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WATER POLLUTION CONTROL

MEMORANDUM

To: Gregg Mandsager, City Administrator

Cc: Nancy Lueck, Finance Director

From: Jon Koch, Director WPCP

Date: July 12th, 2013

Re: Laboratory Annex Resolution Approving Plans, Specifications, Form of Contract, Cost Estimates and Bid Opening Date

INTRODUCTION: This memo and the attached information is a request to approve the proposed resolution approving plans, specifications, form of contract and establishing a bid opening date for the Lab Annex Project.

BACKGROUND: The laboratory has many features that are at the end of their useful life. The lab staff has continued to provide increased testing services to its customers as the facilities have deteriorated. Safety issues need to be addressed including non-tempered safety shower with drain, fume hood exhausting and HVAC balancing. A new building to house the expansion of laboratory services was found to be less expensive than remodeling the current location.

Preliminary estimates for this project were based on industry average cost per square foot to build a lab. Engineering estimates have come in higher than anticipated due mainly to air handling and safety requirements for the volatile environment. Value engineering will be utilized to reduce the cost to every extent possible. Lab equipment including all case work, fume hoods and specialized work stations have been bid at \$102,124 but adjustments are being made to reduce this cost. Engineering for the project design is \$59,670 with any additional engineering to be done on an hourly basis. Total estimated project cost is \$711,794 to be paid from plant reserves.

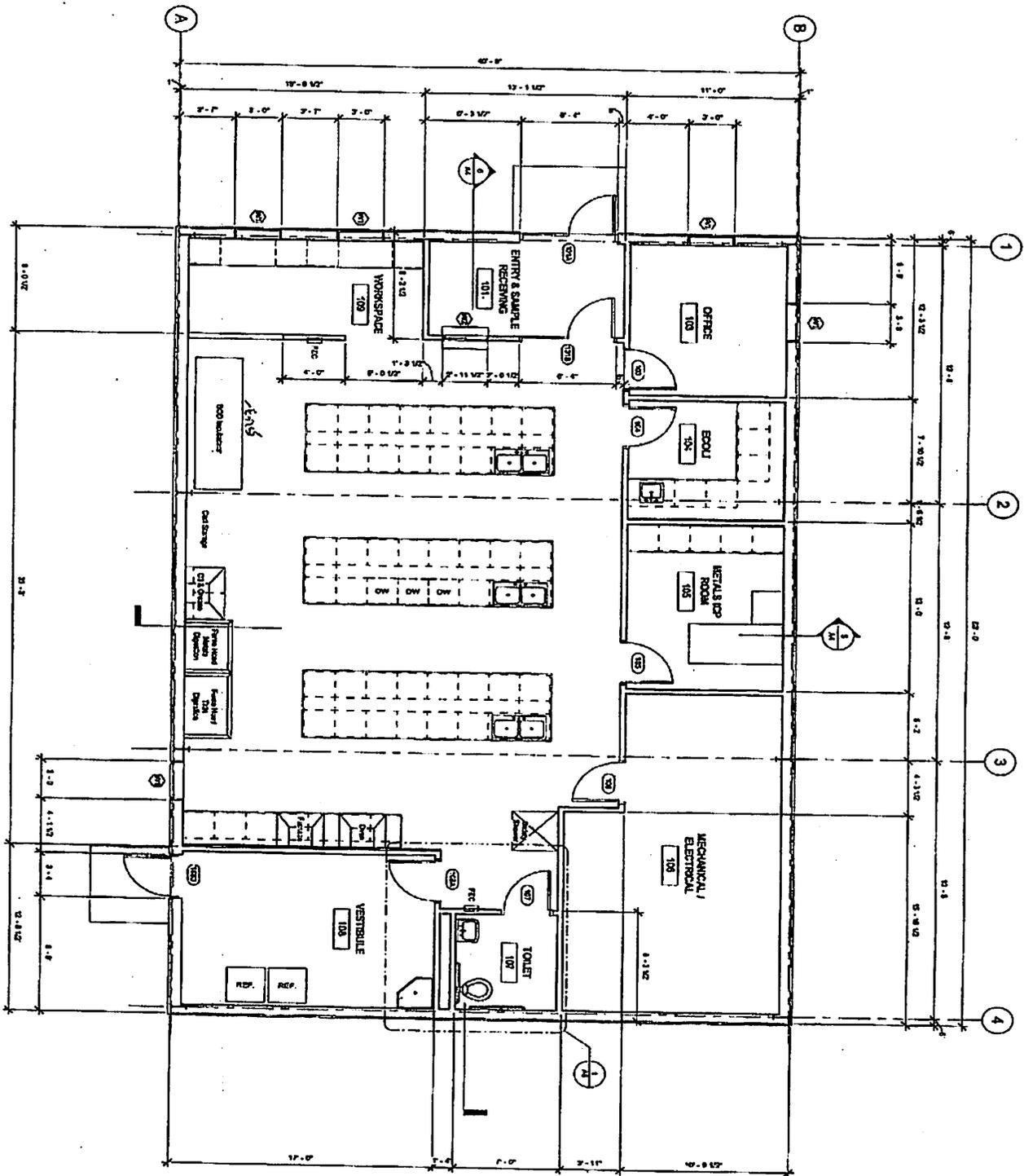
RECOMMENDATION/RATIONALE: Staff recommends acceptance of the attached resolution approving the Lab Annex Project plans, specifications, form of contract, estimated construction costs and bid opening date.

BACKUP INFORMATION:

1. Resolution approving plans, specifications, form of contract, estimated construction costs and bid opening date.
2. Notice to Bidders
3. Lab Annex Layout Drawing

Lab Annex Design Layout

40'x60' pre-engineered metal building



RESOLUTION NO. _____

A RESOLUTION APPROVING THE PLANS, SPECIFICATIONS, FORM OF CONTRACT, COST ESTIMATE, AND ESTABLISHING A BID OPENING DATE FOR THE LABORATORY ANNEX PROJECT

WHEREAS, the City Council of the City of Muscatine, Iowa, has conducted a public hearing to receive comments related to the Plans, Specifications, Form of Contract and Cost Estimations for the Laboratory Annex Project, and

WHEREAS, following comments received during the public hearing, the City Council must now approve the final plans, specifications, form of contract and establish a bid opening date for the Lab Annex Project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MUSCATINE, IOWA, that the plans, specifications and form of contract for the Lab Annex Project are approved, and

BE IT FURTHER RESOLVED, that a bid opening date is hereby established for Monday, August 12th, 2013, at 10:00 am.

PASSED, APPROVED, AND ADOPTED this 11th DAY OF JULY, 2013

BY THE CITY COUNCIL OF THE
CITY OF MUSCATINE, IOWA

DeWayne Hopkins, Mayor

ATTEST:

Gregg Mandsager, City Clerk

NOTICE TO BIDDERS

Notice is hereby given that the City of Muscatine, will receive Bids at the City Clerk's Office, City Hall, 215 Sycamore Street, Muscatine, Iowa until August 12, 2013 at 2:00pm, local time, for the Laboratory Annex, at which time Bids will be publicly opened and read aloud. Bids will be acted upon at the regular council meeting on August 15, 2013, or at such later time and place as may then be fixed. Regular council meetings are held on the first and third Thursdays of the month.

General summary of work to be performed:

Construction of a new laboratory facility at the Muscatine Water Pollution Control Plant (WPCP). Building will be a standalone pre-engineered metal structure with metal panel siding and roofing. Work will include structural, architectural, plumbing, HVAC and electrical work.

Work shall be in accordance with the Bidding Documents, including the Project Manual, and Drawings, which are on file at the office of Owner's Engineering Consultant, Stanley Consultants. A base set of Bidding Documents consisting of 1 Project Manual and 1 full-size set of Drawings may be obtained from Ms. Mandy Hoag, Stanley Consultants, Inc., Muscatine, Iowa, telephone 563-264-6657, upon deposit or payment in the amount of \$75.00 Additional Bidding Documents may be obtained at the same cost but are nonrefundable. The deposit for 1 base set will be refunded to those Bidders who return the Bidding Documents in good condition within 15 days following Bid opening.

Bidders are encouraged to attend a prebid conference which will be held at 10:00am, local time, August 1, 2013 at Council Chambers at Muscatine City Hall. Representatives of Owner and Owner's Engineering Consultant will be present to discuss the Project.

All bids shall be submitted in triplicate, on forms provided with the Project Manual, to the office of City Clerk, City Purchasing Agent on or before the time specified above.

Each bid shall be accompanied, in a separate sealed envelope, by Bid security in an amount of not less than 5% of the Bid. Bid Bonds must be executed by corporations authorized to contract as Surety in the State of Iowa and in a form described in the Contract Documents. Bid security shall be forfeited if the Bidder fails or refuses to sign and deliver a signed Agreement and furnish required contract security.

Upon notification of award, Successful Bidder shall furnish contract security in the form of performance and payment bonds described in the Contract Documents.

Performance of the Work will start within 10 calendar days after date of Notice to Proceed, and shall be completed within the time stated in the Contract Documents.

The City reserves the right to defer acceptance of any Bid for a period not to exceed 35 calendar days after the date Bids are to be received.

The City reserves the right to consider such factors as time of completion of the Work, materials and methods of construction, experience and responsibility of the Bidder, and similar factors in determining which Bid it deems to be in its best interests.

The City reserves the right to reject any or all Bids, to waive informalities or technicalities in any Bid and to accept the Bid which it deems to be in the best interest of the City.

CITY OF MUSCATINE, IOWA

By _____

City Administrator

Date _____