

Memorandum

To: Prospective Bidders **Date:** November 14, 2018
From: Tim West, Snyder & Associates, Inc.
CC: Lori Branderhorst, City of Fort Dodge
Jim Winter, City of Fort Dodge
RE: Rogers Sports Complex- Safety Improvements Project

The City of Fort Dodge, Iowa is soliciting competitive quotations based on the attached construction plans to construct a new backstop system and associated work for Softball Field No. 1 at the Rogers Sports Complex. This work will occur within the City property, located at 1628 Nelson Avenue, Fort Dodge, IA 50501. Improvements for this project include the removal of the existing backstop fencing system between the existing dugouts, removal of existing power and communication receptacles and conduit, sidewalk removal, installing a hoistable in-line suspended cable netting backstop system, installing a wooden backstop wall and padding system, installing power receptacles and conduit, installing 5" PCC sidewalk, and restoration of the existing specialty infield aggregate system and turf areas disturbed by construction. Please refer to the attached construction plans for additional information.

Semi-Formal Competitive Quotation

Please prepare Competitive Quotations to include all materials, equipment and labor to construct a fully-functioning backstop and electrical system as per the construction plans. Provide a Lump Sum Total with the associated cost breakdown for the items identified on the attached form.

The successful bidder will be required to enter into a construction contract with the City of Fort Dodge, and supply a one (1) year performance, payment and maintenance bond for the work.

Project Schedule:

The Contractor will be required to conduct demolition activities and install the backstop and electrical system over the winter and spring of 2018-2019 .

November 29, 2018	Competitive Quotation Due to the City of Fort Dodge
December 10, 2018	Anticipated Selection and Award to Contractor
December 11, 2018	Notice to Proceed
May 15, 2019	Final Completion of Construction

Any questions shall be directed to:

Tim West, PLA
Snyder & Associates, Inc.
2727 SW Snyder Blvd.
Ankeny, IA 50023
(515) 964-2020

**Competitive Quote Proposal:
Rogers Sports Complex- Safety Improvements Project**

Submit this completed signed proposal for consideration by 2:00 PM, November 29, 2018 to:

Lori Branderhorst, Director
City of Fort Dodge
Parks, Recreation and Forestry
City Hall
819 1st Avenue South
Fort Dodge, IA 50501

Category	Lump Sum Price for Each Category
1. Mobilization	\$ _____
2. Remove Existing Fence Backstop, Sidewalk and Electrical/Communication Receptacles	\$ _____
3. Provide and Install Suspended Netting and Wooden Field Wall/Padding Systems	\$ _____
4. Install 5" PCC Sidewalk	\$ _____
5. Install Electrical Conductors, Conduits and Receptacles	\$ _____
6. Restore Crushed Brick Aggregate Infield Disturbed during Construction	\$ _____
7. Reseed Turf Areas Disturbed during Construction	\$ _____
Lump Sum Total:	\$ _____

Proposal Provided By: _____

Address: _____

Signature: _____

Please include a cover letter outlining contact information and confirmation the work can be completed under the proposed project schedule.

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____ hereinafter called Principal, and
(Corporation, Partnership, or Individual)

(Name of Surety)

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto _____

CITY OF FORT DODGE
(Name of Owner)

819 1ST Avenue South, Fort Dodge, IA 50501
(Address of Owner)

hereinafter called Owner, in the penal sum of _____

_____ Dollars

(\$ _____)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the Owner, dated the ____ day of _____, 20__, a copy of which is hereto attached and made a part hereof for the construction of: ROGERS SPORTS COMPLEX-SAFETY IMPROVEMENTS PROJECT.

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety and during the 1 year warranty or guaranty period, and if the Principal shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which the Owner may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and the Surety does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor, shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of which shall be deemed an original, this the _____ day of _____, 20__.

	Principal
ATTEST:	
_____	By _____ (s)
(Principal) Secretary	
(SEAL)	
_____	_____
(Witness as to Principal)	(Address)
_____	_____
(Address)	
_____	_____
ATTEST:	Surety

(Surety) Secretary	
(SEAL)	
_____	By _____
(Witness as to Surety)	Attorney-in-Fact
_____	_____
(Address)	(Address)
_____	_____

NOTE: Date of Bond must not be prior to date of Contract.
If Contractor is Partnership, all partners should execute bond.

PAYMENT BOND

KNOW ALL PERSONS BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____ hereinafter called Principal, and
(Corporation, Partnership, or Individual)

(Name of Surety)

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto _____

CITY OF FORT DODGE, IOWA
(Name of Owner)

819 1ST Avenue South, Fort Dodge, IA 50501
(Address of Owner)

hereinafter called Owner, in the penal sum of _____

_____ Dollars,

(\$ _____)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the OWNER, dated the ___ day of _____, 20____, a copy of which is hereto attached and made a part hereto for the construction of: ROGERS SPORTS COMPLEX- SAFETY IMPROVEMENTS PROJECT.

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, SUBCONTRACTORS, and corporations furnishing materials for or performing labor in the prosecution of the WORK provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery, equipment and tools, or any other materials consumed or used in connection with the construction of such WORK, and all insurance premiums on said WORK, and for all labor performed in such WORK whether by SUBCONTRACTOR or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and the Surety does hereby waive notice of any such change,

extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of which shall be deemed an original, this the _____ day of _____, 20_____.

	_____	Principal
ATTEST:		
_____	By _____	(s)
(Principal) Secretary		
(SEAL)		
_____	_____	(Address)
(Witness as to Principal)		
_____	_____	
(Address)		
_____	_____	Surety
ATTEST:		

(Surety) Secretary		
(SEAL)		
_____	By _____	
(Witness as to Surety)		Attorney-in-Fact
_____	_____	(Address)
(Address)		
_____	_____	

NOTE: Date of Bond must not be prior to date of Contract.
If Contractor is Partnership, all partners should execute bond.

CONTRACT

THIS CONTRACT, made this ____ day of _____, 20____, by and between City of Fort Dodge, Iowa, hereinafter called "OWNER" and _____ hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the work for the Rogers Sports Complex- Safety Improvements Project ("PROJECT") as set forth in the CONTRACT DOCUMENTS including all incidental items of work.
2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor, transportation, and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on or before the date set forth in the QUOTE FORM and will complete all work as specified, unless the period for final completion is extended otherwise by a change order to the CONTRACT DOCUMENTS.
4. All work is to be done in a thorough, substantial and workmanlike manner in strict compliance with the terms in the CONTRACT DOCUMENTS and PLANS.
5. The CONTRACTOR shall commence work not later than 30 days following receipt of a Notice to Proceed and shall be completed by May 15, 2019.

6. The CONTRACTOR agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the quoted prices shown in the Contract Attachment A: Quote Items, Quantities, and Prices, which were proposed by the CONTRACTOR in its QUOTE FORM; and comply with the terms therein for the contract lump sum of \$_____.

However, no final payment shall be made until and unless presented by the CONTRACTOR to the Owner.

7. The CONTRACTOR agrees that the insurance required by the City will be maintained through the period of operation as covered by this CONTRACT.

8. The OWNER agrees to furnish a maximum of five (5) copies of the plans and specifications needed for the project. Additional sets may be obtained at cost reproduction.

9. The term "CONTRACT DOCUMENTS" means and includes the following:

9.1 Quote Memorandum

9.2 Performance Bond

9.3 Payment Bond

9.4 Contract

9.5 Notice to Proceed

Plans prepared by Snyder & Associates, Inc. and dated November 12, 2018

1 Demolition Plan- Field 1

2 Demolition Plan- Field 1

9.6 ADDENDA:

No. _____, dated _____, 201__.

No. _____, dated _____, 201__.

9.7 CHANGE ORDERS

No. _____, dated _____, 201__.

10. The OWNER will pay to the CONTRACTOR in the manner and at such times as required by the CONTRACT DOCUMENTS.
11. This CONTRACT will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in (3) each of which shall be deemed an original on the date first above written.

OWNER:

By: _____
Name: _____
Title: _____

(SEAL)

ATTEST:

Name: _____
Title: _____

CONTRACTOR:

By: _____
Name: _____
Title: _____

(SEAL)

ATTEST:

Name: _____
Title: _____

NOTICE TO PROCEED

TO: _____

DATE: _____
PROJECT: ROGERS SPORTS
COMPLEX- SAFETY IMPROVEMENTS
PROJECT

You are hereby notified to commence WORK in accordance with the Agreement dated _____, on _____, and you are to complete the WORK as follows: Fully complete the Project one or before the specified date.

Dated this ____ day of _____, 2018.

CITY OF FORT DODGE, IOWA

By: _____

Title: _____

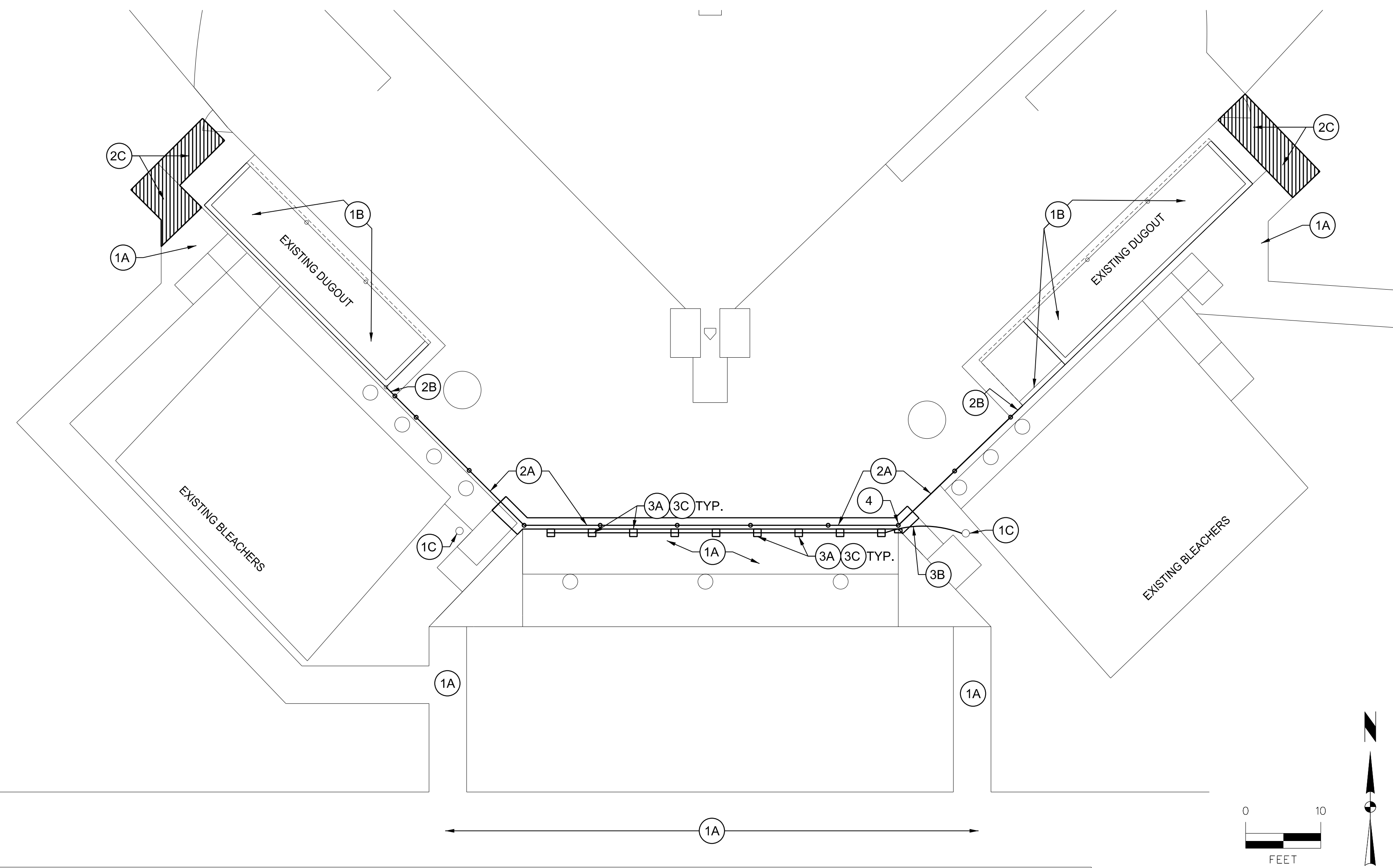
ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by _____
_____ on this the ____ day of _____, 2018.

By: _____

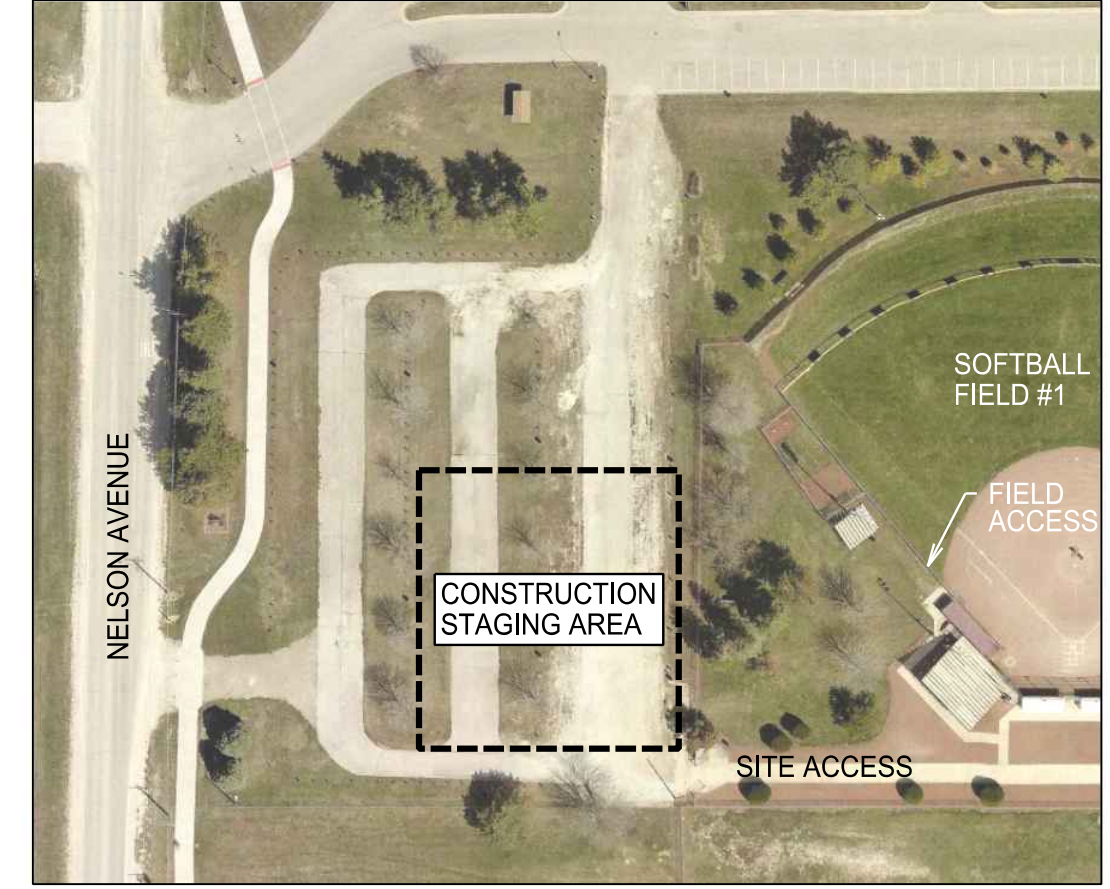
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 V:\Projects\2018\118.1002.D\1\CAD\SPOT_DEM_118.1002.dgn



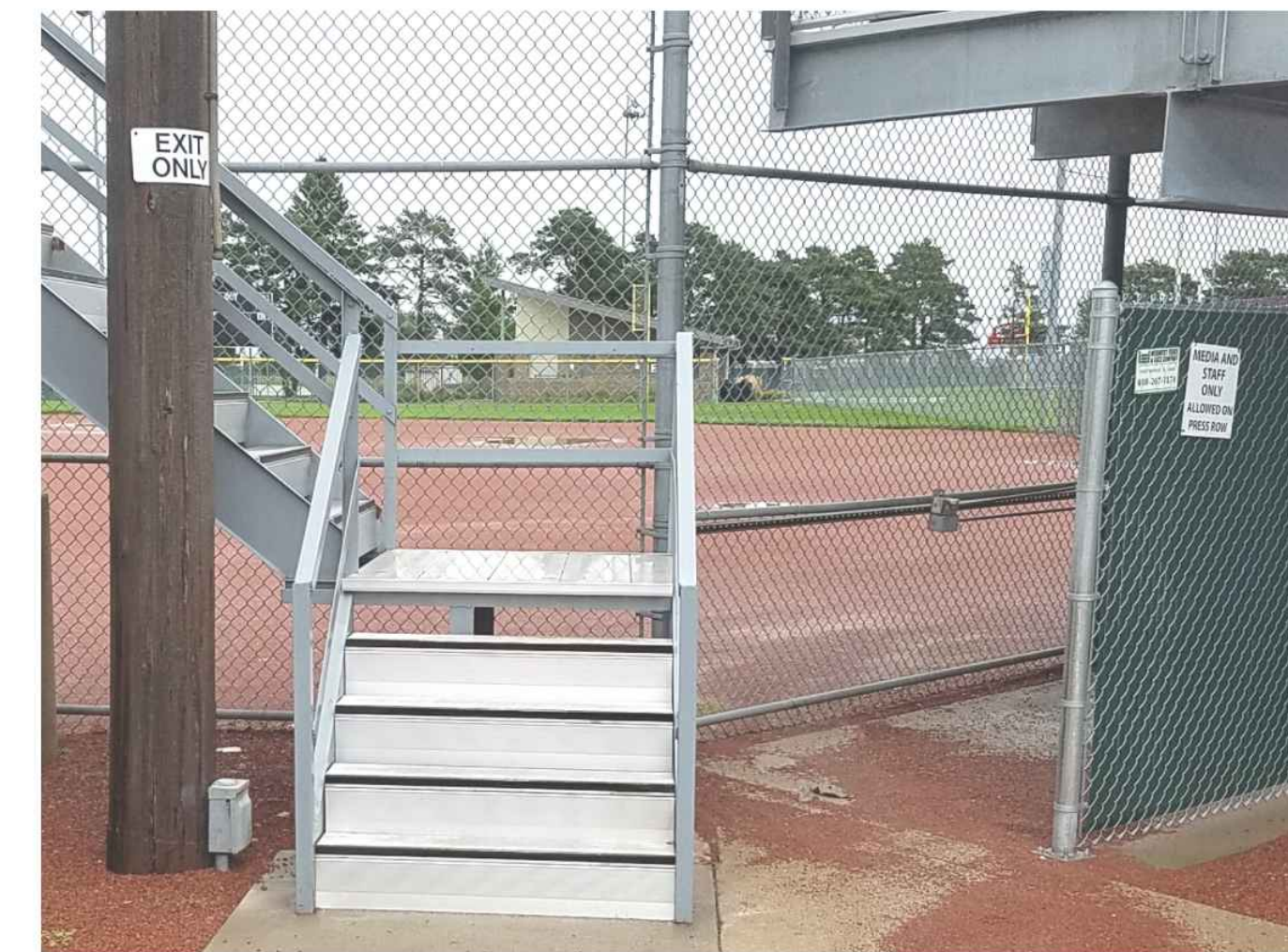
DEMOLITION PLAN CONSTRUCTION NOTES

- EXISTING FEATURES; PROTECT THE FOLLOWING:
 - PAVEMENTS, SIDEWALKS, AND CURBS.
 - DUGOUT.
 - LIGHT POLE, FIXTURE, & WIRING.
- DEMOLITION, REMOVE THE FOLLOWING:
 - BACKSTOP FENCING INCLUDING FABRIC, POSTS, AND ASSOCIATED FOOTINGS.
 - FENCING INCLUDING FABRIC, GATES, POSTS AND ASSOCIATED FOOTINGS.
 - PCC PAVEMENT, SAW CUT TO FULL DEPTH AND DISPOSE. REPLACE WITH 5" PCC.
 - CONTRACTOR SHALL DROP FENCE WHERE SPECIFIED BY OWNER AND BE RESPONSIBLE FOR RE-INSTALLATION AT THE COMPLETION OF THE PROJECT.
- ELECTRICAL AND COMMUNICATION SYSTEM:
 - REMOVE AND DISPOSE OF METAL CONDUIT, BOXES, AND ASSOCIATED WIRING AND FASTENERS. SEE PHOTOS BELOW.
 - DISCONNECT POWER TO EXISTING CIRCUIT TO BE REMOVED. MAINTAIN CIRCUIT FOR NEW RECEPTACLE CIRCUIT. TERMINATE SERVICE PER LOCAL CODES AND REQUIREMENTS. SEE PHOTO BELOW.
 - REMOVE COMMUNICATION CONNECTION BOXES, CONDUIT AND WIRING. SEE PHOTO BELOW.
- REMOVE, SALVAGE, AND RE-INSTALL PA SYSTEM SPEAKERS AND WIRING ON NEW BACKSTOP POLES. COORDINATE PA SYSTEM WORK WITH SYSTEM PROVIDER (MODERN SOUND, KYLE MILLER 515-227-6876).



GENERAL NOTES

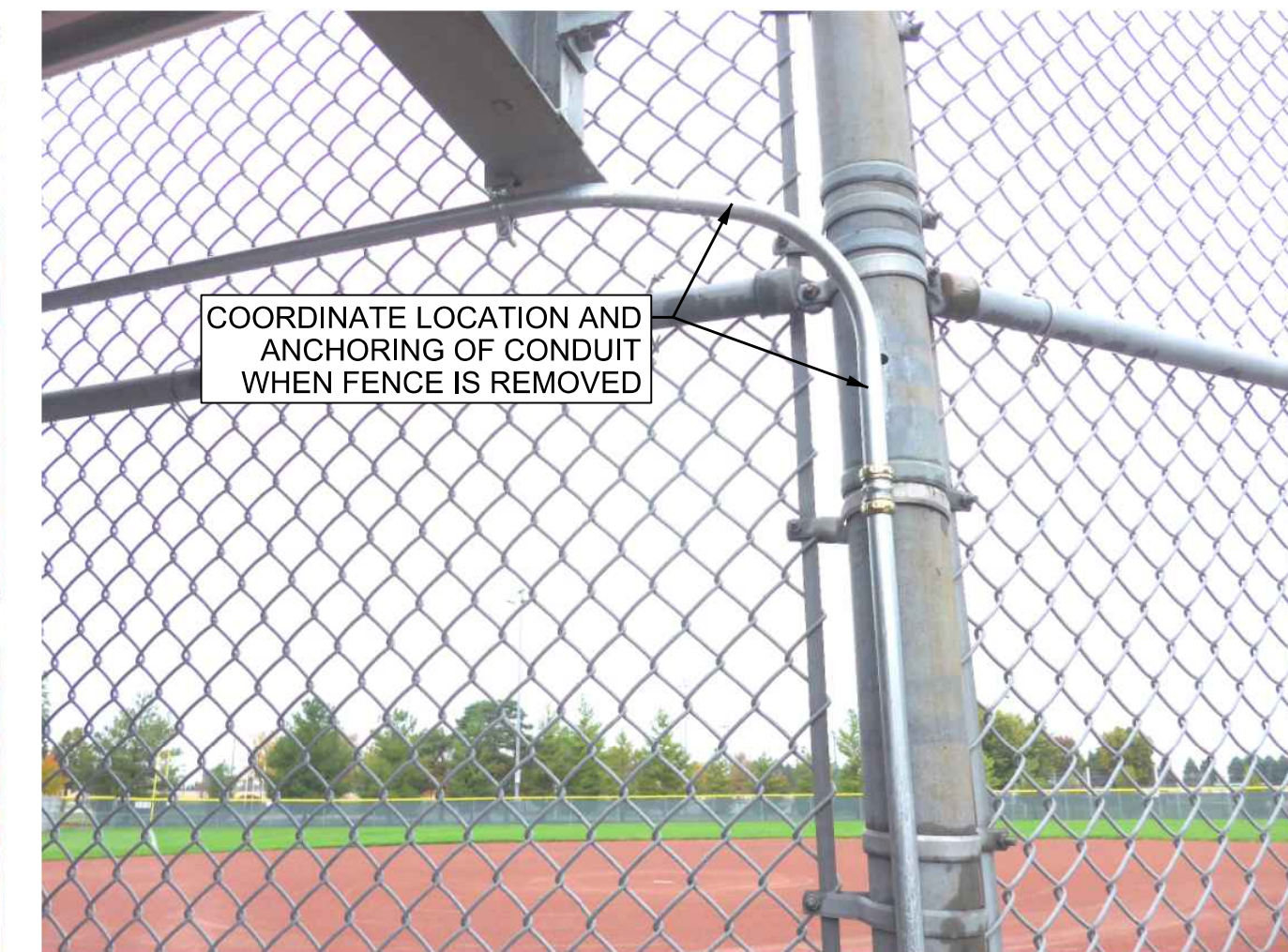
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE UTILITIES EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY OR DAMAGE CAUSED BY SUCH WORK. ANY DAMAGES DUE TO CONTRACTOR'S CARELESSNESS SHALL BE CORRECTED TO THE UTILITY OWNER'S SPECIFICATIONS AT THE CONTRACTOR'S EXPENSE.
- IF CONFLICTS ARE DISCOVERED WITH EXISTING UTILITIES ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNER PRIOR TO THE BEGINNING OF ANY FURTHER CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES BY OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR INSPECTING THE SITE OF THE PROPOSED WORK PRIOR TO BIDDING TO SATISFY HIMSELF/HERSELF OF THE EXISTING CONDITIONS AND ALL WORK NECESSARY FOR THE PROPOSED CONSTRUCTION.
- CONTRACTOR TO NOTIFY OWNER AND ENGINEER 48 HOURS PRIOR TO BEGINNING WORK.
- DO NOT RESTRICT DRAINAGE CHANNELS AND PROTECT ALL EXISTING DRAINAGE STRUCTURES UNLESS OTHERWISE NOTED. CONTRACTOR IS FULLY LIABLE FOR ALL DAMAGES TO PUBLIC OR PRIVATE PROPERTY CAUSED BY THEIR ACTION OR INACTION IN PROVIDING FOR THE HANDLING OF STORM WATER FLOW DURING CONSTRUCTION.
- THE CONTRACTOR IS RESPONSIBLE FOR CLEANING DIRT AND DEBRIS FROM NEIGHBORING STREETS, DRIVEWAYS, AND SIDEWALKS CAUSED BY CONSTRUCTION ACTIVITIES IN A TIMELY MANNER.
- DIMENSIONS, STRUCTURE LOCATIONS AND UTILITIES ARE BASED ON AVAILABLE INFORMATION AT THE TIME OF DESIGN. DEVIATIONS MAY BE NECESSARY IN THE FIELD. ANY SUCH CHANGES OR CONFLICTS BETWEEN THIS PLAN AND FIELD CONDITIONS ARE TO BE REPORTED TO THE ENGINEER PRIOR TO STARTING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LAYOUT VERIFICATION OF ALL SITE IMPROVEMENTS PRIOR TO CONSTRUCTION.
- IN THE EVENT OF A DISCREPANCY BETWEEN THE QUANTITY ESTIMATES AND THE DETAILED PLANS, THE DETAILED PLANS SHALL GOVERN.
- CONTRACTOR SHALL BE RESPONSIBLE FOR MATERIALS AND EQUIPMENT DURING NON-WORKING HOURS.
- CONTRACTOR IS RESPONSIBLE FOR DAMAGE TO ANY EXISTING FEATURES ON SITE NOT DESIGNATED FOR DEMOLITION DURING CONSTRUCTION. ANY FEATURES DAMAGED DUE TO CONTRACTOR'S CARELESSNESS SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR TO THE OWNER'S SPECIFICATIONS AT THE CONTRACTOR'S EXPENSE.
- MATERIAL TESTING SHALL BE PERFORMED AND PAID FOR BY THE CONTRACTOR. THE CONTRACTOR SHALL PROVIDE SAMPLES OF MATERIALS REQUIRED FOR LABORATORY TESTS IN ACCORDANCE WITH PROJECT SPECIFICATIONS.
- CONTRACTOR SHALL LOAD AND TRANSPORT ALL MATERIALS CONSIDERED TO BE UNDESIRABLE TO AN APPROVED OFF-SITE WASTE OR DISPOSAL SITE AND IS CONSIDERED INCIDENTAL TO THE PROJECT. DISPOSE OF IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS. MATERIALS DESIGNATED TO BE SALVAGED SHALL BE LOADED AND TRANSPORTED TO A LOCATION APPROVED BY THE OWNER.
- ALL TRAFFIC CONTROL SHALL BE PROVIDED IN ACCORDANCE WITH REQUIREMENTS SET FORTH IN THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). WHEN CONSTRUCTION ACTIVITIES OBSTRUCT PORTIONS OF THE ROADWAY, FLAGGERS SHALL BE PROVIDED. FLAGGERS SHALL CONFORM TO THE MUTCD IN APPEARANCE, EQUIPMENT AND ACTIONS.
- PORTIONS OF THE PARK WILL BE OPEN TO THE PUBLIC DURING CONSTRUCTION. THE SAFETY OF THE PUBLIC SHOULD BE CONSIDERED AT ALL TIMES.
- OWNER RETURNS FIRST RIGHT OF REFUSAL FOR ANY TOP SOIL SPOILS. STOCKPILE ON-SITE IN AREA APPROVED BY OWNER.
- INVESTIGATION OF EXISTING POWER SYSTEM WILL BE REQUIRED BY THE E.C. AS PART OF THE BIDDING PROCESS TO DETERMINE THE FULL EXTENT OF DEMOLITION WORK REQUIRED. THE E.C. SHALL BE RESPONSIBLE FOR REMOVAL OF SOME PORTIONS OF POWER SYSTEM NOT EXPLICITLY SHOWN ON THESE DRAWINGS, BUT ARE REQUIRED FOR THIS PROJECT. E.C. SHALL FIELD VERIFY ACTUAL LOCATION SIZES OF EXISTING CONDUIT, WIRING, AND EQUIPMENT.



EXISTING ELECTRICAL EQUIPMENT - WEST SIDE



EXISTING ELECTRICAL/COMMUNICATION SYSTEM - PRESS AREA



CONDUIT RELOCATION



EXISTING ELECTRICAL EQUIPMENT - EAST SIDE

ROGERS SPORTS COMPLEX - SAFETY IMPROVEMENTS

DEMOLITION PLAN - FIELD 1

FORT DODGE, IA



SNYDER & ASSOCIATES

Project No: 118.1002

Sheet 1 of 2

MARK	REVISION	DATE	BY
Engineer: EDC	Checked By: TLW	Scale: 1"= 10'	Field Bk:
Technician: STT	Date: 11/12/18	Field Bk:	Page: 1 of 2
Project No: 118.1002			

