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**Public Works**

City Transit  
263-8152

Equipment Maintenance  
Roadway Maintenance  
Collection & Drainage  
Building & Grounds  
Engineering

To: Mayor Broderson and City Council Members

cc: Gregg Mandsager

From: Kristy Korpi, Interim Public Works Director

Date: February 29, 2016

Re: Art Center HVAC Replacement and Miscellaneous Window Renovations

**INTRODUCTION:** the City plans to undertake a project to replace the existing heating and cooling systems for an HVAC system upgrade and miscellaneous window renovations for the Muscatine Art Center.

**BACKGROUND:** The existing heating and cooling system has outlived its useful life and does not maintain humidity and temperature levels required for the preservation of museum art and artifacts. A & J Associates has developed plans and specifications for the project. All work is to be performed and completed under the guidelines of OSHA and in strict compliance with said plans.

**RECOMMENDATION/RATIONALE:** Staff recommends the Public Hearing be conducted. Staff recommends Council approve the plans, specifications, form of contract, and cost estimate as submitted by A & J Associates. Staff recommends the date for bids to be received be set for March 24, 2016 at 10:00 a.m. (CST). Proposed plans, specifications, and contract documents will be available for examination after March 4, 2016.

**RESOLUTION NO. \_\_\_\_\_**

**APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, COST ESTIMATE AND SETTING DATE FOR RECEIPT OF BIDS**

**FOR: THE MUSCATINE ART CENTER HVAC REPLACEMENT AND MISCELLANEOUS WINDOW RENOVATIONS**

WHEREAS, there is on file in the Public Works a copy of the plans, specifications, form of contract, and notice to bidders prepared by the Public Works Department for the proposed Muscatine Art Center HVAC Replacement and Miscellaneous Window Renovations; and

WHEREAS, said plans, specifications, form of contract, and cost estimate have been examined by this Council;

NOW, THEREFORE, BE IT RESOLVED BY THIS COUNCIL that:

1. All objections to the foregoing plans, specifications, form of contract, notice to bidders, and cost estimate are overruled.
2. The foregoing plans, specifications, form of contract, notice to bidders, and cost estimate are finally approved.
3. Date for Receipt of Bids will be March 24, 2016.

(NOTICE TO BIDDERS ATTACHED)

PASSED, APPROVED AND ADOPTED THIS 3<sup>RD</sup> DAY OF MARCH, 2016.

CITY COUNCIL OF THE CITY OF MUSCATINE, IOWA

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Diana Broderson, Mayor

ATTEST:

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Gregg Mandsager, City Administrator

(SEAL)

## NOTICE TO BIDDERS

### Muscatine Art Center HVAC Replacement and Miscellaneous Window Renovations

Notice is hereby given that City of Muscatine, Iowa will receive sealed proposals at the City of Muscatine Finance Department Office until 10:00 a.m. (CST), March 24, 2016 for the Muscatine Art Center HVAC Replacement and Miscellaneous Window Renovations. At 10:05 a.m. on the same day, the Muscatine City Council or designate at the City of Muscatine Administration Office shall open the bids received and announce the results. Late bids, faxed bids, telegraphic bids, telephonic bids, and modified bids will not be accepted.

Consideration of the bids received and the award of contract or other action may be made by the City of Muscatine City Council upon the proposals received in accordance with the law and the drawings and specifications at its meeting to be held at 7:00 p.m., April 7, 2016 in the City Office in Muscatine, Iowa or at any other published and/or posted location of the Council meeting.

#### Description of the Type and Location of the Project

The City of Muscatine, Muscatine Art Center HVAC Replacement and Miscellaneous Window Renovations shall consist of providing a HVAC system upgrades that include variable refrigerant flow HVAC, heating coils, variable flow distribution pumps, ductwork, piping, domestic water heater, slip stream boiler, connection to the geothermal loop heat exchanger, automatic controls and miscellaneous window replacement. All work is within the city limits of Muscatine. All contract work must be completed by February 28, 2017, and substantially completed by December 31, 2016.

Proposals shall be submitted on a form furnished by the City of Muscatine and accompanied by a bid security in the amount equal to five (5) percent of the bid and shall stand as security that the successful bidder will enter into a contract for the work bid upon with ten (10) days after acceptance of his proposal by the City of Muscatine Council.

City of Muscatine reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) calendar days and to reject any and all bids, to waive technicalities and to enter into such contract as it shall deem for the best interest of said City of Muscatine.

The Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

Payment to the Contractor will be made from funds available for that purpose. Payment will be made on the basis of monthly estimates equal to ninety-five (95) percent of the contract price. The balance of the five (5) percent due to the Contractor will not be made earlier than thirty (30) days from the final acceptance of said work by the County, subject to the conditions and in accordance with the provisions for Chapter 573 of the Code of Iowa. Before final payment will be made, the Contractor shall certify that all materials, labor and services have been paid.

All work is to be performed and completed under the guidelines of OSHA and in strict compliance with plans and specifications prepared by the A&J Associates PC.

Proposed plans, specifications, and contract documents may be obtained from the Design Professionals, may be viewed at the Design Professional's office, may be viewed at the City of Muscatine Finance Department and may be viewed at the following locations.

1. Dodge Data & Analytics  
3315 Central Ave  
Hot Springs, AR 71913  
Phone: 810.639.0660  
Fax: 810.991.8222

5. Omaha Builders Exchange  
4255 South 94<sup>th</sup> Street  
Omaha, NE 68117  
Phone: 402 593-6908  
Fax: 402 593-6912  
[www.omahaplanroom.com](http://www.omahaplanroom.com)

2. Master Builders of Iowa  
Construction Update Plan Room  
221 Park Street  
Des Moines, Iowa 50309  
Phone: 515.288.8904  
Fax: 515.288.2617  
[www.mbsonline.com](http://www.mbsonline.com)

3. CMD Group/Reed Construction Data  
30 Technology Parkway, Suite 500  
Norcross, GA 30092  
Phone: 800.424.3996  
[www.reedconstructiondata.com](http://www.reedconstructiondata.com)

4. Greater Growth Alliance  
24 N 9<sup>th</sup> St.  
Fort Dodge, IA 50501  
Phone: 515 955-5500  
Fax: 515 955-3245  
[www.greaterfortdodge.com/members/plan-room](http://www.greaterfortdodge.com/members/plan-room)

Proposed plans, specifications and contract documents will be available for examination after March 4, 2016.

Plans, specifications, addenda and a list of plan holders may be obtained from DB Reprographics, 810 Maiden Ln, Iowa City IA 52240 (voice) 319 359-1069.

A Pre-Bid Meeting will be held for all bidders at 3:00 p.m., March 17, 2016 at the Muscatine Art Center. If any contractor shall have difficulty finding the Pre-Bid Meeting location, please call Melanie Alexander at 563.263.8282. If any Contractor desiring to submit a bid and cannot attend the scheduled Pre-Bid meeting they may call and speak with Melanie Alexander about scheduling another time prior to the March 17, 2016 Pre-Bid meeting. No additional Pre-bid meetings will be scheduled after March 17, 2016. Pre-bid meeting attendees may tour the City of Muscatine project after the formal pre-bid meeting.

The City of Muscatine may make the award to the lowest responsive, responsible bidder meeting specifications.

All bids will be governed by applicable provisions in the Iowa Code and City of Muscatine Policies.

City of Muscatine