contract for the Lowe Park Maintenance Building Addition. Any interested party may appear to be heard. At the said time and place, the City Council will also consider BIDS for said construction that were previously opened at the time and place noted below.

Award of Contract: Notice is hereby given that the Marion City Council will meet in City Council Chambers located in Marion, Iowa at 1225 6th Ave on May 9th at 5:30 PM, local time, at which time and place the City Council will consider bids for said construction.

Progress Payments: Payment to the Contractor will be made in monthly estimates and one final payment. Monthly estimates will be equivalent to ninety-five percent (95%) of the contract value of the work completed during the preceding calendar month. Such payments will in no way be construed as an act of acceptance for any of the work partially or totally completed.

Final Payment: Final payment to Contractor will be made no earlier than forty-five (45) days from and after final acceptance of work by the City of Marion, subject to the contract conditions and in accordance with the provisions of Iowa Code chapters 26 and 573.

Project Construction Schedule: The work under the contract shall commence on or before the date specified in the written 'Notice of Proceed' or if lieu of the notice to proceed, the execution of the contract for construction and shall be Substantially Completed on or before October 15th, 2019 and fully completed and ready for acceptance no later than November, 30th 2019.

Iowa Preference: By virtue of statutory authority, preference will be given to products and provisions grown and produced within the State of Iowa and to Iowa domestic labor.

The City of Marion hereby reserves the right to reject any or all bids and to waive informalities and irregularities and to accept the lowest responsive and responsible bid.

Published upon order of the City of Marion.

Nicholas AbouAssaly
Mayor, City of Marion

By _____

Attest: _____



MARTIN GARDNER ARCHITECTURE

Invoice #3

February 27, 2019
 Project No: 10038.25
 Invoice No: 0000003

City of Marion
 Parks Department
 343 Marion Blvd
 Marion, IA 52302

Project 10038.25 Lowe Park Maintenance Building Addition

Professional Services from February 11, 2019 to February 24, 2019

Task 400 Construction Documents

Fee

Total Fee 13,600.00

Billing Phase	Percent of Fee	Fee	Percent Complete	Earned
Construction Documents	100.00	13,600.00	30.00	4,080.00

Total Earned 4,080.00
 Previous Fee Billing 1,360.00
 Current Fee Billing 2,720.00
Total Fee 2,720.00

Total this Task \$2,720.00

Total this Invoice \$2,720.00

*Please make checks payable to Martin Gardner Architecture, 700 11th St., Ste. 200, Marion, IA 52302.

APPROVED FOR PAYMENT

Dept. Head _____
 Signature _____
 Date 3/13/19
 PO No. Council 3/21/19
 Acct. No. 301,430.6750
 Acct. No. FACS 18019

*Council Agenda
 03/21/19*

*Lowe Park Maint Facility Addition
 Design Services #3*