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**COMMUNITY DEVELOPMENT**

Planning,  
Zoning,  
Building Safety,  
Construction Inspection Services,  
Public Health,  
Housing Inspections,  
Code Enforcement

**MEMORANDUM**

**To:** Mayor and City Council Members  
**Cc:** Gregg Mandsager, City Administrator  
**From:** Steven Boka, Director of Community Development  
**Date:** July 15, 2011  
**Re:** Airport Improvement Project

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**INTRODUCTION:** City of Muscatine prepares and submits an annual Airport Improvement Program (AIP) to the FAA and State DOT, Division of Aviation, related to funding for eligible projects at the Municipal Airport.

**BACKGROUND:** As a part of the 2011 AIP, the City of Muscatine has requested and received funding for the renovation of the Municipal Hangar & T-Hangar Roofs. The City Council approved a resolution to conduct a public hearing on the plans, specifications, form of contract, cost estimate and to establish a bid opening during their July 7, 2011 meeting. The next step in the process is to have the City Council conduct the public hearing and follow with a resolution approving the plans, specifications, form of contract, cost estimate and establish a bid opening date of August 10, 2011 at 10:00 A.M. related to the Project. It should be noted that the cost estimate (including engineering and bid preparation) is \$58,000. Of that amount 85% is the state share and 15% is the local share.

**RECOMMENDATION/RATIONALE:** It is recommended that the City Council consider action on the attached resolution approving the plans, specifications, form of contract, and establishing a bid opening date for the Municipal Airport Project entitled "Renovate Municipal Hangar and T-Hangar Roofs".

**BACKUP INFORMATION:**

1. Resolution

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

**A RESOLUTION APPROVING THE PLANS, SPECIFICATIONS,  
FORM OF CONTRACT, COST ESTIMATE, AND ESTABLISHING  
A BID OPENING DATE RELATED TO THE PROJECT  
IDENTIFIED AS “RENOVATE MUNICIPAL HANGAR AND T-  
HANGAR ROOFS” AT THE MUNICIPAL AIRPORT**

**WHEREAS,** The City Council has authorized the preparation plans, specifications, form of contract, cost estimate, and establishing a bid opening date related to the renovation of the Municipal Hangar and T-Hanger Roofs at the Muscatine Municipal Airport; and

**WHEREAS,** The City Council has conducted a public hearing to receive comments related to the Project; and

**WHEREAS,** the engineer’s estimate of \$50,000.00 for the Project will be paid through 85% state and 15% local funding; and

**WHEREAS,** The City Council wishes to establish a bid opening date for the Project;

**NOW, THEREFORE, BE IT RESOLVED,** by the City Council for the City of Muscatine, that the plans, specifications, form of contract and engineers estimate are hereby approved. **BE IT FURTHER RESOLVED** that a bid opening date of August 10, 2011, is hereby established for the Project identified as “Renovate Municipal Hangar and T-Hanger Roofs” at the Muscatine Municipal Airport. Said bids shall be opened by the Director of Finance in the City Hall Council Chambers at 10:00 A.M. (CDT) on that day.

**PASSED, APPROVED, AND ADOPTED** by the City Council for the City of Muscatine, Iowa, on this, the 21<sup>st</sup> day of July, 2011.

\_\_\_\_\_  
Richard O’Brien, Mayor

ATTEST:

\_\_\_\_\_  
Gregg Mandsager, City Clerk

**NOTICE TO BIDDERS  
CITY OF MUSCATINE, IOWA  
RENOVATE MUNICIPAL HANGAR AND T-HANGAR ROOFS**

**Project Description:** This project involves removal and replacement of windows or window panes, exterior painting, siding, repair of roof leaks, plugging openings with caulk, sealing roof seams with caulk, automatic hangar door motor replacement, and application of a roof coating.

**Time and Place for Filing Sealed Proposals:** Sealed bids for the work comprising each improvement as stated below must be filed before 10:00 A.M. according to the clock at the office of the City Finance Director on Wednesday August 10, 2011, in the office of the City Finance Director. Bids received after the deadline for submission of bids as stated herein shall not be considered and shall be returned to the late bidder unopened.

**Time and Place Sealed Proposals will be Opened and Considered:** Sealed proposals will be opened and bids tabulated at 10:00 A.M. on Wednesday August 10, 2011, in the City Council Chambers for consideration by the City of Muscatine City Council at its meeting on Thursday August 18, 2011 or at such later time and place as may be fixed. The City of Muscatine reserves the right to reject any and all proposals including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. The City of Muscatine reserves the right to defer acceptance of any bid for a period of forty (40) calendar days after receipt of bids, and no bid may be withdrawn during this period.

**Time for Commencement and Completion of Work:** Work on the improvement shall be commenced immediately upon approval of the contract by the Council and shall be performed regularly and diligently throughout the duration of the project. The contractor shall substantially complete the project within ninety (90) calendar days. Should the contractor fail to complete the work in this timeframe, liquidated damages of \$500 per calendar day will be assessed for work not completed within the designated contract term.

**Bid Security:** Each Form of Proposal shall be accompanied in a separate envelope bid security in the minimum amount of five percent (5%) of the total bid and as further defined in Division 1 Section 05 of the Instructions to Bidders.

**Contract Documents:** Plans, specifications and proposal forms may be obtained from the office of Anderson-Bogert Engineers & Surveyors, Inc., 4001 River Ridge Drive NE, Cedar Rapids, Iowa, 52402, telephone no. (319) 377-4629, for a deposit of \$15.00, which shall be refunded upon return of the contract documents, if returned within fourteen (14) days after award of the project. If contract documents are not returned in a timely manner and in a re-usable condition, the deposit shall be forfeited. Documents may also be viewed at the following plan rooms:

Cedar Rapids Construction Update Plan Room, 645 32nd Avenue SW, Cedar Rapids, IA  
Waterloo Construction Update Plan Room, 612 Mulberry, Waterloo, IA

Des Moines Construction Update Plan Room, 221 Park Street, Des Moines, IA

Illowa Builders Exchange, P.O. Box 4930, 520 24th Street, Rock Island, IL

McGraw Hill Construction Dodge, 3875 Elmore Avenue Ste C, Davenport, IA 52807

**Required Bonding:** Each successful bidder shall 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 Muscatine 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 Muscatine 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.

**Sales Tax Exemption:** The City of Muscatine will provide each Contractor and Subcontractor for this project with a certificate of exemption and an authorization letter which can be presented to material suppliers which will allow the Contractor/Subcontractor to purchase building materials used in this contract exempt from Iowa sales tax and any applicable local option sales tax and school infrastructure local option tax. Complete information on qualifying materials and supplies can be found at [www.state.ia.us/tax](http://www.state.ia.us/tax), the Iowa Department of Revenue and Finance (IDRF) Website. Links can be found in the Business Taxes and Local Government categories. Bids submitted for this project should be submitted on this basis.

**Preference for Iowa Products and Labor:** The Contractor shall give preference to Iowa domestic labor in the construction or building of such public improvement or works in accordance with the Code of Iowa Section 73.

Published upon order of the City Council of Muscatine, Iowa.

CITY OF MUSCATINE, IOWA

BY: \_\_\_\_\_  
Gregg Mandsager, City Administrator