

IOWA DEPARTMENT OF NATURAL RESOURCES
PROJECT MANUAL



OTTER CREEK WMA

HEADQUARTERS POLE BUILDING

TAMA COUNTY, IOWA

“Or Equal” Provision:

Material specified herein by Brand Names and catalog numbers has been chosen to establish a quality level and it is not implied that only that brand is to be used in the Work of this Contract. The Engineer will accept any products or material equal or superior to those specified provided that they meet all other specified requirements, subject to approval during the post bid submittal process. We have no provisions for a pre-bid approval process and, due to lack of personnel to handle such process, we will ignore such requests. Feel free to select and bid materials you are certain are equal.

PREPARED BY

**IOWA DEPARTMENT OF NATURAL RESOURCES
ENGINEERING BUREAU
502 E. 9TH STREET, WALLACE STATE OFFICE BUILDING
DES MOINES, IOWA 50319-0034**

PROJECT NO. 10-05-86-03

Obtain complete sets of contract documents including Drawings, Specification, bid documents, bidders' list.... In electronic format at: <http://programs.iowadnr.gov/engreal/>

TABLE OF CONTENTS
OF PROJECT MANUAL

OTTER CREEK WMA
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TAMA COUNTY, IOWA
PROJECT NO: 10-05-86-03

<u>Section</u>	<u>Number of Pages</u>
00010 Cover Page.	1
00003 Table of Contents	3
00004 Enumeration of Drawings	1
 <u>Bidding Requirements</u>	
00020 Notice to Bidders.	1
00120 Special Notice to Contractors	2
00300 Proposal Form (Bid Form)	2
00410 Proposal Guarantee Bond Form (Bid Bond Form).	1
 <u>Conditions of the Contract</u>	
00500 Contract Form (Form of Agreement)	2
00610 Performance Bond Form.	2
00700 General Covenants and Provisions	52
00710 SEEO Requirements	7
 <u>Supplementary Conditions of Contract</u>	
00811 Supplementary Covenants and Provisions	5
00812 Special Conditions.	2
 <u>Division 1 - General Requirements</u>	
01000 General Requirements	8
01250 Measurement And Basis of Payment.	2
01300 Submittals.	6
01400 Quality Control.	4
01700 Project Closeout	3
 <u>Division 2 - Site Work</u>	
02200 Earthwork	7
02510 Sidewalk & Apron Paving	4
02930 Lawns and Grasses	4

Division 3 - Concrete

03100	Concrete Formwork	6
03200	Concrete Reinforcement	3
03300	Cast-In-Place Concrete	15

Division 6 - Wood and Plastics

06100	Rough Carpentry	9
06134	Pre-Engineered Wood-Type Building System	3
06190	Wood Trusses	3

Division 8 - Doors and Windows

08100	Metal Doors and Frames	6
08360	Sectional Overhead Doors	4
08700	Builder's Hardware	10

Division 16 - Electrical

16000	Electrical	12
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END OF SECTION 00020

SECTION 00004
ENUMERATION OF DRAWINGS

OTTER CREEK WMA
HEADQUARTERS POLE BUILDING
TAMA COUNTY, IOWA
PROJECT NO: 10-05-86-03

CONSTRUCTION DRAWINGS - SHEET NO. 1 THROUGH 5 INCLUSIVE

Sheet No. 1 -- Cover Sheet, Estimate of Quantities, Location Maps
Sheet No. 2 -- Overall Project Site Plan
Sheet No. 3 -- Building Plan and Details
Sheet No. 4 -- Building Elevations and Notes
Sheet No. 5 -- Project Cross Sections

END OF SECTION 00004

Notice to Bidders - Iowa Department of Natural Resources

Sealed bids will be received by the Iowa Department of Natural Resources, Engineering Bureau, at the Wallace State Office Building, 502 East 9th Street, Des Moines, Iowa 50319-0034 until **11:00 A.M., May 20, 2010** for the public improvement projects listed below, at which time they will be opened publicly. No bids shall be accepted by FAX. After the bid opening, information concerning bid results may be obtained by visiting the Department's website at www.iowadnr.gov or by calling (515) 242-6720.

Project documents, including drawings, specifications, proposal forms and addenda items for the project are available at Beeline and Blue, at 2507 Ingersoll Ave., Des Moines, Iowa 50312. Please visit www.beelineandblue.com or contact (515) 244-1611 for more information. A \$30 refundable Plan Fee will be charged for each set of project documents, as well as a shipping charge (if applicable). Plan Fee will be refunded when documents are returned in good condition within 14 days after the Letting date. Alternatively, Bid Documents can be viewed or printed online at <https://programs.iowadnr.gov/engreal/projectlist.asp>

The Department shall comply with all public improvement procurement laws, as outlined in the plans and specifications and including but not limited to: Iowa Code chapter 26 related to public construction bidding; Iowa Code chapter 73 related to preferences; Iowa Code chapter 573 related to labor and materials on public improvements; rules promulgated by the Department of Administrative Services – General Services Enterprise as they may apply; rules promulgated by the Department of Natural Resources and the Natural Resources Commission, as they may apply; and any federal statutes, rules and/or executive orders that may be associated depending on funding sources. Bidders shall comply with these laws to be considered and are encouraged to be familiar with public improvement procurement requirements and the bidding documents before submitting a bid.

Each bidder shall accompany the bid with a bid security as defined in Iowa code section 26.8. The bid security must be in an amount set forth in the bidding documents and made payable to the Iowa Department of Natural Resources. Failure to execute a contract for the proposed work and file an acceptable Performance Bond in an amount equal to 100% of the contract price and a certificate of liability insurance within thirty (30) days of the date of the award of the contract will be just and sufficient cause for the rescinding of the award and the forfeiture of the bid security.

SECTION 00120
SPECIAL NOTICE TO CONTRACTORS

A. CONTACT INFORMATION:

1. Direct questions concerning the Project Design, Drawings and Specifications to:

Ken Jackson
Facilities Engineer
Central Office, Des Moines
Telephone: 515/281-8684
Fax: 515/281-8685

2. Direct questions concerning Site Review and Project Inspection to:

Jason Kruse, P.E., District Inspector
Indianola, Iowa
Telephone: 515/250-3707
Fax: 515/961-5071

- a. Contractors are responsible for contacting the DNR Construction Inspector and arranging for an on-site review of the project.

3. Direct questions concerning Bidding and Contract Procedures to:

Linda Miller, DNR Procurement
Wallace State Office Building
Des Moines, Iowa 50319-0034
Telephone: 515/281-3345

4. Recorded bid results can be accessed by calling 515/242-6720. Printed bid tabs will not be available for 3 working days after the Letting date.

B. TAX EXEMPTIONS:

1. In accordance with House File 2622 implemented by Iowa Code Sections 442.42 (15) & (16) and 422.47.47(5), Contractors may purchase qualifying items for work on this contract exempt from sales tax. The DEPARTMENT will issue an authorization letter and exemption certificate to the prime contractor and each approved subcontractor." *Complete information on qualifying materials and supplies can be found at www.state.ia.us/tax, the Iowa Department of Revenue and Finance (IDRF) Web site. Links are found in the Business Taxes and Local Government categories. 701 IAC 19.1-20 is found in Tax Research/Tax Research Library.*

C. PERMITS:

DO NOT START CONSTRUCTION OPERATIONS UNTIL PERMIT APPROVAL HAS BEEN RECEIVED AND CONFIRMED.

1. Contractor is responsible for contacting the State Storm Water Program Coordinator (515/281-7017) for information relating to storm water permit requirements if construction activities disturb one (1) acre or more.

END OF SECTION 00120

Time and Date of Letting 11:00 AM, May 20, 2010

PROPOSAL

Project No. 10-05-86-03

Project Description and Location

**OTTER CREEK WMA
HEADQUARTERS POLE BUILDING
TAMA COUNTY, IOWA**

Proposal of: _____
(Name of Bidder)

Located at: _____ () _____
(Address) (Area) (Telephone)

Amount of Proposal Guarantee	Specified completion date or Number of Working Days	Approx. or Specified Starting Date or Number of Working Days	Liquidated Damages Per Day
\$5,000.00	September 1, 2010	N/A	\$200.00

The undersigned hereby agrees, if awarded the contract, to execute the proposed contract and to furnish an approved performance bond in a amount not less than 100 percent of the contract award within 30 days after the date of approval of award of the contract, and to provide all labor, materials, and equipment required to complete the project designated above, for the price hereinafter set forth, in strict compliance with the contract documents prepared by the Iowa Department of Natural Resources.

The undersigned agrees, if awarded the contract, to commence the work within a reasonable time after the preconstruction conference or by the specific starting date, if so specified, and to complete the work within the contract period, or to pay liquidated damages in the amount stipulated herein for each calendar day the work remains uncompleted after the expiration of the contract period or any authorized reduction thereof.

A proposal guarantee in the amount stipulated herein is included with this proposal, to be forfeited to the Iowa Department of Natural Resources if the undersigned fails to execute the contract and furnish an approved performance bond, if awarded the contract.

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the state of Iowa, and also, a resident bidder shall be allowed a preference against a nonresident bidder from a state or foreign country which gives or requires a preference to bidders from that state or foreign country on projects in which there are no federal funds involved.

By _____
(Signed)

_____ Iowa Contractor Registration No. _____ (Title) _____ (Date)

**THE FOLLOWING AFFIDAVIT MUST BE COMPLETED AND NOTORIZED, OR THIS BID WILL BE REJECTED.
- AFFIDAVIT -**

The signatory, being duly sworn, does depose and say that the undersigned is an authorized representative of:

_____ (Name of Firm)

Located at: _____

Hereinafter referred to as "Bidder" and does hereby affirm to have personal knowledge that said bidder has examined the drawings and specifications, carefully prepared the proposal form, and has checked the same in detail before submitting; and that said bidder, or the agents, officers, or employees thereof, have not either directly or indirectly, entered into any agreement, participated in any collusion or fraud, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

_____ (Signed)

_____ Day of _____, 20 _____

_____ (Signed Notary)

My Commission Expires _____, 20 _____

SCHEDULE OF PRICES

Project Description and Location

OTTER CREEK WMA, HEADQUARTERS POLE BUILDING, TAMA COUNTY, IOWA

Name of Bidder

Item No.	Description	Estimated Quantity	Unit Price	Amount
1	Pre-Engineered Pole Storage Building, Complete	Lump Sum		
2	Concrete, Class "C" Floor & Aprons, 6" Depth	667 S.Y.		
3	Electrical System, 120/240V, Complete	Lump Sum		
4	Clearing and Grubbing	Lump Sum		
5	Excavation, On Site Borrow	945 C.Y.		
6	Surfacing, Gravel, 5" Depth	280 Tons		
7	Seeding, Fertilizing & Mulching	Lump Sum		
		TOTAL		

Bidder Acknowledges Receipt of Any Issued Addenda Below (Number and Date)

PROPOSAL GUARANTEE BOND

STATE OF IOWA
DEPARTMENT OF NATURAL RESOURCES

KNOW ALL MEN BY THESE PRESENTS:

That we, _____

of _____ as PRINCIPAL,

and _____

of _____ as SURETY(S),

are hereby held and firmly bound unto the state of Iowa in the penal sum of:

_____ Dollars \$ _____

for the payment, whereof, the said PRINCIPAL and SURETY(S) bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The conditions of this obligation are such that whereas the PRINCIPAL is herewith submitting to the state of Iowa, acting by and through the Iowa Department of Natural Resources, hereinafter called the DEPARTMENT, its sealed proposal for a contract for the _____

at _____ in _____ County, Iowa.

NOW THEREFORE,

the conditions of this obligation are such that, if said proposal is rejected by the DEPARTMENT, or if said proposal is accepted by the DEPARTMENT and the PRINCIPAL shall enter into a contract in the form specified by the DEPARTMENT in accordance with the terms of the proposal and shall furnish a bond for the faithful performance of said contract in the form specified by the DEPARTMENT, this obligation shall be null and void. Otherwise it shall remain in full force and effect.

In the event that the said proposal is accepted by the DEPARTMENT and the PRINCIPAL shall fail to enter into the contract as defined herein or shall fail to furnish the performance bond as noted above within thirty (30) days of the approval of the award, the PRINCIPAL and SURETY(S) agree to forfeit to the DEPARTMENT the penal sum herein mentioned, it being understood that the liability of the SURETY(S) shall in no event exceed the penal sum of this obligation.

IN WITNESS WHEREOF,

the above bounden parties have executed this instrument under their several seals this _____ day of _____, 20_____, the name and corporate seal of each party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

PRINCIPAL

SURETY

By _____

By _____

If a partnership all partners must sign.

PGB-1

THIS AGREEMENT, made this _____ day of _____, 20__ by and between the state of Iowa acting through the Department of Natural Resources hereinafter called the **DEPARTMENT** and _____

located at _____

hereinafter called the **CONTRACTOR**

WITNESSETH: That the **DEPARTMENT** agrees to pay the **CONTRACTOR** the contract price provided herein for the fulfillment of the work and the performance of the covenants set forth herein, and the **CONTRACTOR** agrees with the **DEPARTMENT** to commence and complete the project described as follows:

This project consists of the construction of a pre-engineered storage building approximately 40 feet wide by 100 feet long with concrete floor and electrical system as shown on the drawings. This project also includes exterior concrete paving.

For the Sum of: _____ Dollars (\$_____). and all extra work in connection therewith, all in accordance with the terms and conditions herein contained: and to furnish at the **CONTRACTOR'S** own proper cost and expense, all material, equipment, labor, insurance, and other accessories and services necessary to construct and complete, in a workmanlike manner, ready for continuous operation, the above mentioned project. The work shall be performed in accordance with the requirements and provisions of the following documents, all of which are made a part hereof and collectively evidence and constitute the contract:

1. Notice to Bidders.
2. Instructions to bidders.
3. General Covenants and Provisions and Supplemental Covenants and Provisions.
4. Specifications Including Addenda Number _____ Through _____
5. Drawings, Sheet Number _____ 1 Through _____ 5 Inclusive.
6. Contractor's Proposal.
7. Proposal Guarantee Bond.
8. Performance Bond.
9. This Instrument.
10. Modifications or Change Orders pursuant to Section 1109.04 of the General Covenants and Provisions
11. Resident Bidder Preference Certification on Non-Federal-Aid Projects

The parties to this contract understand that time of completion of the work under this contract is the essence to the contract. The **CONTRACTOR** hereby agrees to commence work under this contract in accordance with Section 1108.02 of the General Covenants and Provisions and to complete all the work by _____

September 1, 2010
The **CONTRACTOR** hereby agrees that liquidated damages in the amount of _____ Dollars _____ \$200.00

shall be retained or assessed against the **CONTRACTOR** for each day and every day the completion of the work is delayed beyond the time specified herein, not as a penalty, but as a mutually agreed to, predetermined amount to reimburse the **DEPARTMENT** for salaries of engineers and reviewers, clerk hire, interest charged during the period for delays and loss of use.

It is understood that the **CONTRACTOR** consents to the jurisdiction of the courts of Iowa, to hear, determine and render judgment as to any controversy arising hereunder, and that this contract shall be governed by, and construed according to, the laws of the state of Iowa.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, in the day and year first above mentioned.

FOR THE DEPARTMENT:

FOR THE CONTRACTOR:

(Director)

(Signature and Title)

This contract was approved by the **NATURAL RESOURCES COMMISSION** at its meeting held on

(Firm)

(Date)

(Address and Zip Code)

Seal if by a Corporation:

Identification Number _____

Soc. Sec. No. _____

Or Fed. I. D. No. _____

PERFORMANCE BOND

STATE OF IOWA
DEPARTMENT OF NATURAL RESOURCES

KNOW ALL MEN BY THESE PRESENTS:

That we, _____
of _____ as PRINCIPAL,
and _____
of _____ as SURETY(S),
are hereby held and firmly bound unto the state of Iowa in the penal sum of:

_____ Dollars \$ _____
for the payment, whereof, the said PRINCIPAL and SURETY(S) bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The conditions of this obligation are such that whereas the PRINCIPAL entered a certain contract, hereto attached, and made part, hereof to the state of Iowa, acting by and through the Iowa Department of Natural Resources, hereinafter called the DEPARTMENT, dated _____ for the _____
at _____ in _____ County, Iowa.

NOW THEREFORE,

the conditions of this obligation are such that, if the DEPARTMENT, shall faithfully perform the contract in accordance with the plans, specifications and contract documents, and shall fully indemnify and save harmless the state of Iowa from all cost and damage which the state of Iowa may suffer by reason of the PRINCIPAL's default or failure to do so and shall fully reimburse and repay the state of Iowa all outlay and expenses which the state of Iowa may incur in making good any such default, then this obligation shall be null and void, otherwise it shall remain in force and effect.

In the event that the PRINCIPAL is in default under this contract as defined herein, the DEPARTMENT shall by written notice inform the PRINCIPAL that this contract is in default. And may, at its option, without process or action at law:

1. Take over all or any portion of the work and complete it either by day labor or reletting the work. The DEPARTMENT may retain all material, equipment and tools on the work, at a rental which it considers reasonable, until the work has been completed.
2. Allow the surety to take over the work within fifteen (15) days and assume completion of said contract and become entitled to the balance of the contract price.
3. Allow the PRINCIPAL to complete the contract.

As required by Chapter 573 of the Code of Iowa.

1. The PRINCIPAL SURETY(S) on this bond hereby agree to pay all persons, firms or corporations having contracts directly with the PRINCIPAL or with subcontractors, all just claims due them for labor performed or material furnished, in the performance of the contract on account of which this bond is given, when the same are not satisfied out of the portion of the contract price shall have been established as provided by law.
 - a. To any extension of time to the contractor in which to perform the contract.
 - b. To any change in the plans, specifications, or contract, when such changes does not involve an increase of more than 20 percent of the total contract price, and then only as to such excess increase.
 - c. That no provision of this bond or any other contract shall be valid which limits less than one year from the time of the acceptance of the work, the right to sue on this bond for defect in workmanship or material not discovered or known to the DEPARTMENT at the time such work was accepted.

No provision of this bond or any other contract shall be valid which limits to less than five years after the acceptance of the work, the right to sue on this bond for defects in workmanship or material in connection with paving or concrete work.

IN WITNESS WHEREOF,

the above bounded parties have executed this instrument under their several seals this _____ day of _____, 20_____, the name and corporate seal of each party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

PRINCIPAL

SURETY

By _____

By _____

Countersigned by Resident Commission Agent as required by Chapter 515 of the Code of Iowa.) Required only if Attorney-in-Fact is not also an Iowa Resident Commission Agent)

By _____

If a partnership all partners must sign.

This bond approved by the Iowa Department of Natural Resources this _____ day of _____, 20 _____

By _____

Director