



**MARSHALLTOWN
MORE THAN EVER**

**CITY OF MARSHALLTOWN CITY COUNCIL AGENDA
CITY HALL COUNCIL CHAMBERS
10 WEST STATE STREET
SEPTEMBER 8, 2025, 5:30 PM**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Fonseca, Kell, Ladehoff, Mitchell, Nichols, Schneider, Thompson

D. PUBLIC COMMENT

Members of the public may make comments on any item that was not on the agenda during this time. The speaker shall approach the microphone and state their name and address. Comments shall be limited to three (3) minutes unless a longer comment is authorized by the Mayor. The speaker shall direct comments to the Mayor and the Council as a whole.

The Mayor and Council may provide a response to a public comment, but shall not engage in discussion or debate on items raised by members of the public. No action may be taken on items raised in public comments to comply with open meeting laws.

E. MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS

F. CONSENT AGENDA

1. Approve Minutes 08/25/25 Meeting and Bill List \$1,297,324.42
2. Appointment of Ben Fletcher to the Water Works Board of Trustees, term ending 5/1/28 (replacing Thomas Mack)
3. Receipt of Building and Trade Permit Report — August
4. Resolution Approving Contract Change Order #8 for the East Main Street and Center Street Reconstruction Project, #STR22002, an Increase of \$5,040.00
5. Resolution Approving Contract Change Order #9 for the East Main Street and Center Street Reconstruction Project, #STR22002

6. Resolution Approving Purchase and Installation of Two Replacement Radio System Repeaters for the Price of \$26,425.49 From RACOM for use in the Public Works Department

G. REPORTS

1. MPACT Quarterly Update Report

H. MOTIONS

1. Motion to approve a Class C Retail Alcohol License with outdoor service for the American Legion, Frank Lewis Glick Post #46, 1301 South 6th Street

I. RESOLUTIONS

1. Resolution Accepting Bid and Authorizing the Award of Contract for the 2025 HMA Crack and Joint Sealing Project No. STR25003, in the City of Marshalltown, Iowa in the Amount of \$400,623.78 To Mid-Iowa Enterprises, LLC
2. Public Hearing and Resolution for the Conveyance and Transfer of Title for East Linn Street Between South 8th Avenue and the Railroad Tracks
3. Public Hearing and Resolution Approving Plans, Specifications, Form of Contract and Estimated Cost for 21 W. Main Doghouse Rebuild and Stabilization Project.
4. Resolution Approving Employment Contract Amendment for City Administrator Carol Webb

J. ORDINANCES

1. Ordinance 15110 to Amend the Code of Ordinances, City of Marshalltown, Iowa by Amending Chapter 73: Recreational Vehicles, Bicycles and Skateboards, and Associated Code References - Third Reading

K. DISCUSSION

1. Technology Master Plan
2. Request to Allocate \$15,000 in Local Option Sales Tax (LOST) Funds for Grant Administrator Services to Pursue CDBG-DR Funding
3. Department of Housing and Urban Development (HUD) FY24 Audit Follow-up Requirements
4. Employee Wellness Program

5. FY27 Budget Discussion

L. CLOSED SESSION

1. Closed session pursuant to Section 21.5, subsection 1, paragraph c, of the Code of Iowa, to discuss strategy with counsel in matters where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the city in that litigation. The City of Marshalltown has an attorney-client relationship with Attorney Mark Thomas of Grefe & Sidney P.L.C. There may be council action by motion following the closed session if directed by the city's attorney.

M. ADJOURNMENT

MISSION STATEMENT

The City of Marshalltown collaborates to provide a welcoming, safe, vibrant, and growing community.

Please visit the City's website for the complete agenda packet and to subscribe to agenda notices and department news at www.marshalltown-ia.gov.

CITY COUNCIL PROCEEDINGS

AUGUST 25, 2025

In Mayor Greer's absence, Mayor Pro-Tem Ladehoff called the meeting to order at 5:30 pm, August 25, 2025, at the City Hall Council Chambers, 10 W State Street, and led the pledge of allegiance. Roll call-Present: Fonseca, Kell, Ladehoff, Mitchell, Nichols, Schneider, Thompson. Public comments for items not on the agenda were provided. Mayor, Council, and Administrator comments were provided. Sarah Rosenblum recognized Luis Alcaraz for 5 years of service at the library. Captain Sadie Weekley recognized Officer Maurice Speirs for 5 years, Officer Logan Wolf for 10 years, Officer Brad Mauseth for 20 years, and Captain Kiel Stevenson for 20 years of service at the police department.

CONSENT AGENDA

Motion by Jeff Schneider, second by Mark Mitchell to approve the consent agenda: Approve Minutes 08/11/25 Meeting and Bill List \$2,949,603.22; Reappoint J. Nathan McCulley to the Fire Code Board of Appeals, term 8/1/25-8/1/29; Appoint Patrick Streit to Plan and Zoning Commission, term ending 3/31/29 (filling Gabe Isom's term); Resolution Allowing Open Containers on Designated Public Ways for the 13th Street District Harvest Market and Concert Event on September 5, 2025; Resolution Ordering Construction for the 21 W. Main Doghouse Project, #PRC21022, Setting Public Hearing on Proposed Plans, Specifications, Form of Contract and Opinion of Probable Cost and Directing Publication of Notice to Bidders; Resolution Authorizing the Third-Party Sale of 915 South Center Street and 919 South Center Street; Resolution Setting Public Hearing for the Conveyance and Transfer of Title for East Linn Street Between South 8th Avenue and the Railroad Tracks. Motion carried 7-0.

REPORTS

Amber Danielson, Director Arts+Culture Alliance, 126 W Main Street, provided a 6-month contract update. Highlights included opening a new location on Main Street and holding a grand opening and an artist event. Partnering in the art auction for our Sister City in Ukraine. Fundraising work for the Linn Creek district projects. The launch of 3 new grant programs for Artist Innovation, Organization Innovation, and Community Artist. Along with documentation and creative storytelling of events and projects.

MOTIONS

Motion by Gary Thompson, second by Jeff Schneider, to approve a 5-day Class C Retail Alcohol License for the 13th Street District for Harvest Market on 9/5/25. Motion carried 7-0.

Motion by Jeff Schneider, second by Barry Kell, to approve a 5-day Special Class C Retail Alcohol License for Lucky Wife Wine Slushies for Oktoberfest 9/24-9/28. Motion carried 7-0.

Motion by Jeff Schneider, second by Gary Thompson, to approve a 5-day Special Class C Retail Alcohol License for Thirsty Pigs LLC for Oktoberfest 9/24-9/28. Motion carried 7-0.

RESOLUTIONS

Mayor Pro-Tem Ladehoff opened the public hearing at 6:07 pm on the amended development agreement with Marshalltown Company. Carol Webb, City Administrator, advised that the amendments include revising the completion dates for Phase 3 and the public infrastructure project. The inclusion of private stormwater detention facilities and associated easements. Clarification on what constitutes the public infrastructure project. Along with a \$45,000 increase in incremental property tax payments. No written or public comments were received. The public

hearing was closed at 6:08 pm. Motion by Jeff Schneider, second by Barry Kell, to approve the Resolution to Approve an Amended Development Agreement with Marshalltown Company, Including Annual Appropriation Tax Increment Payments. Motion carried 7-0.

Mayor Pro-Tem Ladehoff opened the public hearing at 6:08 pm for the vacation of a portion of East Linn Street. Clayton Ender, Assistant Director of Housing and Community Development, advised that East Linn Street between South 8th Avenue and the railroad tracks would be vacated for the Marshalltown Company expansion. The public hearing on the sale would be set for September 8th. No written or public comments were received. The public hearing was closed at 6:09 pm. Motion by Mark Mitchell, second by Greg Nichols, to approve the Resolution for the Proposed Vacation of East Linn Street Between South 8th Avenue and the Railroad Tracks. Motion carried 7-0.

Mayor Pro-Tem Ladehoff opened the public hearing at 6:10 pm for the conveyance and transfer of title for parcel 8418-36-402-010. Clayton Ender, Assistant Director of Housing and Community Development, advised that the parcel is located on the south side of Jackson Street near the intersection of South 13th Avenue and would be sold to the adjacent property owners. Dennis Olson would acquire the east 414.61 feet, and Hughes properties would acquire the west 70.39 feet. No written or public comments were received. The public hearing was closed at 6:11 pm. Motion by Gary Thompson, second by Greg Nichols, to approve the Resolution Providing for the Conveyance and Transfer of Title for Parcel 8418-36-402-010 from the City of Marshalltown, Iowa. Motion carried 7-0.

Mayor Pro-Tem Ladehoff opened the public hearing at 6:12 pm for the plans, specifications, form of contract, and cost for the 2025 HMA Crack and Joint Sealing Project. Heather Thomas, Public Works Director, advised that the opinion of probable cost of the project is \$355,000. The project would include crack and joint sealing of approximately 40 miles of streets to maximize the life of the pavement. There will be minimal impacts on traffic. Bids are due September 3rd for award on September 8th. No written or public comments were received. The public hearing was closed at 6:15 pm. Motion by Jeff Schneider, second by Greg Nichols, to approve the Resolution Approving Plans, Specifications, Form of Contract, and Cost for the 2025 HMA Crack & Joint Sealing Project No. STR25003, in the City of Marshalltown. Motion carried 7-0.

ORDINANCES

Motion by Jeff Schneider, second by Gary Thompson, to adopt the second reading of Ordinance 15110 to Amend the Code of Ordinances, City of Marshalltown, Iowa by Amending Chapter 73: Recreational Vehicles, Bicycles and Skateboards, and Associated Code References. Matt Gerstandt, 117 W Main St, suggested that some adjustments be made to include classifications of e-bikes and personal electric vehicles. Linda Clark, 306 S 2nd Avenue, encouraged bike licensing with an inspection for safety. Captain Weekley advised that the proposed amendments were made by a staff committee in alignment with the Iowa Code. The council would like Chief Jones to review the ordinance with Mr. Gerstandt before the third reading. Motion carried 7- 0.

DISCUSSION

Motion by Gary Thompson, second by Mike Ladehoff, to untable the discussion item for the Storm Sewer Dispute at 1001 May Street. Motion carried 7-0. Carol Webb, City Administrator, provided some history regarding a private storm sewer that has failed, causing the sidewalk to collapse at 1001 May Street. The City has attempted to get an easement for this property on 3 different occasions; however, the property owner declined. The property owner was issued a formal notice ordering repair of the sidewalk. Councilor Thompson advocated for the City to take responsibility

for the repair. Heather Thomas, Public Works Director, advised that the City does not have the authority to fix it without an easement. Kim Barber, property owner, advised that she is willing to sign an easement agreement. Public comment was provided. Motion by Gary Thompson, second by Mark Mitchell, to bring forward a resolution to use council-designated local option sales tax to repair the sidewalk. Motion failed 3-4, Kell, Ladehoff, Nichols, Schneider dissenting.

Deb Millizer, Director of Housing and Community Development, provided an update on 20 East Main Street. To prepare for the redevelopment by the Curtises, there are several immediate costs to include asbestos abatement, temporary shoring of the mezzanine to complete the abatement, temporary structural shoring for 2nd floor access, and water service restoration. In May, the City applied for a DNR Brownfield Grant for up to \$25,000 for the asbestos removal. The EPA does not have any information on when these funds may be available. The Curtises are requesting to move forward with the project, which would forfeit the grant funding if it were to become available. Deb outlined some other funding options. Motion by Greg Nichols, second by Melisa Fonseca, to wait 2 months to see if the Brownfield Grant is approved before considering other funding options. Public comment was provided. Motion carried 7-0.

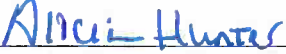
City staff provided a budget overview of general fund functions for the Mayor and Council, City Administrator, Legal Services, City Clerk, Elections, Human Resources, Finance, Information Services, City Hall, and Carnegie Buildings.

Clayton Ender, Assistant Director of Housing and Community Development, provided information on Urban Chicken Keeping and how surrounding communities are handling it. The City of Marshalltown's current code prohibits poultry or domestic fowl in residential zoned areas. Councilor Schneider and Ladehoff were in opposition to making any changes. Councilor Thompson advised that the Animal Ordinance Committee would be making the recommendation to move livestock and poultry regulations from Chapter 90: Animals to Chapter 156: Zoning. Clayton advised that the Plan and Zoning Commission could do a review of the regulations. Public comment was provided. Motion by Gary Thompson, second by Greg Nichols, to refer livestock and poultry to Plan Zoning for review. Motion carried 5-2, Ladehoff and Schneider dissenting.

ADJOURNMENT

The meeting was adjourned at 7:55 pm.

Respectfully Submitted,


Alicia Hunter, City Clerk

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

BILL LIST 09/08/25

Account Number	Vendor Name	Description (Item)	Amount
Payroll	Payroll	Payroll #18 8.28.25	\$ 399,553.59
001.1030.5481.000	Alliant Energy	25 N Center St Civil Defense Sirens	\$ 100.00
001.1030.5481.000	Alliant Energy	7 W State St tornado siren	\$ 53.16
001.1071.5980.000	NELSON, LINDA M & RICKY G	Overpayment of Rental Fees	\$ 10.00
001.1090.5331.000	Animal Rescue League	Contract taking care of animals City Limits - Sept	\$ 7,499.08
001.2020.5481.000	Alliant Energy	NE corner S 1st Ave / Church St parking lot	\$ 203.58
001.2080.5481.000	Alliant Energy	2651 170th St Runway lights	\$ 179.22
001.2080.5481.000	Alliant Energy	2651 170th St TEMP	\$ 797.66
001.2080.5483.000	Iowa Regional Utilities Association	Airport water usage	\$ 179.44
001.4030.5463.000	Stafford, Kelsie	Moving Truck Expenses-Stafford	\$ 834.97
001.4030.5481.000	Alliant Energy	311 E Anson St Park	\$ 56.41
001.4030.5481.000	Alliant Energy	802 S 3rd St Skate Park	\$ 27.03
001.4030.5481.000	Alliant Energy	915 S 4th Ave Anson Park	\$ 26.47
001.4030.5481.000	Alliant Energy	108 N 2nd Ave Alley - Farmers Market	\$ 23.16
001.4030.5481.000	Alliant Energy	Highland Acres Rd	\$ 34.44
001.4030.5481.000	Alliant Energy	Broadmore Assistance League	\$ 15.01
001.4040.5463.000	Stafford, Kelsie	Moving Truck Expenses-Stafford	\$ 2,337.93
001.4065.5481.000	Alliant Energy	10 W State St COLISEUM	\$ 9,683.86
001.4065.5482.000	Alliant Energy	10 W State St COLISEUM	\$ 50.94
001.5010.5463.000	Stafford, Kelsie	Moving Truck Expenses-Stafford	\$ 166.99
001.6012.5450.000	Webb, Carol	Yearly cell phone stipend 8/28/25-8/28/26	\$ 480.00
001.6025.5450.000	Petermeier, Jill	Cell phone stipend	\$ 40.00
001.6050.5481.000	Alliant Energy	24 N Center St Municipal Bldg	\$ 338.58
001.6051.5481.000	Alliant Energy	36 N Center St- Carnegie Bldg	\$ 1,857.63
001.6051.5482.000	Alliant Energy	36 N Center St- Carnegie Bldg	\$ 33.83
110.2010.5450.000	Legg, Richard	Cell phone stipend	\$ 40.00
110.2030.5481.000	Alliant Energy	407 Player St Bridge Light	\$ 90.67
110.2030.5481.000	Alliant Energy	17 N Center St metered	\$ 21.93
110.2030.5481.000	Alliant Energy	3098 Lincoln Way sign	\$ 32.91
110.2030.5481.000	Alliant Energy	6 S 2nd St Alley	\$ 43.48
110.2030.5481.000	Alliant Energy	36 W Main St alley	\$ 35.60
110.2030.5481.000	Alliant Energy	106 S Center St metered	\$ 51.67
110.2030.5481.000	Alliant Energy	220 E Main St alley	\$ 47.79
110.2030.5481.000	Alliant Energy	404 1/2 S Center St Viaduct	\$ 89.58
110.2030.5481.000	Alliant Energy	N Center St & Church St	\$ 33.03
110.2030.5481.000	Alliant Energy	120 E Main St Alley	\$ 52.31
110.2030.5481.000	Alliant Energy	Market St Bridge lights	\$ 78.81
110.2040.5481.000	Alliant Energy	219 Westwood flashing lights	\$ 25.02
110.2040.5481.000	Alliant Energy	E Anson St & 4th Ave	\$ 25.02
110.2040.5481.000	Alliant Energy	5 N 5th St & State St	\$ 25.02
110.2040.5481.000	Alliant Energy	E Anson St & 3rd Ave	\$ 68.03
110.2040.5481.000	Alliant Energy	S Center St & Boone St	\$ 51.67
110.2040.5481.000	Alliant Energy	S Center St & Linn St	\$ 42.41
110.2040.5481.000	Alliant Energy	S 3rd Ave & Linn St	\$ 131.18
184.5030.5238.000	SanDiego Housing Commission	Admin fee90125	\$ 54.64
184.5030.5242.000	201 E Main MT LLC	Rent Assistance	\$ 475.00
184.5030.5242.000	201 E Main MT LLC	Rent Assistance	\$ 321.00
184.5030.5242.000	201 E Main MT LLC	Rent Assistance	\$ 315.00
184.5030.5242.000	201 E Main MT LLC	Rent Assistance	\$ 287.00
184.5030.5242.000	201 E Main MT LLC	Rent Assistance	\$ 273.00
184.5030.5242.000	201 E Main MT LLC	Rent Assistance	\$ 465.00
184.5030.5242.000	201 E Main MT LLC	Rent Assistance	\$ 445.00
184.5030.5242.000	201 E Main MT LLC	Rent Assistance	\$ 462.00
184.5030.5242.000	201 E Main MT LLC	Rent Assistance	\$ 462.00
184.5030.5242.000	201 E Main MT LLC	Rent Assistance	\$ 449.00
184.5030.5242.000	209 Estelle St LLC	Rent Assistance	\$ 384.00
184.5030.5242.000	6 Pack Properties LLC	Rent Assistance	\$ 371.00
184.5030.5242.000	Ackley Housing Inc	Rent Assistance	\$ 121.00
184.5030.5242.000	Ackley Housing Inc	Rent Assistance	\$ 164.00
184.5030.5242.000	Ackley Housing Inc	Rent Assistance	\$ 191.00
184.5030.5242.000	Ackley Housing Inc	Rent Assistance	\$ 224.00

184.5030.5242.000 Ackley Housing Inc	Rent Assistance	\$	231.00
184.5030.5242.000 Ackley Housing Inc	Rent Assistance	\$	295.00
184.5030.5242.000 Arrowhead Homes LLC	Rent Assistance	\$	317.00
184.5030.5242.000 BJ&J LLC	Rent Assistance	\$	277.00
184.5030.5242.000 Blood, Alex	Rent Assistance	\$	420.00
184.5030.5242.000 Blue Fund I	Rent Assistance	\$	311.00
184.5030.5242.000 Borota, Kent	Rent Assistance	\$	310.00
184.5030.5242.000 Borota, Kent	Rent Assistance	\$	550.00
184.5030.5242.000 Borota, Kent	Rent Assistance	\$	420.00
184.5030.5242.000 Brodin, Chris	Rent Assistance	\$	67.00
184.5030.5242.000 Brown, Larry	Rent Assistance	\$	343.00
184.5030.5242.000 BTG Rental LLC	Rent Assistance	\$	230.00
184.5030.5242.000 Buckaroo LLC	Rent Assistance	\$	478.00
184.5030.5242.000 Buckaroo LLC	Rent Assistance	\$	521.00
184.5030.5242.000 Buckaroo LLC	Rent Assistance	\$	590.00
184.5030.5242.000 CENTRAL IOWA RESIDENTIAL SERV INC	Rent Assistance	\$	71.00
184.5030.5242.000 CENTRAL IOWA RESIDENTIAL SERV INC	Rent Assistance	\$	117.00
184.5030.5242.000 CENTRAL IOWA RESIDENTIAL SERV INC	Rent Assistance	\$	14.00
184.5030.5242.000 CENTRAL IOWA RESIDENTIAL SERV INC	Rent Assistance	\$	77.00
184.5030.5242.000 CENTRAL IOWA RESIDENTIAL SERV INC	Rent Assistance	\$	79.00
184.5030.5242.000 CENTRAL IOWA RESIDENTIAL SERV INC	Rent Assistance	\$	97.00
184.5030.5242.000 CENTRAL IOWA RESIDENTIAL SERV INC	Rent Assistance	\$	122.00
184.5030.5242.000 Clock Tower Senior LP	Rent Assistance	\$	100.00
184.5030.5242.000 Clock Tower Senior LP	Rent Assistance	\$	685.00
184.5030.5242.000 Clock Tower Senior LP	Rent Assistance	\$	244.00
184.5030.5242.000 Clock Tower Senior LP	Rent Assistance	\$	287.00
184.5030.5242.000 Clock Tower Senior LP	Rent Assistance	\$	450.00
184.5030.5242.000 Clock Tower Senior LP	Rent Assistance	\$	329.00
184.5030.5242.000 Clock Tower Senior LP	Rent Assistance	\$	333.00
184.5030.5242.000 Clock Tower Senior LP	Rent Assistance	\$	392.00
184.5030.5242.000 Clock Tower Senior LP	Rent Assistance	\$	220.00
184.5030.5242.000 Clock Tower Senior LP	Rent Assistance	\$	346.00
184.5030.5242.000 CMHC Investments LLC	Rent Assistance	\$	199.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	424.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	424.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	420.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	420.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	366.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	276.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	226.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	226.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	192.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	80.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	422.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	424.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	424.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	439.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	445.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	449.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	455.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	462.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	487.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	500.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	650.00
184.5030.5242.000 Crestview Apts LLC	Rent Assistance	\$	430.00
184.5030.5242.000 D & D RENTALS INC	Rent Assistance	\$	296.00
184.5030.5242.000 D & D RENTALS INC	Rent Assistance	\$	600.00
184.5030.5242.000 D & D RENTALS INC	Rent Assistance	\$	380.00
184.5030.5242.000 D & D RENTALS INC	Rent Assistance	\$	302.00
184.5030.5242.000 D & D RENTALS INC	Rent Assistance	\$	615.00
184.5030.5242.000 D & D RENTALS INC	Rent Assistance	\$	1,200.00
184.5030.5242.000 D & D RENTALS INC	Rent Assistance	\$	69.00
184.5030.5242.000 Daters, Toni Rae	Rent Assistance	\$	360.00
184.5030.5242.000 Douglas A Nelson/ Debra K Nelson Family Trust	Rent Assistance	\$	210.00

184.5030.5242.000 Douglas Terrace Apartments LLC	Rent Assistance	\$	418.00
184.5030.5242.000 Douglas Terrace Apartments LLC	Rent Assistance	\$	428.00
184.5030.5242.000 Douglas Terrace Apartments LLC	Rent Assistance	\$	604.00
184.5030.5242.000 Douglas Terrace Apartments LLC	Rent Assistance	\$	685.00
184.5030.5242.000 Ealy, Carol	Rent Assistance	\$	469.00
184.5030.5242.000 EPC LLC	Rent Assistance	\$	309.00
184.5030.5242.000 EPC LLC	Rent Assistance	\$	314.00
184.5030.5242.000 EPC LLC	Rent Assistance	\$	57.00
184.5030.5242.000 Etter, Connie	Rent Assistance	\$	650.00
184.5030.5242.000 Eubanks, Chad	Rent Assistance	\$	296.00
184.5030.5242.000 Flores, Antonio	Rent Assistance	\$	274.00
184.5030.5242.000 FRIENDLY VALLEY APARTMENTS INC	Rent Assistance	\$	110.00
184.5030.5242.000 FRIENDLY VALLEY APARTMENTS INC	Rent Assistance	\$	64.00
184.5030.5242.000 FRIENDLY VALLEY APARTMENTS INC	Rent Assistance	\$	172.00
184.5030.5242.000 Gonzalez, Renato	Rent Assistance	\$	621.00
184.5030.5242.000 Gorrell, Joseph	Rent Assistance	\$	289.00
184.5030.5242.000 Gray, Dennis	Rent Assistance	\$	787.00
184.5030.5242.000 Gray, Dennis	Rent Assistance	\$	490.00
184.5030.5242.000 Gutierrez, Humberto Fabian	Rent Assistance	\$	404.00
184.5030.5242.000 Gutierrez, Humberto Fabian	Rent Assistance	\$	239.00
184.5030.5242.000 Hala, Janet	Rent Assistance	\$	536.00
184.5030.5242.000 Hala, Janet	Rent Assistance	\$	424.00
184.5030.5242.000 Hala, Janet	Rent Assistance	\$	334.00
184.5030.5242.000 Hala, Janet	Rent Assistance	\$	180.00
184.5030.5242.000 Hala, Janet	Rent Assistance	\$	167.00
184.5030.5242.000 Hatch, Roger	Rent Assistance	\$	433.00
184.5030.5242.000 Hatch, Roger	Rent Assistance	\$	1,017.00
184.5030.5242.000 HAVELKA, BILL S	Rent Assistance	\$	696.00
184.5030.5242.000 HESSENIUS, ROBERT	Rent Assistance	\$	832.00
184.5030.5242.000 Hilltop Village Inc	Rent Assistance	\$	222.00
184.5030.5242.000 Hilltop Village Inc	Rent Assistance	\$	261.00
184.5030.5242.000 Hinmon, Linda	Rent Assistance	\$	236.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	214.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	297.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	278.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	274.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	251.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	265.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	122.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	237.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	227.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	418.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	271.00
184.5030.5242.000 Historic Tallcorn Towers LLP	Rent Assistance	\$	382.00
184.5030.5242.000 Ho Phi Nguyen	Rent Assistance	\$	550.00
184.5030.5242.000 House Harvesters LLC	Rent Assistance	\$	299.00
184.5030.5242.000 Howard, Jammie	Rent Assistance	\$	171.00
184.5030.5242.000 Hubbard Maple Street Apts LLC	Rent Assistance	\$	185.00
184.5030.5242.000 Inman, Jeffrey	Rent Assistance	\$	550.00
184.5030.5242.000 Iowa Real Estate Holdings LLC	Rent Assistance	\$	380.00
184.5030.5242.000 JBI COOP ASSOCIATION	Rent Assistance	\$	520.00
184.5030.5242.000 JBI COOP ASSOCIATION	Rent Assistance	\$	362.00
184.5030.5242.000 JBI COOP ASSOCIATION	Rent Assistance	\$	451.00
184.5030.5242.000 JBI COOP ASSOCIATION	Rent Assistance	\$	419.00
184.5030.5242.000 JBI COOP ASSOCIATION	Rent Assistance	\$	415.00
184.5030.5242.000 JDL Rentals Cooperative	Rent Assistance	\$	490.00
184.5030.5242.000 Jimenez, Luis	Rent Assistance	\$	367.00
184.5030.5242.000 Judge, John	Rent Assistance	\$	353.00
184.5030.5242.000 Kading Properties LLC	Rent Assistance	\$	1,070.00
184.5030.5242.000 Kading Properties LLC	Rent Assistance	\$	818.00
184.5030.5242.000 Kading Properties LLC	Rent Assistance	\$	789.00
184.5030.5242.000 Kading Properties LLC	Rent Assistance	\$	782.00
184.5030.5242.000 Kramer, Marcia	Rent Assistance	\$	388.00
184.5030.5242.000 Lawthers Property Management	Rent Assistance	\$	157.00

184.5030.5242.000 Linton, Tyler	Rent Assistance	\$	292.00
184.5030.5242.000 Linton, Tyler	Rent Assistance	\$	368.00
184.5030.5242.000 Lopez, Jaime	Rent Assistance	\$	455.00
184.5030.5242.000 Luense, Brant	Rent Assistance	\$	750.00
184.5030.5242.000 Luense, Brant	Rent Assistance	\$	727.00
184.5030.5242.000 Luense, Brant	Rent Assistance	\$	650.00
184.5030.5242.000 Luense, Brant	Rent Assistance	\$	356.00
184.5030.5242.000 Luense, Brant	Rent Assistance	\$	260.00
184.5030.5242.000 Luense, Brant	Rent Assistance	\$	255.00
184.5030.5242.000 Manus & Michelle Property Management	Rent Assistance	\$	295.00
184.5030.5242.000 Marion Manor I Apartments	Rent Assistance	\$	260.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	1,067.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	302.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	685.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	73.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	149.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	175.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	198.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	201.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	217.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	848.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	222.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	259.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	285.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	302.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	462.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	624.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	635.00
184.5030.5242.000 Marshalltown Lofts, LLC	Rent Assistance	\$	256.00
184.5030.5242.000 MD Kruse Enterprise	Rent Assistance	\$	80.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	292.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	186.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	336.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	125.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	289.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	198.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	197.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	225.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	321.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	391.00
184.5030.5242.000 Mike Judge	Rent Assistance	\$	403.00
184.5030.5242.000 Moore, Michelle	Rent Assistance	\$	317.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	296.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	330.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	108.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	286.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	337.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	330.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	280.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	240.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	277.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	244.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	47.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	239.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	220.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	188.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	167.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	112.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	377.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	279.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	380.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	330.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	514.00
184.5030.5242.000 Mtown/ Westown LLLP	Rent Assistance	\$	427.00

184.5030.5242.000 NORTH TAMA HOUSING, INC	Rent Assistance	\$	60.00
184.5030.5242.000 Oetker, Debra	Rent Assistance	\$	330.00
184.5030.5242.000 Oetker, Debra	Rent Assistance	\$	55.00
184.5030.5242.000 Park Elms LLC	Rent Assistance	\$	343.00
184.5030.5242.000 Park Elms LLC	Rent Assistance	\$	405.00
184.5030.5242.000 Park Elms LLC	Rent Assistance	\$	492.00
184.5030.5242.000 Park Elms LLC	Rent Assistance	\$	300.00
184.5030.5242.000 Park Elms LLC	Rent Assistance	\$	116.00
184.5030.5242.000 Plymat Jr , William	Rent Assistance	\$	554.00
184.5030.5242.000 Premier Iowa City IA LLC	Rent Assistance	\$	655.00
184.5030.5242.000 Premier Iowa City IA LLC	Rent Assistance	\$	301.00
184.5030.5242.000 Premier Iowa City IA LLC	Rent Assistance	\$	392.00
184.5030.5242.000 Premier Iowa City IA LLC	Rent Assistance	\$	273.00
184.5030.5242.000 Premier Iowa City IA LLC	Rent Assistance	\$	254.00
184.5030.5242.000 Premier Iowa City IA LLC	Rent Assistance	\$	136.00
184.5030.5242.000 Premier Real Estate Mgmnt	Rent Assistance	\$	730.00
184.5030.5242.000 Premier Real Estate Mgmnt	Rent Assistance	\$	722.00
184.5030.5242.000 Premier Real Estate Mgmnt	Rent Assistance	\$	455.00
184.5030.5242.000 Premier Real Estate Mgmnt	Rent Assistance	\$	445.00
184.5030.5242.000 Premier Real Estate Mgmnt	Rent Assistance	\$	290.00
184.5030.5242.000 Premier Real Estate Mgmnt	Rent Assistance	\$	1.00
184.5030.5242.000 Premier Real Estate Mgmnt	Rent Assistance	\$	476.00
184.5030.5242.000 Prime Property Ventures LLC	Rent Assistance	\$	267.00
184.5030.5242.000 Pyramid Property Solutions Inc	Rent Assistance	\$	80.00
184.5030.5242.000 Pyramid Property Solutions Inc	Rent Assistance	\$	322.00
184.5030.5242.000 Pyramid Property Solutions Inc	Rent Assistance	\$	35.00
184.5030.5242.000 Pyramid Property Solutions Inc	Rent Assistance	\$	404.00
184.5030.5242.000 R & A Rental Properties LLC	Rent Assistance	\$	203.00
184.5030.5242.000 R & A Rental Properties LLC	Rent Assistance	\$	592.00
184.5030.5242.000 R & A Rental Properties LLC	Rent Assistance	\$	455.00
184.5030.5242.000 Reed, Tony	Rent Assistance	\$	670.00
184.5030.5242.000 Rice, Quinton	Rent Assistance	\$	411.00
184.5030.5242.000 River Birch Apts	Rent Assistance	\$	815.00
184.5030.5242.000 River Birch Apts	Rent Assistance	\$	800.00
184.5030.5242.000 River Birch Apts	Rent Assistance	\$	315.00
184.5030.5242.000 River Oaks Apartments	Rent Assistance	\$	487.00
184.5030.5242.000 River Oaks Apartments	Rent Assistance	\$	479.00
184.5030.5242.000 River Oaks Apartments	Rent Assistance	\$	155.00
184.5030.5242.000 River Oaks Apartments	Rent Assistance	\$	499.00
184.5030.5242.000 Rural Revival Properties LLC	Rent Assistance	\$	335.00
184.5030.5242.000 SanDiego Housing Commission	Rent Assistance	\$	2,648.00
184.5030.5242.000 Schmidt, Michael T	Rent Assistance	\$	400.00
184.5030.5242.000 Schmidt, Michael T	Rent Assistance	\$	372.00
184.5030.5242.000 Schmidt, Michael T	Rent Assistance	\$	875.00
184.5030.5242.000 Shugarland Apts	Rent Assistance	\$	311.00
184.5030.5242.000 Sweet Pea Properties LLC	Rent Assistance	\$	616.00
184.5030.5242.000 Sweet Pea Properties LLC	Rent Assistance	\$	197.00
184.5030.5242.000 Swift, Scott	Rent Assistance	\$	430.00
184.5030.5242.000 Taylor, Mike	Rent Assistance	\$	359.00
184.5030.5242.000 Town Apartments Corporation	Rent Assistance	\$	284.00
184.5030.5242.000 Town Apartments Corporation	Rent Assistance	\$	371.00
184.5030.5242.000 Troutner, Tracy	Rent Assistance	\$	108.00
184.5030.5242.000 TTLC Coop Housing	Rent Assistance	\$	245.00
184.5030.5242.000 TTLC Coop Housing	Rent Assistance	\$	441.00
184.5030.5242.000 TTLC Coop Housing	Rent Assistance	\$	874.00
184.5030.5242.000 TTLC Coop Housing	Rent Assistance	\$	260.00
184.5030.5242.000 Ultimate Property Management LLC	Rent Assistance	\$	456.00
184.5030.5242.000 Walker, Angela	Rent Assistance	\$	312.00
184.5030.5242.000 White, Amalia	Rent Assistance	\$	105.00
184.5030.5242.000 Worsfold Farm LLC	Rent Assistance	\$	370.00
184.5030.5246.000 Cooksey, Kurishia	Rent Assistance	\$	31.00
184.5030.5246.000 Hegos, Deri	Rent Assistance	\$	77.00
184.5030.5246.000 Jara, Laura	Rent Assistance	\$	30.00
184.5030.5246.000 Jordan, Darrell	Rent Assistance	\$	12.00

184.5030.5246.000	Lewis, Seeson	Rent Assistance	\$	15.00
184.5030.5246.000	Patton, Camille	Rent Assistance	\$	38.00
184.5030.5246.000	Rasmussen, Lynnette	Rent Assistance	\$	50.00
184.5030.5246.000	Renaud, Rachelle	Rent Assistance	\$	35.00
184.5030.5246.000	Squires, Christina	Rent Assistance	\$	86.00
184.5030.5246.000	Stiegelmeier, Curtis	Rent Assistance	\$	10.00
184.5030.5246.000	Wirth, Tammy	Rent Assistance	\$	28.00
610.8015.5450.000	Greazel, Lance	Monthly cell phone stipend	\$	40.00
610.8015.5450.000	Ranson, Robert	Cell phone stipend	\$	40.00
999.1101.000	INTERNAL REVENUE SERVICE	Bi-Weekly Federal Taxes	\$	16,263.53
999.1101.000	INTERNAL REVENUE SERVICE	Bi-Weekly Federal Taxes	\$	32,933.68
999.1102.000	TREASURER STATE OF IOWA	Bi-Weekly Payroll SIT	\$	4,794.15
999.1102.000	TREASURER STATE OF IOWA	Bi-Weekly Payroll SIT	\$	10,720.79
999.1103.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Social Security	\$	5,721.22
999.1103.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Social Security	\$	35,410.28
999.1105.000	MUNICIPAL FIRE & POLICE RETIREMENT	PRIOR MONTH MFPRSI CONTRIBUTIONS	\$	33,031.04
999.1105.000	MUNICIPAL FIRE & POLICE RETIREMENT	PRIOR MONTH MFPRSI CONTRIBUTIONS	\$	34,409.66
999.1105.000	MUNICIPAL FIRE & POLICE RETIREMENT	PRIOR MONTH MFPRSI CONTRIBUTIONS	\$	34,438.70
999.1105.000	MUNICIPAL FIRE & POLICE RETIREMENT	PRIOR MONTH MFPRSI CONTRIBUTIONS	\$	33,033.60
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	41,151.47
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	265.89
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	7,732.78
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	7,501.70
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	Rounding	\$	(0.01)
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	41,087.40
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	PRIOR MONTH IPERS CONTRIBUTIONS	\$	265.89
999.1107.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Medicare	\$	4,639.58
999.1107.000	INTERNAL REVENUE SERVICE	Bi-Weekly Payroll Medicare	\$	11,328.64
999.1112.000	UNITED WAY	UNITED WAY	\$	545.92
999.1112.000	UNITED WAY	UNITED WAY	\$	545.92
999.1121.000	American Education Services	Wage Withholding	\$	64.41
999.1121.000	Collection Services Center	Child Support	\$	60.24
999.1121.000	Collection Services Center	Child Support	\$	394.42
999.1121.000	Collection Services Center	Child Support	\$	139.77
999.1121.000	Collection Services Center	Child Support	\$	423.86
999.1125.000	Fidelity Security Life Insurance	VISION INSURANCE	\$	133.67
999.1125.000	Fidelity Security Life Insurance	VISION INSURANCE	\$	322.62
999.1128.000	TOTAL ADMINISTRATIVE SERVICE CORP.	FLEX HEALTH BENEFITS	\$	912.47
999.1128.000	TOTAL ADMINISTRATIVE SERVICE CORP.	FLEX HEALTH BENEFITS	\$	5,611.37
999.1129.000	TOTAL ADMINISTRATIVE SERVICE CORP.	FLEX DEP CARE BENEFITS	\$	416.66
999.1129.000	TOTAL ADMINISTRATIVE SERVICE CORP.	FLEX DEP CARE BENEFITS	\$	1,091.65
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #303417ICMA DEF C	\$	1,325.00
999.1131.000	ICMA 457-Mission Square Retirement	ICMA DEF COMP	\$	269.23
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #705230	\$	142.51
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #705230	\$	1,175.00
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #705230	\$	772.69
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #303417	\$	1,221.63
999.1131.000	ICMA 457-Mission Square Retirement	ICMA DEFERRED COMP	\$	231.74
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #303417ICMA DEF C	\$	5,698.00
999.1131.000	ICMA 457-Mission Square Retirement	ICMA DEF COMP	\$	230.76
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #705230	\$	1,456.69
999.1131.000	ICMA 457-Mission Square Retirement	Mission Square Retirement - Plan #705230	\$	2,468.84
999.1133.000	Colonial Life	COLONIAL LIFE INSURANCE	\$	271.49
001.1010.5344.000	Advance Garage Doors Inc	PWB building garage & mechanic door repairs	\$	29.25
001.4030.5344.000	Advance Garage Doors Inc	PWB building garage & mechanic door repairs	\$	303.00
001.4030.5344.000	Advance Garage Doors Inc	PWB building garage & mechanic door repairs	\$	43.87
110.2010.5344.000	Advance Garage Doors Inc	PWB building garage & mechanic door repairs	\$	1,212.00
110.2010.5344.000	Advance Garage Doors Inc	PWB building garage & mechanic door repairs	\$	29.25
610.8015.5344.000	Advance Garage Doors Inc	PWB building garage & mechanic door repairs	\$	102.38
610.8016.5344.000	Advance Garage Doors Inc	PWB building garage & mechanic door repairs	\$	43.87
740.8065.5344.000	Advance Garage Doors Inc	PWB building garage & mechanic door repairs	\$	29.25
750.8070.5344.000	Advance Garage Doors Inc	PWB building garage & mechanic door repairs	\$	14.63
001.4030.5386.000	AG LIME TRUCKING & MOWING INC	Parks contract mowings	\$	1,900.00
001.4045.5386.000	AG LIME TRUCKING & MOWING INC	Parks	\$	600.00

110.2010.5386.000 AG LIME TRUCKING & MOWING INC	Parks contract mowings	\$	1,140.00
690.8050.5234.000 Ahlers & Cooney	Labor relations	\$	623.00
001.4045.5607.000 Airgas USA Inc	Pool carbon dioxide	\$	227.58
110.2010.5380.000 Airgas USA Inc	Street dept rentals	\$	82.58
001.4030.5481.000 Alliant Energy	220 N 13th St Rest room	\$	51.16
001.4030.5481.000 Alliant Energy	N 13th St	\$	206.18
001.4030.5481.000 Alliant Energy	Arnolds Park	\$	13.53
001.4045.5481.000 Alliant Energy	212 Washington St Aquatic Center	\$	11,403.55
001.4030.5481.000 Alliant Energy	516 N 3rd St Elks Park	\$	28.23
001.4030.5481.000 Alliant Energy	500 Plaza Hts Rd	\$	54.04
001.4030.5481.000 Alliant Energy	S 3rd Ave Kiwanis Park	\$	43.86
001.4010.5481.000 Alliant Energy	Library - 105 W Boone St	\$	6,183.59
001.1099.5481.000 Alliant Energy	909 S 2nd St Fire & Police Bldg	\$	14,482.69
001.1099.5482.000 Alliant Energy	909 S 2nd St Fire & Police Bldg	\$	229.29
110.2040.5481.000 Alliant Energy	Westwood Dr & Center St	\$	39.30
110.2040.5481.000 Alliant Energy	W Meadowlane & Center St	\$	46.29
110.2040.5481.000 Alliant Energy	S Center St & South St	\$	47.14
110.2030.5481.000 Alliant Energy	MARSHALLTOWN	\$	19,493.23
110.2030.5481.000 Alliant Energy	N 13th Street lights	\$	146.03
110.2030.5481.000 Alliant Energy	25 N 13th St	\$	70.05
110.2040.5481.000 Alliant Energy	S Center St & Olive St	\$	82.70
110.2040.5481.000 Alliant Energy	W High St & S 6th St	\$	31.41
110.2030.5481.000 Alliant Energy	1707 Laurel Dr Viaduct Light	\$	35.95
110.2040.5481.000 Alliant Energy	S 1st Ave & E Anson St	\$	66.54
110.2040.5481.000 Alliant Energy	S Center St & Olive St	\$	57.49
110.2040.5481.000 Alliant Energy	S 6th St & Olive St	\$	42.18
142.4030.5481.000 Alliant Energy	800 S 6th St Softball Diamonds	\$	1,655.24
610.8016.5481.000 Alliant Energy	S 2nd St & Player St	\$	1,204.82
610.8016.5481.000 Alliant Energy	N 22nd St	\$	301.27
001.1010.5718.000 Applied Concepts Inc	Traffic Data Collector	\$	2,686.00
001.1010.5565.000 Arnold Motor Supply	PD engine oil filters	\$	59.15
001.1075.5410.000 Arnold Motor Supply	Engine oil filter	\$	6.30
001.1075.5410.000 Arnold Motor Supply	Engine oil filters	\$	68.91
001.1050.5600.000 Arnold Motor Supply	Fire dept oil dry	\$	121.03
001.4030.5565.000 Arnold Motor Supply	2015 RAM Bucket truck brakes	\$	203.25
001.4030.5565.000 Arnold Motor Supply	Ram bucket truck 13 caliper brackets	\$	149.54
110.2010.5565.000 Arnold Motor Supply	PD 517 brakes	\$	(42.22)
110.2030.5565.000 Arnold Motor Supply	Utility bucket repairs	\$	11.79
110.2040.5565.000 Arnold Motor Supply	Utility bucket repairs	\$	11.78
110.2030.5565.000 Arnold Motor Supply	Ladder truck idler pulley	\$	11.79
110.2040.5565.000 Arnold Motor Supply	Ladder truck idler pulley	\$	11.78
110.2030.5565.000 Arnold Motor Supply	Utility ladder drive belt tensioner	\$	62.46
110.2040.5565.000 Arnold Motor Supply	Utility ladder drive belt tensioner	\$	62.46
110.2010.5600.000 Arnold Motor Supply	Street starter cables	\$	934.97
110.2010.5600.000 Arnold Motor Supply	Street shop supplies	\$	97.49
110.2010.5565.000 Arnold Motor Supply	2015 RAM Bucket truck brakes	\$	209.24
110.2010.5565.000 Arnold Motor Supply	Ram bucket truck 13 caliper brackets	\$	145.79
110.2010.5565.000 Arnold Motor Supply	PD 517 brakes	\$	41.38
610.8016.5565.000 Arnold Motor Supply	Truck 212 brake pads	\$	112.49
610.8016.5565.000 Arnold Motor Supply	Truck 212 brakes, rotors, etc	\$	416.80
610.8016.5565.000 Arnold Motor Supply	Truck 212 seals	\$	12.81
740.8065.5565.000 Arnold Motor Supply	Truck 212 brake pads	\$	75.00
740.8065.5565.000 Arnold Motor Supply	Truck 212 brakes, rotors, etc	\$	279.08
740.8065.5565.000 Arnold Motor Supply	Truck 212 seals	\$	8.84
760.8080.5608.000 Atlantic Bottling Co	Aquatic Center concession resale	\$	462.59
610.8015.5980.000 Ayers, Renee	Sewer refund filled pool	\$	46.22
001.6050.5342.000 B&G HVAC INC	HVAC repair City HALL server room	\$	250.00
001.1099.5342.000 B&G HVAC INC	Police and Fire bldg service call	\$	261.00
001.1075.5703.000 BDH INFORMATION TECHNOLOGY LLC	Housing computer set up	\$	1,068.00
001.1010.5347.000 BDH INFORMATION TECHNOLOGY LLC	PD Covert Internet service	\$	79.34
001.1010.5347.000 BDH INFORMATION TECHNOLOGY LLC	PD 4500 Veeam Backup & Recovery	\$	54.00
001.1010.5347.000 BDH INFORMATION TECHNOLOGY LLC	Block time - 20hrs Police dept	\$	1,266.25
001.4010.5347.000 BDH INFORMATION TECHNOLOGY LLC	Block time 10hrs Library	\$	633.13
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	City Hall remote monitoring & management	\$	130.00

001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Housing remote monitoring & management	\$ 60.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Block time 50hrs General Fund	\$ 3,165.62
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Library remote monitoring & management	\$ 135.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	SIEM infrastructure device monitoring service	\$ 650.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Sentinel One Singularity complete advanced EDR	\$ 160.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Parks remote monitoring & management	\$ 30.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Standalone Advanced SPAM/ virus emailing	\$ 175.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Veeam Monthly subsc Tyler users	\$ 198.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	SIEM server device monitoring service	\$ 200.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Police remote monitoring & management	\$ 395.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Aquatic Ctr remote monitoring & management	\$ 20.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Finance remote monitoring & management	\$ 25.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Admin remote monitoring & management	\$ 25.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	City council remote monitoring & management	\$ 35.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Coliseum remote monitoring & management	\$ 40.00
001.6070.5347.000 BDH INFORMATION TECHNOLOGY LLC	Fire dept remote monitoring & management	\$ 160.00
110.2010.5347.000 BDH INFORMATION TECHNOLOGY LLC	PW 4500 Veeam Backup & Recovery	\$ 18.00
110.2010.5347.000 BDH INFORMATION TECHNOLOGY LLC	Public Works remote monitoring & management	\$ 60.00
110.2060.5347.000 BDH INFORMATION TECHNOLOGY LLC	PW 4500 Veeam Backup & Recovery	\$ 18.00
110.2060.5347.000 BDH INFORMATION TECHNOLOGY LLC	Engineering remote monitoring & management	\$ 95.00
364.4030.5718.000 BDH INFORMATION TECHNOLOGY LLC	Cameras for Water Plaza	\$ 2,180.00
610.8015.5347.000 BDH INFORMATION TECHNOLOGY LLC	WPCP 4500 Veeam Backup & Recovery	\$ 18.00
610.8015.5347.000 BDH INFORMATION TECHNOLOGY LLC	WPCP remote monitoring & management	\$ 75.00
690.8050.5347.000 BDH INFORMATION TECHNOLOGY LLC	Transit remote monitoring & management	\$ 20.00
110.2010.5617.000 Bitumnous Materials & Supply	emulsified asphalt	\$ 1,073.49
110.2010.5617.000 Bitumnous Materials & Supply	emulsified asphalt	\$ 1,067.49
110.2010.5617.000 Bitumnous Materials & Supply	emulsified asphalt	\$ 567.22
610.8015.5980.000 Bizios, Spiro	Sewer refund new grass watering	\$ 63.40
001.4030.5386.000 Bly, Josh	Parks contract mowings	\$ 2,200.00
740.8067.5386.000 Bly, Josh	Parks contract mowings	\$ 560.00
001.4030.5386.000 Bobs Lawn Care & Snow removal	Parks August contract mowings	\$ 2,115.00
001.2020.5386.000 Bobs Lawn Care & Snow removal	Parks August contract mowings	\$ 600.00
142.4030.5386.000 Bobs Lawn Care & Snow removal	Parks August contract mowings	\$ 800.00
363.2012.5233.000 Bolton & Menk Inc	Quiet Zone Implementation 7/1/25-8/1/25	\$ 1,075.00
364.2012.5233.000 Bolton & Menk Inc	Increase	\$ 50,501.00
001.1050.5630.000 Bound Tree Medical LLC	extraction collar, nasal airways	\$ 117.19
001.1070.5980.000 Brindle, Jerry	refund for building permit 705 W Boone St	\$ 25.00
340.4030.5233.000 CALHOUN-BURNS AND ASSOCIATES, INC	Construction Phase Engr - IRET B2-B5	\$ 1,960.50
001.4030.5600.000 Central Iowa Distributing Inc	Parks mop, drum liners, bath tissue, towels	\$ 2,482.00
001.4045.5600.000 Central Iowa Distributing Inc	Parks urinal screens, bowl cleaner, black bags, et	\$ 1,703.52
001.4065.5600.000 Central Iowa Distributing Inc	Parks & Aquatic ctr bathroom supplies	\$ 1,703.52
110.2010.5565.000 Central Iowa Farm Store Inc	suspension kit	\$ 875.53
110.2010.5620.000 Cessford	Street dept crushed rock	\$ 218.70
110.2010.5620.000 Cessford	Street dept crushed rock	\$ 1,924.50
999.1166.000 Chavarria, Geraldine	Overpaid parking ticket	\$ 35.00
031.6051.5776.000 Ciro DiIorio Masonry & Landscaping LLC	Carnegie Roof Stairway Dental Limestone Re part 2	\$ 10,070.00
110.2010.5342.000 CITY LAUNDERING COMPANY	cleaning and insurance	\$ 29.25
110.2010.5600.000 CITY LAUNDERING COMPANY	supplies	\$ 38.30
110.2010.5342.000 CITY LAUNDERING COMPANY	cleaning and insurance	\$ 141.66
110.2010.5600.000 CITY LAUNDERING COMPANY	supplies	\$ 38.30
690.8050.5132.000 CITY LAUNDERING COMPANY	Transit dept - uniform cleaning	\$ 40.00
690.8050.5132.000 CITY LAUNDERING COMPANY	Transit dept - uniform cleaning	\$ 40.00
001.1075.5263.000 Cline, Troy	Nuisance mowings	\$ 1,320.00
001.1075.5263.000 Cline, Troy	City owned property mowings	\$ 550.00
001.1075.5263.000 Cline, Troy	405 E Main mowings	\$ 540.00
001.1075.5263.000 Cline, Troy	5 E Webster mowings and trimmings	\$ 165.00
001.1075.5263.000 Cline, Troy	landfill fee	\$ 240.00
001.1075.5263.000 Cline, Troy	411 W Madison clean up	\$ 330.00
001.1075.5261.000 Cline, Troy	601 N 1st Ave yard clean up	\$ 1,040.00
001.1075.5261.000 Cline, Troy	landfill fee	\$ 750.00
001.1075.5263.000 Cline, Troy	700 Turner St mow and skid loader	\$ 930.00
001.1075.5263.000 Cline, Troy	Nuisance mowings	\$ 880.00
884.7010.5337.000 Covenant Workplace Solutions	September EAP services	\$ 419.90
110.2010.5617.000 CTI Ready Mix Inc	Prairie Lane street repair	\$ 1,504.50

110.2010.5617.000 CTI Ready Mix Inc	Prairie Lane street repair	\$	297.00
110.2010.5617.000 CTI Ready Mix Inc	Benjamin & Joan Terr fill street void	\$	410.00
110.2010.5617.000 CTI Ready Mix Inc	Cooper Lane repairs	\$	1,947.00
140.4030.5342.000 CTI Ready Mix Inc	Riverview Park	\$	277.00
740.8065.5600.000 CTI Ready Mix Inc	6th & Merle Hibbs storm sewer repair	\$	291.00
740.8065.5600.000 CTI Ready Mix Inc	repair voids at 3 different intakes	\$	642.50
999.1166.000 Davila-Avila, Esaul	overpaid parking ticket	\$	50.00
110.2010.5386.000 DIRT TO TURF	Parks May contract mowings	\$	1,100.00
740.8067.5386.000 DIRT TO TURF	Parks May contract mowings	\$	500.00
610.8015.5980.000 Dolash, Cari	Sewer refund filled pool	\$	68.47
364.4030.5410.000 Electric Supply of Marshalltown	Riverview Park camera installs	\$	211.47
001.1010.5132.000 ENTENMANN ROVIN COMPANY	PD dome badge	\$	146.25
001.4030.5344.000 EO Johnson Co Inc	PW Bldg copies	\$	28.32
110.2010.5344.000 EO Johnson Co Inc	PW Bldg copies	\$	160.47
184.5030.5344.000 EO Johnson Co Inc	Housing copies Contract KB-CONT3935-01	\$	3.79
610.8015.5603.000 Eurofins Environment Testing America Holdngs Inc	LAB analysis SBR #2 e-coli 7/5/25	\$	64.10
610.8015.5600.000 FASTENAL COMPANY	Hex head anchor screws	\$	58.56
001.1010.5460.000 FBI-LEEDA	Watson - conference	\$	795.00
615.8015.5233.000 FOX Strand	WPC21001 WPCP Hdwrks & Dige Const Ph 7/1/-7/31/25	\$	1,923.25
110.2050.5344.000 Frost Solutions LLC	Mini Weather station subsc 9/30/25-9/29/26	\$	2,850.00
001.1050.5360.000 Galls LLC	return shipping label	\$	7.99
001.1050.5132.000 Galls LLC	Fire dept boots	\$	(80.71)
001.1050.5132.000 Galls LLC	Fire dept employee boots	\$	164.99
001.1010.5132.000 Galls LLC	PD employee pants	\$	123.50
001.1010.5132.000 Galls LLC	PD employee clothing	\$	87.18
181.3040.5410.000 Gentry, Susan	Lead Hazard Reduction Program	\$	105,325.00
181.3040.5415.000 Gentry, Susan	Lead Hazard Reduction Program	\$	23,050.00
110.2010.5618.000 GRIMES ASPHALT AND PAVING CORP.	Street dept cold mix	\$	2,413.35
610.8015.5718.000 HACH COMPANY	Digital pH sensor - plant effluent	\$	1,623.15
610.8015.5718.000 HACH COMPANY	LDO model 2 probe - SBR	\$	3,169.20
884.7010.5337.000 HARTFORD- PRIORITY ACCTS	September insurance premium	\$	6,925.31
913.1013.5337.000 HARTFORD- PRIORITY ACCTS	September insurance premium	\$	475.36
001.1099.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	Police & Fire Bldg	\$	2,198.09
001.4045.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	Aquatic Center	\$	80.14
001.4065.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	Flat Rate plan Coliseum	\$	1.35
001.4065.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	incentive credit	\$	(1.00)
001.4065.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	Coliseum	\$	31.00
001.6050.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	City Hall	\$	244.09
110.2010.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	PW Bldg	\$	86.04
610.8015.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	WPCP	\$	86.04
610.8016.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	PW Bldg	\$	51.63
610.8016.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	WPCP	\$	51.63
740.8065.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	PW Bldg	\$	34.42
740.8065.5450.000 HEART OF IOWA COMMUNICATIONS CO-OP	WPCP	\$	34.42
001.1010.5230.000 ILEA	MMPI admin, eval and interview	\$	350.00
001.1010.5230.000 ILEA	MMPI admin, eval and interview	\$	350.00
355.1075.5342.000 InfraStructure LLC	Mezzanine Invesigation	\$	2,619.10
001.1070.5280.000 International Code Council	Building code book	\$	170.00
760.8080.5251.000 Iowa Dept of Inspections, Appeals, Licensing	Food service establishment license	\$	150.00
610.8015.5600.000 IOWA PUMP WORKS, INC.	Lime silo feed pump part	\$	3,150.00
610.8015.5750.000 IOWA PUMP WORKS, INC.	Digester feed pump #1	\$	7,683.65
001.4030.5611.000 Iron Sleek	Ice rink liner and dasher kick board	\$	484.17
140.4030.5611.000 Iron Sleek	Ice rink liner and dasher kick board	\$	528.00
610.8015.5410.000 Jetco Inc	PLC prelim service call	\$	1,102.50
610.8015.5718.000 Jetco Inc	PLC prelim service call	\$	4,800.00
110.2010.5600.000 Kimball Midwest	Street dept parts and supplies	\$	879.63
610.8015.5980.000 Klaas, Patricia	Sewer refund filled pool	\$	99.44
610.8015.5980.000 Lamb, Kenneth	Sewer refund hose left on	\$	160.09
001.4030.5562.000 Larrys Towing and Tire Service	mower tires	\$	120.00
001.4030.5562.000 Larrys Towing and Tire Service	Parks mower tire repair	\$	25.00
110.2010.5718.000 LOGAN CONTRACTORS SUPPLY INC	Stihl cart mounting kit	\$	876.53
001.4030.5251.000 MARSHALL COUNTY EXTENSION	Permits- Core, ROW, 3 OT	\$	70.00
001.5040.5460.000 Marshalltown Chamber of Commerce	2025/2026 Leadership- Ender	\$	900.00
001.1010.5460.000 Marshalltown Chamber of Commerce	2025/2026 Leadership conf - Stevenson	\$	900.00

001.4041.5331.000 Marshalltown Community School District	July activity trips	\$	892.82
001.4041.5331.000 Marshalltown Community School District	July activity trips	\$	248.53
001.4065.5483.000 Marshalltown Water Works	Coliseum water and sewer	\$	111.08
001.4065.5488.000 Marshalltown Water Works	Coliseum water and sewer	\$	96.49
110.2010.5620.000 Martin Marietta Materials	Street dept crushed rock	\$	406.38
110.2010.5621.000 Martin Marietta Materials	Street dept fill sand	\$	170.73
001.1010.5410.000 MCATEE TIRE SALES & SERVICE INC	PD Durango tires	\$	140.50
001.1010.5565.000 MCATEE TIRE SALES & SERVICE INC	PD Durango tires	\$	133.08
001.1010.5410.000 MCATEE TIRE SALES & SERVICE INC	PD 527 tire repair	\$	40.00
121.5030.5331.000 MEDIC	Home Buyer Incentive	\$	2,500.00
001.4045.5607.000 MENARDS	Pool - syringe, muriatic acid, caulk	\$	197.78
001.4045.5611.000 MENARDS	Pool - syringe, muriatic acid, caulk	\$	37.84
001.4045.5611.000 MENARDS	Pool supplies	\$	11.76
001.4030.5611.000 MENARDS	Parks drill bit, screws	\$	25.97
001.4030.5611.000 MENARDS	Parks drill bits	\$	19.16
001.6051.5410.000 MENARDS	Carnegie building faucet	\$	32.48
001.6050.5600.000 MENARDS	Custodial supplies	\$	9.98
001.6051.5600.000 MENARDS	Custodial supplies	\$	9.98
001.4045.5600.000 MENARDS	Trash cans for Pool	\$	99.95
001.4045.5600.000 MENARDS	Trash cans and totes for Pool	\$	112.91
001.6050.5410.000 MENARDS	Saw horses and break	\$	16.88
001.6050.5718.000 MENARDS	Saw horses and break	\$	36.66
001.4030.5611.000 MENARDS	Parks pliers, bits, screwdriver, organizer	\$	135.67
001.4010.5410.000 MENARDS	vacuum cord, mouse bait, building tool	\$	4.58
001.6050.5600.000 MENARDS	vacuum cord, mouse bait, building tool	\$	14.99
001.6050.5718.000 MENARDS	vacuum cord, mouse bait, building tool	\$	9.99
001.6051.5600.000 MENARDS	vacuum cord, mouse bait, building tool	\$	15.00
001.4030.5410.000 MENARDS	Riverview Park repair parts	\$	(21.16)
001.4030.5611.000 MENARDS	scrub brush, machete, bleach	\$	52.64
001.1010.5565.000 MENARDS	PD 5QT oil	\$	25.36
110.2010.5600.000 MENARDS	lumber crayon	\$	5.96
110.2010.5600.000 MENARDS	Street dept concrete	\$	11.28
110.2030.5410.000 MENARDS	Street light lens	\$	49.99
110.2030.5718.000 MENARDS	Saw horses and break	\$	36.65
110.2040.5718.000 MENARDS	Saw horses and break	\$	36.65
110.2010.5600.000 MENARDS	trash can with lid	\$	14.99
610.8016.5565.000 MENARDS	hose repair for TV truck	\$	3.73
740.8065.5565.000 MENARDS	hose repair for TV truck	\$	2.49
610.8015.5603.000 MIDLAND SCIENTIFIC INC	LAB etheylene glycol 1000ml	\$	80.02
610.8015.5603.000 MIDLAND SCIENTIFIC INC	LAB-pipet tips, buffer solution, Genesys 30	\$	578.75
001.6050.5344.000 MIDWEST AUTOMATIC FIRE SPRINKLER CO	City Hall and YSS annual fire sprinkler inspection	\$	285.00
001.1099.5344.000 MIDWEST AUTOMATIC FIRE SPRINKLER CO	Police/ Fire Bldg annual fire sprinkler inspection	\$	285.00
610.8016.5600.000 Napa Auto Parts	Sewer oil dry for shop	\$	42.02
740.8065.5600.000 Napa Auto Parts	oil dry for Sewer shop	\$	28.98
610.8015.5600.000 Nebraska Air Filter Inc	Air filters for MAU	\$	1,084.38
001.1010.5600.000 NUTRIEN AG SOLUTIONS INC	PD mobil super	\$	1,152.00
001.6050.5600.000 NUTRIEN AG SOLUTIONS INC	City Hall/ Carnegie generator fuel	\$	20.64
001.6051.5600.000 NUTRIEN AG SOLUTIONS INC	City Hall/ Carnegie generator fuel	\$	20.64
610.8015.5600.000 NUTRIEN AG SOLUTIONS INC	Plant generator 132 oil	\$	1,090.00
610.8015.5600.000 NUTRIEN AG SOLUTIONS INC	Plant generator 132 oil	\$	1,090.00
001.1010.5605.000 OFFICE EXPRESS	PD laminator	\$	69.99
690.8050.5216.000 ONE SOURCE-THE BACKGROUND CHECK CO	August applicant check	\$	19.00
610.8015.5342.000 Prairie Waste Solutions	August Grit/ screening removal	\$	220.00
184.5030.5344.000 Premier Office Equipment	Housing contract and copies	\$	74.64
110.2010.5565.000 QUALITY SERVICES CORPORATION	Street #49 cover w/vent hole	\$	20.54
110.2010.5565.000 QUALITY SERVICES CORPORATION	Unit 49 fuse block	\$	167.03
001.1071.5342.000 Safe Building	Rental Inspection Services Agreement FY23/24	\$	8,350.00
001.1010.5342.000 SCHENDEL PEST CONTROL INC	PD monthly pest control	\$	52.04
001.1050.5342.000 SCHENDEL PEST CONTROL INC	Quarterly pest control	\$	81.00
110.2060.5410.000 Seiler Instrument & Manufacturing Co Inc	Total station equipment calibartion/ repair	\$	651.93
690.8050.5370.000 Sho Biz Inc dba Minuteman	500 Bus Maps	\$	980.40
001.4030.5611.000 Strands	open shelter paint	\$	108.00
001.4030.5611.000 Strands	lids for unlined cans	\$	2.10
001.4045.5611.000 THEISENS SUPPLY INC	Pool- squeegee and stable fork	\$	60.98

001.4030.5611.000 THEISENS SUPPLY INC	14pc titanium bit	\$	27.99
110.2010.5132.000 THEISENS SUPPLY INC	Street dept gloves	\$	52.97
110.2010.5600.000 THEISENS SUPPLY INC	Street dept sprayer and roundup	\$	84.98
110.2010.5600.000 THEISENS SUPPLY INC	crate with handles	\$	51.99
110.2010.5600.000 THEISENS SUPPLY INC	Street spindle kit and wheel bearing protectors	\$	243.94
130.1010.5260.000 Tice, Jeff	Reimburse mailbox hit by Police car	\$	106.57
001.1010.5450.000 T-Mobile	Monthly subscription and service charge	\$	52.50
001.1010.5450.000 T-Mobile	PD cell services	\$	1,204.56
690.8050.5210.000 Trending Media Inc	Transit advertising	\$	149.00
690.8050.5210.000 Trending Media Inc	Transit advertising-KFJB	\$	60.00
001.6021.5347.000 TYLER TECHNOLOGIES INC	Court module maint 10/01/25-9/30/26	\$	4,743.76
610.8015.5410.000 Unison Solutions Inc	Methane gas testing (generator)	\$	275.00
001.1010.5151.000 UnityPoint Health at Work	Paid medical physicals/ immunizations	\$	2,537.63
001.4030.5718.000 VANWALL EQUIPMENT INC	BG 86-Z blower for Parks	\$	329.99
001.4040.5358.000 Wickham, Michael	classes 8/28-10/06	\$	270.00
001.4040.5358.000 Wickham, Michael	classes 8/28-10/06	\$	260.00
001.1050.5132.000 Witmer Public Safety Group Inc	Fire dept patch	\$	75.99
001.1099.5482.000 WoodRiver Energy LLC	Police & Fire Bldg 11672	\$	576.90
001.6050.5600.000 WW GRAINGER	Trash bags for buildings	\$	91.16
001.6051.5600.000 WW GRAINGER	Trash bags for buildings	\$	91.16
110.2010.5600.000 WW GRAINGER	Trash bags for buildings	\$	98.84
690.8050.5600.000 WW GRAINGER	Trash bags for buildings	\$	98.84
610.8015.5410.000 Ziegler Inc	Prelim PLC battery charger	\$	2,668.59
TOTAL		\$	1,297,324.42

BILL LIST 09/08/25

Advertising					
Trending.Media/2	209.00				
Buildings/Improvements					
CIRO.DIIORIO LLC/1	10,070.00				
Consulting & Professional Fees					
AHLERS.COONEY/1	623.00				
Bolton&Menk.Inc/2	51,576.00				
Calhoun-Burns/1	1,960.50				
FOX Strand/1	1,923.25				
I.L.E.A./2	700.00				
Contracts					
Advance.Garage./9	1,807.50				
ARL/1	7,499.08				
BDH/28	7,940.34				
BG.HVAC.INC/2	511.00				
City.Laundering/2	170.91				
CTI Ready Mix/1	277.00				
EO Johnson Co/3	192.58				
Frost Solutions/1	2,850.00				
IA.Pump.Works/1	7,683.65				
InfraStructure/1	2,619.10				
MCCD/2	1,141.35				
MEDIC/1	2,500.00				
Midw.Auto.Fire/2	570.00				
Prairie Waste/1	220.00				
Premier.Equip/1	74.64				
Safe Building/1	8,350.00				
Schendel.Pest.C/2	133.04				
Tyler.Technolog/1	4,743.76				
Medical					
Covenant Workpl/1	419.90				
HARTFORD.ACCTS/2	7,400.67				
Payroll.Net					
Payroll/1	399,553.59				
Refund/Reimbursed					
Ayers, Renee/1	46.22				
Bizios, Spiro/1	63.40				
Brindle, Jerry/1	25.00				
Dolash, Cari/1	68.47				
Klaas, Patricia/1	99.44				
Lamb, Kenneth/1	160.09				
NELSON,L/1	10.00				
Rents/Leases					
201 E Main MT/10	3,954.00				
209 Estelle St/1	384.00				
6 Pack Propert/1	371.00				
Ackley.Housing/6	1,226.00				
Arrowhead Homes/1	317.00				
BJ&J.LLC/1	277.00				
BLOOD,A/1	420.00				
Blue Fund I/1	311.00				
Borota,K/3	1,280.00				
Brodin,C/1	67.00				
Brown, Larry/1	343.00				
BTG Rental LLC/1	230.00				
Buckaroo.LLC/3	1,589.00				
CIRSI/7	577.00				
Clock Tower Sen/10	3,386.00				
CMHC.INVEST/1	199.00				
Crestview Apts/22	8,641.00				
D.D.Rentals/7	3,462.00				
Daters, Toni/1	360.00				
Douglas Terrace/4	2,135.00				
Ealy, Carol/1	469.00				
EPC LLC/3	680.00				
Etter, Connie/1	650.00				
Eubanks,C/1	296.00				
Flores, Antonio/1	274.00				
Friendly.Valley/3	346.00				
Gonzalez, Renat/1	621.00				
Gorrell, Joseph/1	289.00				
Gray,D/2	1,277.00				
Gutierrez, Humb/2	643.00				
Hala,J/5	1,641.00				
Hatch,R/2	1,450.00				
HAVELKA,B/1	696.00				
HESSENIUS,R/1	832.00				
Hilltop.Village/2	483.00				
Hinmon, Linda/1	236.00				
Ho Phi Nguyen/1	550.00				
House Harvester/1	299.00				
HOWARD,J/1	171.00				
Hubbard MapleSt/1	185.00				
IA Real Estate/1	380.00				
Inman, Jeffrey/1	550.00				
JBI.COOP.Assn/5	2,167.00				
JDL.Rental.Coop/1	490.00				
Jimenez, Luis/1	367.00				
Judge, John/1	353.00				
Judge,M/11	2,963.00				
Kading Properti/4	3,459.00				
Kramer, Marcia/1	388.00				
Lawthers.Prop.M/1	157.00				
Linton, Tyler/2	660.00				
Lopez, Jaime/1	455.00				
LUENSE,B/6	2,998.00				
Manus & Michell/1	295.00				
Marion Manor I/1	260.00				
MD Kruse Enterp/1	80.00				
Moore, Michelle/1	317.00				
Mtown Lofts LLC/18	6,960.00				
Mtown/Westtown/22	6,008.00				
Nelson Fam Trus/1	210.00				
North.Tama.Hsg/1	60.00				
Oetker,D/2	385.00				
Park.Elms,LLC/5	1,656.00				
Plymat Jr, Will/1	554.00				
Premier.RE.Mgmt/7	3,119.00				
PremierIowaCity/6	2,011.00				
Prime Prop Vent/1	267.00				

BILL LIST 09/08/25

Pyramid Propert/4	841.00	Stafford,Kelsie/3	3,339.89
RA.Rental.Prop/3	1,250.00	Stiegelmeier, C/1	10.00
Reed,T/1	670.00	Tice, Jeff/1	106.57
Rice, Quinton/1	411.00	T-Mobile/2	1,257.06
River.Birch/3	1,930.00	Unison.Solution/1	275.00
River.Oaks/4	1,620.00	UnityPoint Heal/1	2,537.63
Rural Revival/1	335.00	Webb, Carol/1	480.00
SanDiego Housin/1	2,648.00	Wickham,Michael/2	530.00
Schmidt,M/3	1,647.00	Wirth, Tammy/1	28.00
Shugarland Apts/1	311.00	Ziegler/1	2,668.59
Sweet Pea Prop/2	813.00	Sewer	
Swiff, Scott/1	430.00	Mtwn.Wtrwrks/1	96.49
Tallcorn.Tower/12	3,236.00	Supplies/Parts	
TAYLOR,M/1	359.00	Airgas USA/1	227.58
TOWN.APARTMENT/2	655.00	American.Educa./1	64.41
Troutner,T/1	108.00	Applied Concept/1	2,686.00
TTLIC.Hsg/4	1,820.00	Arnold.Motor/22	2,996.70
Ultimate Proper/1	456.00	Atlantic.Bottli/1	462.59
Walker, Angela/1	312.00	BDH/2	3,248.00
White, Amalia/1	105.00	Bitumnous Mater/3	2,708.20
Worsfold Farm/1	370.00	Bound.Tree.Medi/1	117.19
Service/Repairs		Cessford/2	2,143.20
AG.LIME.TRUCKG/3	3,640.00	Chamber.Commerc/2	1,800.00
Airgas USA/1	82.58	Chavarria, Gera/1	35.00
Arnold.Motor/2	75.21	City.Laundering/4	156.60
Bly, Josh/2	2,760.00	Cntrl.IA.Distr/3	5,889.04
Bobs Lawn Care/3	3,515.00	Cntrl.IA.Farm/1	875.53
Cline, Troy/10	6,745.00	Collection.Svs./4	1,018.29
Cooksey, Kurish/1	31.00	Colonial.Life/1	271.49
Dirt.to.Turf/2	1,600.00	CTI Ready Mix/6	5,092.00
Electric.Supply/1	211.47	Davila-Avila, E/1	50.00
Galls.LLC/1	7.99	Entenmann.Rovin/1	146.25
Gentry,S/2	128,375.00	Eurofins Enviro/1	64.10
Greazel, Lance/1	40.00	Fastenal.Co/1	58.56
Heart.of.Iowa/12	2,897.85	FBI-LEEDA/1	795.00
Hegos, Deri/1	77.00	Fidelity Secur/2	456.29
IA DIAL/1	150.00	Galls.LLC/4	294.96
Intl.Code.Counc/1	170.00	Grimes.Asphalt/1	2,413.35
Jara, Laura/1	30.00	Hach.Co/2	4,792.35
Jetco Inc/1	1,102.50	I.P.E.R.S./7	98,005.12
Jordan, Darrell/1	12.00	I.R.S./6	106,296.93
Legg,R/1	40.00	IA.Pump.Works/1	3,150.00
Lewis, Seeson/1	15.00	IA.Treasurer/2	15,514.94
Marshall.Co.Ext/1	70.00	ICMA457Mission/11	14,992.09
McAtee.Tire/2	180.50	Iron Sleek/2	1,012.17
Menards/5	82.77	Jetco Inc/1	4,800.00
ONE.SOURCE/1	19.00	Kimball Midwest/1	879.63
Patton, Camille/1	38.00	Larrys Towing/2	145.00
Petermeier,J/1	40.00	Logan.Contract/1	876.53
Ranson, Robert/1	40.00	M.F.P.R.S.I./4	134,913.00
Rasmussen, Lynn/1	50.00	Martin.Marietta/2	577.11
Renaud,Rachelle/1	35.00	McAtee.Tire/1	133.08
SanDiego Housin/1	54.64	Menards/23	927.39
Seiler Instrume/1	651.93	Midland.Scienti/2	658.77
Squires,Chris/1	86.00	Napa.Auto/2	71.00

BILL LIST 09/08/25

Nebraska Air/1	1,084.38
Nutrien.Ag.Sol/5	3,373.28
Office.Express/1	69.99
Quality.Srvcs.C/2	187.57
ShoBiz,Minutema/1	980.40
Strands/2	110.10
Thiesens.Supply/6	522.85
TotalAdmin.Serv/4	8,032.15
United.Way/2	1,091.84
Vanwall Equip/1	329.99
Witmer.Public.S/1	75.99
WW.Grainger/4	380.00
Utilities	
Alliant.Energy/59	70,442.87
I.R.U.A./1	179.44
Mtwn.Wtrwrks/1	111.08
WoodRiver.Enrgy/1	576.90
Total/661	1,297,324.42

BUILDING REPORT FOR THE MONTH OF AUGUST 2025

MARSHALLTOWN

IOWA

PERMIT NUMBER	OWNER OF IMPROVEMENT	LOCATION OF IMPROVEMENT	TYPE OF IMPROVEMENT	NEW DWELLING	ALTER DWELLING	MINOR RES. BUILDING	COMMERCIAL IMPROVEMENT	FEE
BLDC-010840-2025	WILLIAM H SCHENDEL	629 W LINCOLN WAY	NEW BUILDING				\$ 459,918.00	\$ 3,385.00
BLDR-011321-2025	ALL AMERICAN PROPERTY MANAGEMENT LLC	112 N 1ST ST	ALTERATION - INTERIOR REPAIR		\$ 3,360.00			\$ 75.00
BLDR-011323-2025	LYNN L & WILLIAM R MAAS	405 W NEVADA ST	ALTERATION - PORCH		\$ 1,890.00			\$ 75.00
BLDR-011332-2025	KARY & THOMAS WELTER	107 S 13TH ST	ALTERATION - REPAIR GARAGE			\$ 5,880.00		\$ 117.00
BLDR-010994-2025	FRANCISCO JAVIER MEDINA	1316 W LINN ST	ALTERATION		\$ 96,027.00			\$ 962.00
DEMO-011350-2025	DC BROWN, RANDY BROWN, & CAMERON ROBERTSON	402 UNION ST	DEMOLITION - DETACHED GARAGE					\$ 50.00
BLDR-011303-2025	ARTURO ZAZUETA	408 E BOONE ST	ALTERATION - DECK ADDITION - ATTACHED GARAGE (FOUNDATION ONLY) & DEMOLITION - DETACHED GARAGE		\$ 1,500.00			\$ 75.00
BLDR-011344-2025	ELI J & LESLIE H HARGRAVE	809 WARREN ST	ALTERATION - PORCH		\$ 28,257.00			\$ 473.00
BLDR-011301-2025	RAMON ORTIZ	403 S 1ST ST	ALTERATION - PORCH		\$ 3,360.00			\$ 89.00
BLDR-011302-2025	ARTURO & SAYRA M SANCHEZ	1407 ROLLING MEADOWS RD	ALTERATION - PORCH		\$ 2,880.00			\$ 75.00
BLDR-011284-2025	BRANDON & MEREDITH BELL	1805 W OLIVE ST	ACCESSORY STRUCTURE - SHOP BUILDING			\$ 120,960.00		\$ 1,344.00
BLDR-011341-2025	MARIA D BANDERAS RAMOS & FRANCISCO CORONA	712 E STATE ST	ADDITION - PORCH		\$ 2,600.00			\$ 75.00
BLDC-011342-2025	SHOPS AT MARSHALLTOWN LLC	2500 S CENTER ST	ALTERATION - LOADING DOCKS				\$ 27,267.84	\$ 563.00
BLDR-011385-2025	CHRISTIAN C & CLARE A S WING	113 W MEADOW LN	ACCESSORY STRUCTURE - PERGOLA			\$ 5,280.00		\$ 117.00
BLDR-011428-2025	DOUGLAS H & DEBRA MCBRIDE	1309 EMERALD DR	ACCESSORY STRUCTURE - SHED			\$ 5,600.00		\$ 117.00
BLDR-011430-2025	TERRY PRYBIL (DEED) & RAY FRANKLIN (CONTRACT)	607 N CENTER ST	ALTERATION - PORCH		\$ 1,620.00			\$ 75.00
DEMO-011451-2025	JACKIE D WELCH	203 N 11TH AVE	DEMOLITION - DETACHED GARAGE					\$ 50.00
BLDC-011452-2025	EMERGENCY FOOD BOX INC	107 N 1ST ST	ACCESSORY STRUCTURE - WALK-IN FREEZER				\$ 11,254.00	\$ 201.00
BLDR-011360-2025	ADRIANA CHAVARRIA	108 S 6TH ST	ALTERATION - ROOF HEIGHT		\$ 10,140.00			\$ 187.00
DEMO-011384-2025	LARRY D KERR C/O NOEL KERR	607 N 2ND AVE	DEMOLITION - DETACHED GARAGE					\$ 50.00
BLDR-011429-2025	RICARDON MORA GARCIA & JENNY MORA STARITS	207 S 7TH ST	ALTERATION - FOUNDATION REPAIR		\$ 742.00			\$ 75.00
BLDR-011448-2025	JONI PRESTON & KIM CORBIN	1413 W MAIN ST	ALTERATION - REPLACE FRONT STAIRS		\$ 300.00			\$ 75.00
BLDR-011460-2025	TRAVIS PETERS	808 E MAIN ST	ACCESSORY STRUCTURE - DETACHED GARAGE			\$ 20,160.00		\$ 327.00
TOTALS:				\$0.00	\$152,676.00	\$157,880.00	\$498,439.84	\$8,632.00
TOTAL IMPROVEMENT AMOUNT:							\$808,995.84	
				Units	Permits	Permits	Permits	Demo Permits
*Work started without a permit - fee is doubled				# OF PERMITS:	0	12	5	3
								4

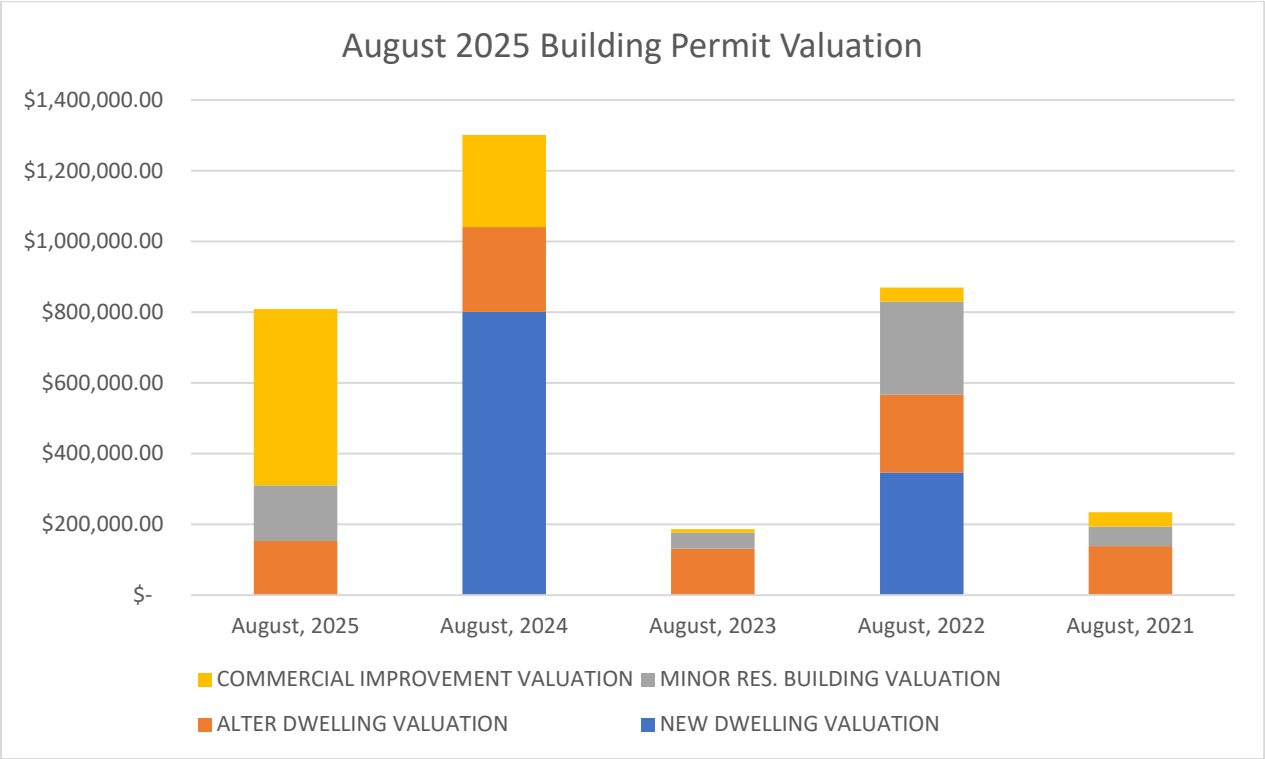
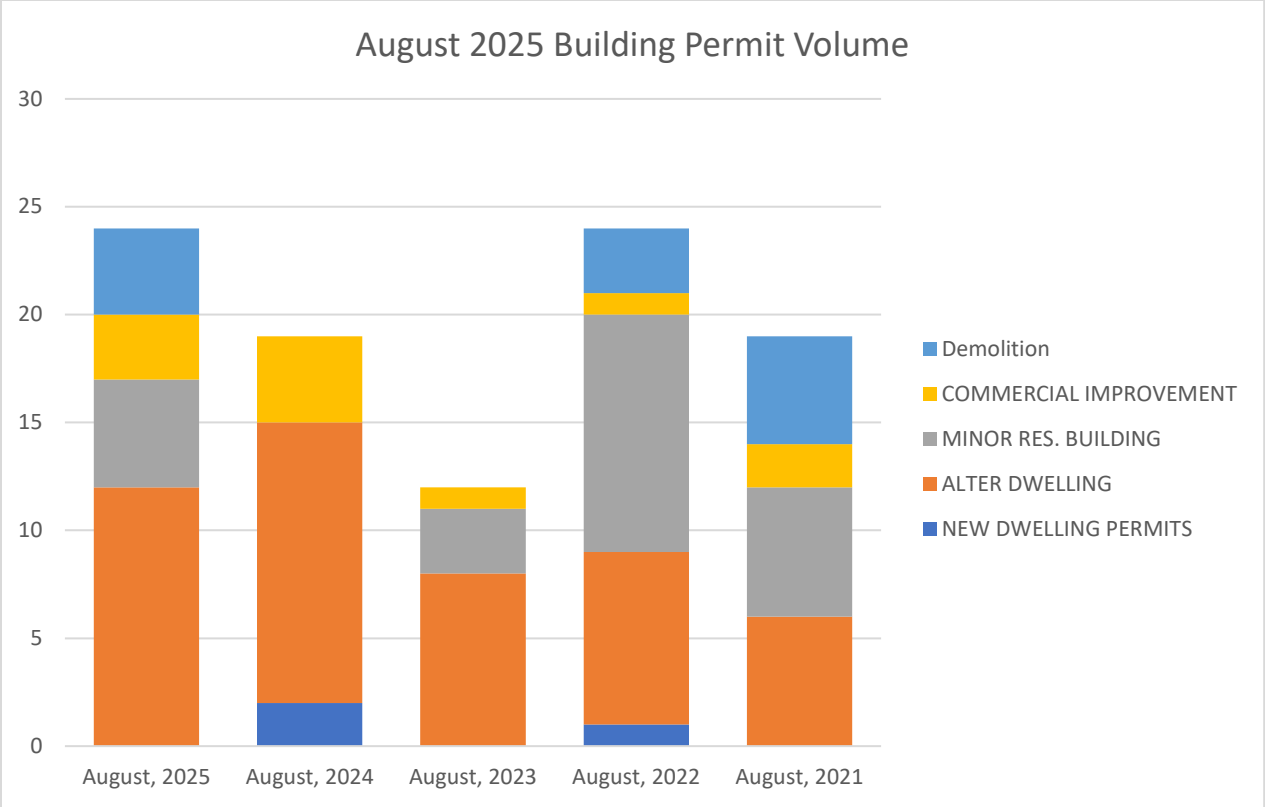
TRADE PERMIT REPORT FOR THE MONTH OF AUGUST 2025

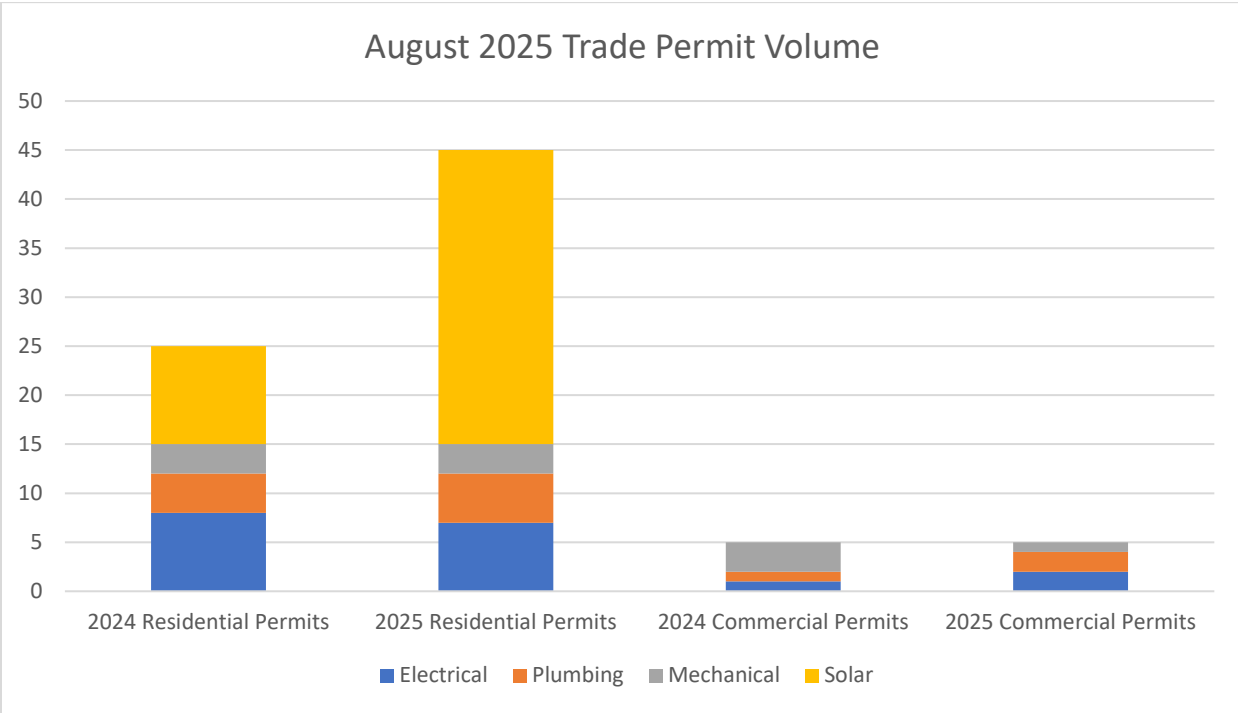
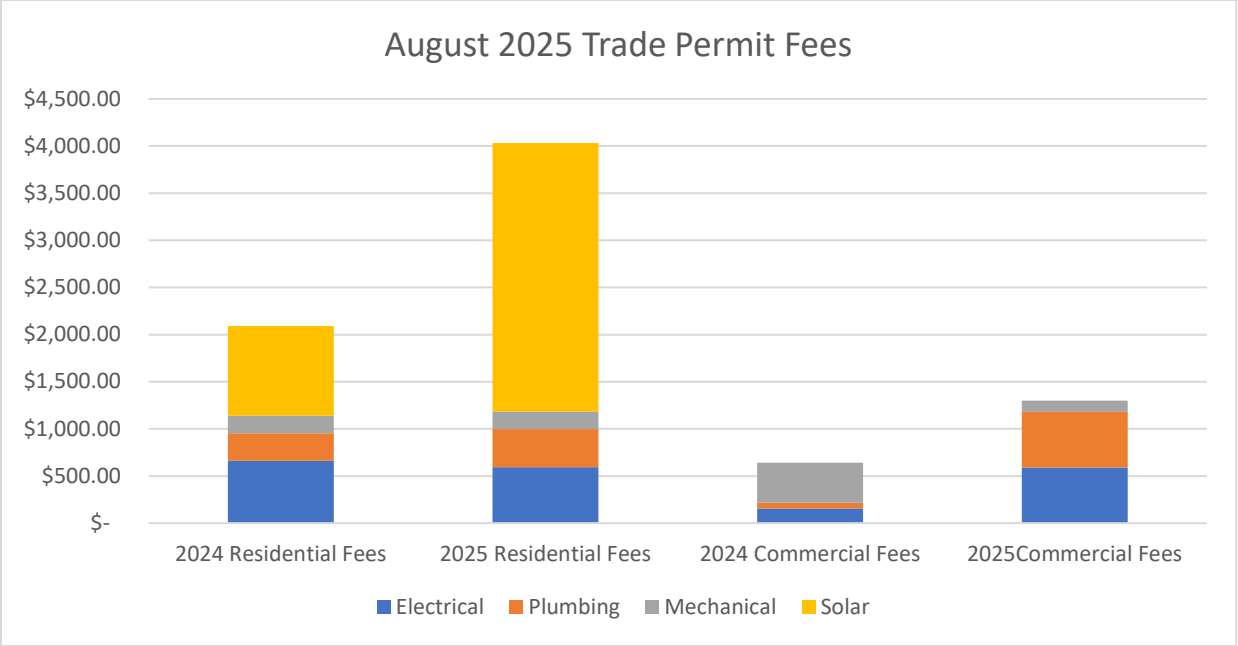


PERMIT NUMBER	LOCATION OF IMPROVEMENT	RESIDENTIAL/ COMMERCIAL	PERMIT TYPE (ELEC., PLUMB., MECH. OR SOLAR)	VALUATION	FEE
ELER-011264-2025	1905 GETHMANN LN	RESIDENTIAL	ELECTRICAL		\$ 85.00
ELER-0122380-2025	8 W GRANT ST	RESIDENTIAL	ELECTRICAL		\$ 85.00
ELER-011304-2025	806 RADCLIFFE DR	RESIDENTIAL	ELECTRICAL		\$ 85.00
PLMR-011338-2025	309 N 2ND ST	RESIDENTIAL	PLUMBING		\$ 85.00
ELEC-011318-225	907 S CENTER ST	COMMERCIAL	ELECTRICAL	\$ 96,000.00	\$ 525.00
ELER-011334-2025	106 N 13TH AVE	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011351-2025	905 STEGMAN BLVD	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011352-2025	9 N 25TH ST	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011353-2025	1710 OLSON WAY	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011354-2025	1608 S 2ND ST	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011355-2025	518 CRAIG CIR	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011356-2025	102 BOHEN ST	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011358-2025	510 W SOUTH ST	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011156-2025	111 N 20TH ST	RESIDENTIAL	ELECTRICAL		\$ 85.00
ELEC-011293-2025	604 S 3RD AVE	COMMERCIAL	ELECTRICAL	\$ 3,500.00	\$ 65.00
PLMR-011288-2025	207 N 7TH ST	RESIDENTIAL	PLUMBING		\$ 85.00
MECH-011312-2025	135 W MAIN ST	COMMERCIAL	MECHANICAL	\$ 15,000.00	\$ 120.00
ELER-011333-2025	104 S 29TH ST	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011392-2025	203 RAINBOW DR	RESIDENTIAL	ELECTRICAL		\$ 85.00
ELER-011374-2025	1212 GLENWOOD TER	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011375-2025	612 N 16TH ST	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011376-2025	1112 W NEVADA ST	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011377-2025	621 JEROME ST	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011378-2025	403 DEBRA DR	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011382-2025	3406 MERRIT RD	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011383-2025	2602 S 8TH ST	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011379-2025	12 W MEADOW LN	RESIDENTIAL	SOLAR		\$ 95.00
ELER-011380-2025	702 BROMLEY ST	RESIDENTIAL	SOLAR		\$ 95.00

ELER-011386-2025	2303 W LINCOLN WAY	RESIDENTIAL	SOLAR		\$	95.00
ELER-011397-2025	609 REYNOLDS RD	RESIDENTIAL	SOLAR		\$	95.00
ELER-011400-2025	407 W SOUTH ST	RESIDENTIAL	SOLAR		\$	95.00
PLMR-011349-2025	412 N 3RD ST	RESIDENTIAL	PLUMBING		\$	85.00
PLMR-011368-2025	1208 W LINN ST	RESIDENTIAL	PLUMBING		\$	85.00
ELER-011387-2025	1702 COUNTRY CLUB PL	RESIDENTIAL	SOLAR		\$	95.00
ELER-011421-2025	1218 LARKFIELD CR	RESIDENTIAL	SOLAR		\$	95.00
ELER-011396-2025	1411 S CENTER ST	RESIDENTIAL	ELECTRICAL		\$	85.00
ELER-011404-2025	509 ROBERTS TER	RESIDENTIAL	SOLAR		\$	95.00
MECH-011419-2025	2226 EDGEBROOK DR	RESIDENTIAL	MECHANICAL		\$	62.00
MECH-011420-2025	2001 WESTWOOD DR	RESIDENTIAL	MECHANICAL		\$	62.00
ELER-011422-2025	12 EDGELAND DR	RESIDENTIAL	SOLAR		\$	95.00
ELER-011423-2025	1601 ELDER DR	RESIDENTIAL	SOLAR		\$	95.00
ELER-011426-2025	2613 S 8TH ST	RESIDENTIAL	SOLAR		\$	95.00
ELER-011427-2025	505 NICHOLAS DR	RESIDENTIAL	SOLAR		\$	95.00
MECH-011290-2025	106 N 18TH ST	RESIDENTIAL	MECHANICAL		\$	62.00
PLMR-011291-2025	106 N 18TH ST	RESIDENTIAL	PLUMBING		\$	62.00
ELER-011433-2025	202 OLSON WAY	RESIDENTIAL	SOLAR		\$	95.00
ELER-011459-2025	208 N 3RD ST	RESIDENTIAL	ELECTRICAL		\$	85.00
PLMC-011396-2025	907 S CENTER ST	COMMERCIAL	PLUMBING	\$ 60,000.00	\$	345.00
PLMC-011370-2025	1315 W MAIN ST	COMMERCIAL	PLUMBING	\$ 40,000.00	\$	245.00
ELER-011454-2025	1604 S 1ST ST	RESIDENTIAL	SOLAR		\$	95.00

	Residential Permits	Residential Value	Residential Fees	Commercial Permits	Commercial Value	Commercial Fees	Total Fees
Electrical	7	\$ -	\$ 595.00	2	\$ 99,500.00	\$ 590.00	\$ 1,280.00
Plumbing	5	\$ -	\$ 402.00	2	\$ 100,000.00	\$ 590.00	\$ 992.00
Mechanical	3	\$ -	\$ 186.00	1	\$ 15,000.00	\$ 120.00	\$ 306.00
Solar	30	\$ -	\$ 2,850.00	-	\$ -	\$ -	\$ 2,850.00
TOTALS	45	\$ -	\$ 4,033.00	5	\$ 214,500.00	\$ 1,300.00	\$ 5,428.00







**MARSHALLTOWN
MORE THAN EVER**

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Heather Thomas, Public Works Director
Meeting Date: September 8, 2025
Re: Resolution Approving Contract Change Order #8 for the East Main Street and Center Street Reconstruction Project, #STR22002, an Increase of \$5,040.00

Strategic Plan Objective:

One of the “High Priority” Goals established included:

- Continue Implementing Downtown Master Plan

Recommended:

Staff recommends approval of Change Order #8, an increase of \$5,040.00.

Budget Impact:

We have sufficient funding for this change order. The following numbers are shown as a FYI to understand project costs and where funding is coming from:

Expenses		
Design Engineering	\$ 751,938.00	Bolton & Menk
	\$	Con-Struct Inc
Construction - Base Bid	6,741,812.10	
Construction Engineering	\$ 795,000.00	Bolton & Menk
Allowance – Vault/Stairwell Cost Share – 4 E Main St (per City Council 08/11/25)	\$ 25,000.00	NTE Amount
Allowance – Vault/Stairwell Cost Share – 16 E Main St (per City Council 08/11/25)	\$ 25,000.00	NTE Amount
Allowance – Vault/Stairwell Cost Share – 24 E Main St (per City Council 08/11/25)	\$ 25,000.00	NTE Amount
Allowance – Vault/Stairwell Cost Share – 210 E Main St (per City Council 08/11/25)	\$ 25,000.00	NTE Amount
Allowance – Vault/Stairwell Cost Share – 19 S Center St (per City Council 08/11/25)	\$ 25,000.00	NTE Amount
Allowance - Pedestrian & Business Traffic Control, Communication, & Signage	\$ 100,000.00	Chamber & Others

Construction - Alt #1	\$ 337,535.50	Con-Struct Inc
Construction - Alt #2	\$ 46,347.00	Con-Struct Inc
Construction – Change Order #1	\$ 8,615.00	Con-Struct Inc
Construction – Change Order #2	\$ 12,880.00	Con-Struct Inc
Construction – Change Order #3	\$ 8,048.05	Con-Struct Inc
Construction – Change Order #4	\$ (34,498.00)	Con-Struct Inc
Construction – Change Order #5	\$ 37,363.00	Con-Struct Inc
Construction – Change Order #6	\$ 3,025.00	Con-Struct Inc
Construction – Change Order #7	\$ 7,500.00	Con-Struct Inc
Construction – Change Order #8	\$ 5,040.00	Con-Struct Inc
TOTAL	\$ 8,945,605.65	

Revenue		Notes on Payment Terms/Date Expected
METF Grant (Reallocate Sculpture Portion)	\$ 35,000.00	Do JE in FY25 from State St Grant
LOST (Downtown Site Furnishings)	\$ 85,490.00	
Marshall Co (Design of Event Block)	\$ 34,000.00	Rcvd FY24
Fund 364 Original - Design Engineering	\$ 650,000.00	
Swap (Deduct 364)	\$ (319,712.29)	
Swap (Use 362)	\$ 319,712.29	
Fund 365 Original (Towards Const.)	\$ 7,146,000.00	
Swap (Increase 364)	\$ 307,938.00	
Swap (Deduct 365)	\$ (307,938.00)	
Marshall Co (50% of Event Block)	\$ 374,211.15	FY26 - \$158,578.88, FY27 - \$158,578.88, FY28 - \$57,053.39 +/- [Limit = \$475,736.63]
Marshalltown Water Works (MWW)	\$ 1,235,121.10	FY25 - \$250k, FY26 - \$500k, FY27 - \$250k, FY28 - \$235,121.10 +/-
MCSD - Construction - Alt #1	\$ 299,260.50	Payment Due w/I 30 Days of City Invoice; Responsible for Alt 1 Contingency
50% MCSD / 50% MWW - Construction - Alt #2	\$ 50,124.00	Payment Due w/I 30 Days of City Invoice; Responsible for Alt 2 Contingency
Marshalltown Water Works (MWW)	\$ 2,468.00	Estimated Change Order Responsibility
TOTAL	\$ 9,911,674.75	<i>*Note, contributions from MWW and County are estimates based on bid.</i>

These will be re-estimated at the conclusion of construction based on final quantities and changes throughout construction.

Description/Background:

The E Main St and Center St Reconstruction project is a continuation of the Downtown Implementation Plan where five blocks will be receiving upgraded underground public utilities, new streets and sidewalks; streetscape elements along the route; and an event plaza north of the Courthouse.

This change order accounts for changes necessary around the sidewalk near the memorial on the Courthouse lawn. The military memorial was installed after design was completed on the project and changed the tie-in grades near the sidewalk along Center Street in that area. In order to best accommodate the military memorial, it was recommended to add a retaining wall to the back edge of the sidewalk. The costs for this retaining wall will be split 50/50 with the County.

Design and Construction Engineering services for the base bid of this project are being handled by Bolton & Menk with the alternates provided by CGA.

This project has multiple phases, each with their own completion dates / allowable construction windows:

Phase	Substantial Completion	Final Completion
Phase 1 – Center St	August 28, 2025	December 30, 2026
Phase 2 – Main St from Center to 1 st Ave	December 26, 2025	December 30, 2026
Phase 3.1 – Main St / 1 st Ave Intersection	60 Calendar Days in 2026	December 30, 2026
Phase 3.2 – Main St from 1 st Ave to 3 rd Ave	December 11, 2026	December 30, 2026
Bid Alternate 1 & 2 – Parking Lot & Alley	45 Calendar Days (June 12th, 2025 – July 27, 2025)	December 30, 2026

Attachments:

1. Resolution Approving CO8 East Main-Center St Reconstruction STR22002
2. STR22002 E Main St - Change Order 8_to Council

**RESOLUTION APPROVING CONTRACT CHANGE ORDER #8 FOR THE EAST
MAIN STREET AND CENTER STREET RECONSTRUCTION PROJECT,
#STR22002, AN INCREASE OF \$5,040.00**

WHEREAS, the City of Marshalltown, Iowa, has heretofore entered into a contract with Con-Struct, Inc. for the East Main Street and Center Street Reconstruction #STR22002; and

WHEREAS, a change that results in an increase is requested for items to complete the project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. That the contract Change Order #8 for the East Main Street and Center Street Reconstruction Project #STR22002, in the increased amount of \$5,040.00 is hereby accepted and approved.

Passed this 8th day of September 2025, and signed this _____ day of September 2025.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, CMC, City Clerk



Bolton & Menk

Change Order Details

Marshalltown - East Main St.

Description	East Main Street from Center to 3rd Ave and Center Street from State Street to Church Street. Full Reconstruction
Prime Contractor	CON-STRUCT, INC.
Change Order	8
Status	Pending
Date Created	08/11/2025
Type	Local Funding
Summary	Change Order 8 - County Monument Retaining Wall
Change Order Description	The County's military memorial was constructed after the project design phase, so its elevations were not available during initial planning. As a result, the memorial's concrete surface sits higher than the adjacent proposed sidewalk. If the sidewalk were installed as originally designed, it would create a steep and undesirable slope between the sidewalk and the memorial. To address this issue, this change order includes the addition of an 18-inch retaining wall adjacent to the proposed sidewalk. This wall will provide a smoother and safer grade transition between the memorial and the sidewalk. Retaining wall shall follow SUDAS MI-221 detail for Combined retaining wall-sidewalk. No subdrain shall be installed behind the wall, but aggregate shall be installed and aggregate shall connect to aggregate subbase under the sidewalk.
Awarded Project Amount	\$7,125,694.60
Authorized Project Amount	\$7,168,627.65
Change Order Amount	\$5,040.00
Revised Project Amount	\$7,173,667.65

New Items

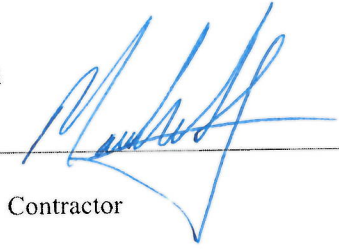
Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Description					
1180	0000-999-I	LF	48.000	\$105.000	\$5,040.00
'LINEAR FEET' ITEM: Veteran Memorial Retaining Wall		Funding Details			
		CITY	48.000	\$105.000	\$5,040.00
1 item					Total: \$5,040.00

Funding Summary

Fund Package	Original Amount	Authorized Amount	Pending Change	Revised Amount
CITY	\$5,715,250.10	\$5,785,763.15	\$5,040.00	\$5,790,803.15
MARSHALLTOWN WATER WORKS	\$1,026,562.00	\$1,025,980.00	\$0.00	\$1,025,980.00
MCSD BID ALT 1	\$337,535.50	\$305,760.50	\$0.00	\$305,760.50
MCSD BID ALT 2	\$46,347.00	\$51,124.00	\$0.00	\$51,124.00
4 fund packages	\$7,125,694.60	\$7,168,627.65	\$5,040.00	\$7,173,667.65

Signatures

Agreed -



Contractor

Date:

8/16/25

Recommended -

Gregory Brownard

Date:

8/21/2025

Project Engineer

Approved -

Date:

City



**MARSHALLTOWN
MORE THAN EVER**

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Heather Thomas, Public Works Director
Meeting Date: September 8, 2025
Re: Resolution Approving Contract Change Order #9 for the East Main Street and Center Street Reconstruction Project, #STR22002

Strategic Plan Objective:

One of the “High Priority” Goals established included:

- Continue Implementing Downtown Master Plan

Recommended:

Staff recommends approval of Change Order #9, a no financial adjustment change order. This change order adjusts the mulch material and completion date of the project.

Budget Impact:

The following numbers are shown as a FYI to understand project costs and where funding is coming from:

Expenses		
Design Engineering	\$ 751,938.00	Bolton & Menk
	\$	Con-Struct Inc
Construction - Base Bid	6,741,812.10	
Construction Engineering	\$ 795,000.00	Bolton & Menk
Allowance – Vault/Stairwell Cost Share – 4 E Main St (per City Council 08/11/25)	\$ 25,000.00	NTE Amount
Allowance – Vault/Stairwell Cost Share – 16 E Main St (per City Council 08/11/25)	\$ 25,000.00	NTE Amount
Allowance – Vault/Stairwell Cost Share – 24 E Main St (per City Council 08/11/25)	\$ 25,000.00	NTE Amount
Allowance – Vault/Stairwell Cost Share – 210 E Main St (per City Council 08/11/25)	\$ 25,000.00	NTE Amount
Allowance – Vault/Stairwell Cost Share – 19 S Center St (per City Council 08/11/25)	\$ 25,000.00	NTE Amount
Allowance - Pedestrian & Business Traffic	\$ 100,000.00	Chamber &

Control, Communication, & Signage		<i>Others</i>
Construction - Alt #1	\$ 337,535.50	<i>Con-Struct Inc</i>
Construction - Alt #2	\$ 46,347.00	<i>Con-Struct Inc</i>
Construction – Change Order #1	\$ 8,615.00	<i>Con-Struct Inc</i>
Construction – Change Order #2	\$ 12,880.00	<i>Con-Struct Inc</i>
Construction – Change Order #3	\$ 8,048.05	<i>Con-Struct Inc</i>
Construction – Change Order #4	\$ (34,498.00)	<i>Con-Struct Inc</i>
Construction – Change Order #5	\$ 37,363.00	<i>Con-Struct Inc</i>
Construction – Change Order #6	\$ 3,025.00	<i>Con-Struct Inc</i>
Construction – Change Order #7	\$ 7,500.00	<i>Con-Struct Inc</i>
Construction – Change Order #8	\$ 5,040.00	<i>Con-Struct Inc</i>
Construction – Change Order #9	\$ 0	<i>Con-Struct Inc</i>
TOTAL	\$ 8,945,605.65	

Revenue		<i>Notes on Payment Terms/Date Expected</i>
METF Grant (Reallocate Sculpture Portion)	\$ 35,000.00	<i>Do JE in FY25 from State St Grant</i>
LOST (Downtown Site Furnishings)	\$ 85,490.00	
Marshall Co (Design of Event Block)	\$ 34,000.00	<i>Rcvd FY24</i>
Fund 364 Original - Design Engineering	\$ 650,000.00	
Swap (Deduct 364)	\$ (319,712.29)	
Swap (Use 362)	\$ 319,712.29	
Fund 365 Original (Towards Const.)	\$ 7,146,000.00	
Swap (Increase 364)	\$ 307,938.00	
Swap (Deduct 365)	\$ (307,938.00)	
Marshall Co (50% of Event Block)	\$ 374,211.15	FY26 - \$158,578.88, FY27 - \$158,578.88, FY28 - \$57,053.39 +/- [Limit = \$475,736.63]
Marshalltown Water Works (MWW)	\$ 1,235,121.10	FY25 - \$250k, FY26 - \$500k, FY27 - \$250k, FY28 - \$235,121.10 +/-
MCSD - Construction - Alt #1	\$ 299,260.50	Payment Due w/I 30 Days of City Invoice; Responsible for Alt 1 Contingency
50% MCSD / 50% MWW - Construction - Alt #2	\$ 50,124.00	Payment Due w/I 30 Days of City Invoice; Responsible for Alt 2 Contingency
Marshalltown Water Works (MWW)	\$ 2,468.00	Estimated Change Order

		Responsibility
TOTAL	\$ 9,911,674.75	<i>*Note, contributions from MWW and County are estimates based on bid. These will be re-estimated at the conclusion of construction based on final quantities and changes throughout construction.</i>

Description/Background:

The E Main St and Center St Reconstruction project is a continuation of the Downtown Implementation Plan where five blocks will be receiving upgraded underground public utilities, new streets and sidewalks; streetscape elements along the route; and an event plaza north of the Courthouse.

This change order accounts for:

- No cost change order to change all mulch on the project from red rubber mulch to red brick chip including base bid and alternates. This decision was made, in consultation with Parks & Recreation Department, in order to address some of the floating / wash-out concerns that we've observed in the Veteran's Courtyard and State Street Reconstruction Project. Red Brick chips will stay in place better and not float during heavy rains reducing on-going maintenance time and efforts. This decision was also discussed and approved by MCSD and Marshall County.
- This change order also reflects an adjustment to the completion schedule for Phase 1. We are doing a staged opening/substantial completion of Phase 1 in order to account for some of the weather events experienced, especially in the month of July, and allow for continued progress as we enter Phase 2. The following is the proposed completion date adjustments:

Phase	Substantial Completion	Final Completion
Phase 1 – Center St (Stage A - Center/Main Intersection and Center St from Main to Church)	August 28, 2025-September 6, 2025	December 30, 2026
Phase 1 – Center St (Stage B - Center St from Main to State)	August 28, 2025-September 22, 2025	December 30, 2026
Phase 2 – Main St from Center to 1 st Ave	December 26, 2025 January 5, 2026	December 30, 2026
Phase 3.1 – Main St / 1 st Ave Intersection	60 Calendar Days in 2026	December 30, 2026
Phase 3.2 – Main St from 1 st Ave to 3 rd Ave	December 11, 2026	December 30, 2026

Bid Alternate 1 & 2 – Parking Lot & Alley	45 Calendar Days (June 12th, 2025 – July 27, 2025)	December 30, 2026
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- When reviewing the historical weather over the past 25 years and based on rainfall events over 0.2", we are showing 12 additional weather delay days for this year, when compared to the normal (average) year. We requested the Contractor stage the opening of Phase 1 to not delay the entire Phase 1's opening and in order to get Phase 2 underway. We are recommending a delay of Phase 1 – Stage A of 6 working days. Asking the Contractor to stage the opening/transition does require extra effort on the Contractor's part in order to mobilize activities like cleaning pavement, sealing joints, installing, electrical poles, irrigation lines, pavement markings, etc; therefore, we are requesting Stage B wrap up 2 weeks later and ask it to be open no later than Monday, Sept 22nd. Phase 2 is also shown with an additional 6 working days.
- In addition to the weather delays, there were several areas of unforeseen underground debris encountered during sidewalk preparation, which required additional time for removal and site remediation. There were also two private building foundation issues that were uncovered during the course of construction where we worked with property owners to determine how they wanted the City and our Contractor to proceed. In both cases, we asked the Contractor to give time for the property owner to review, get an outside opinion, and provide direction and in some cases asked Contractor to delay until their contractor could more easily make repair to the private building issue.
- The revised dates will provide the most access for the public while maintaining construction quality and compliance with project standards.

Design and Construction Engineering services for the base bid of this project are being handled by Bolton & Menk with the alternates provided by CGA.

Attachments:

1. Resolution Approving CO9 East Main-Center St Reconstruction STR22002
2. STR22002 E Main St - Change Order 9_to Council

RESOLUTION APPROVING CONTRACT CHANGE ORDER #9 FOR THE EAST MAIN STREET AND CENTER STREET RECONSTRUCTION PROJECT, #STR22002

WHEREAS, the City of Marshalltown, Iowa, has heretofore entered into a contract with Con-Struct, Inc. for the East Main Street and Center Street Reconstruction #STR22002; and

WHEREAS, a change that results in a change in the completion dates to complete the project is requested.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. That the contract Change Order #9 for the East Main Street and Center Street Reconstruction Project #STR22002, adjusting the completion dates, is hereby accepted and approved.

Passed this 8th day of September 2025, and signed this _____ day of September 2025.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, CMC, City Clerk



Bolton & Menk

Change Order Details

Marshalltown - East Main St.

Description	East Main Street from Center to 3rd Ave and Center Street from State Street to Church Street. Full Reconstruction
Prime Contractor	CON-STRUCT, INC.
Change Order	9
Status	Pending
Date Created	08/27/2025
Summary	Change Order #9 - Mulch Adjustments & Completion Date Adjustments
Change Order Description	No cost change order to change all mulch on the project from red rubber mulch to red brick chip including base bid and alternates. City staff directed to change material based on experience with rubber mulch on State street project. Red Brick chips will stay in place better and not float when it rains reducing maintenance time and efforts. This change order also reflects an adjustment to the completion schedule for Phase 1 of the Marshalltown Main Street reconstruction project. The final completion date for Phase 1 is being revised from August 28th to September 22nd, to allow for the full opening of Center Street. Additionally, a new milestone completion date is being added for the opening of the intersection of South Center Street and West Main Street, which is now scheduled for September 6th. These schedule adjustments are necessary due to: • Weather-related delays, specifically rain events that impacted construction progress. • Unforeseen underground debris encountered during sidewalk preparation, which required additional time for removal and site remediation. The revised dates will ensure safe and complete access for the public while maintaining construction quality and compliance with project standards.
Awarded Project Amount	\$7,125,694.60

Authorized Project Amount	\$7,168,627.65
Change Order Amount	\$0.00
Revised Project Amount	\$7,168,627.65

Time Limit Changes

Type	Original Deadline	Current Deadline	Pending Extension	Pending Deadline
Completion Date	08/15/2025	08/28/2025	25.0 Days	09/22/2025
Intermediate Completion Provision No. 1 - Phase 1 Completion				
Reason: Weather Delays				
1 time limit				

New Time Limits

Type	Pending Deadline	Pending Cost per Day
Completion Date	09/06/2025	\$1,800.00
Phase 1 Completion for opening of S. Center street and the opening of the Intersection of S. Center Street and West Main St.		
1 time limit		

Signatures

Agreed -  Date: 9/4/25
Contractor

Recommended - Gregory Brownard Date: 9/4/2025
Project Engineer

Approved - _____ Date: _____
City



**MARSHALLTOWN
MORE THAN EVER**

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Heather Thomas, Public Works Director
Meeting Date: September 8, 2025
Re: Resolution Approving Purchase and Installation of Two Replacement Radio System Repeaters for the Price of \$26,425.49 From RACOM for use in the Public Works Department

Strategic Plan Objective:

No objective covers equipment used to by staff to perform their duties; however, maintaining equipment in good operating conditions is required to be able to perform job duties.

Recommended:

Recommend authorizing purchase.

Budget Impact:

The \$26,425.49 purchase cost is within the \$48,000 budget allowed in the approved CIP plan; however, the purchase was programmed to be split over FY25 and FY26. It is now being wholly paid for in FY26. We will amend the CIP and FY26 budget this winter to reflect this change.

Description/Background:

I was notified in 2021 that the existing Street, Util, Sewer, and WPC repeater at the High Street water tower belonging to the City Public Works had been end of life'd by the manufacturer. RACOM indicated they could continue to support it for approximately 3-5 years, but as time goes on parts will be harder and harder to come by. The Transit repeater was also phased out in 2023.

We began discussions about replacing/upgrading the repeater and also other radio systems.

We evaluated continuing with our analog system, looking at analog with DMR capable repeaters, switching to digital, had prelim discussions on the County's P-25 system, and also a cellular radio system. We have approximately 40 units between vehicle mounted systems (transit buses), base radios, and handheld units in most divisions within public works.

Ultimately, our recommendation is to upgrade the repeaters to work with our analog radio system but make it DMR capable if we choose to upgrade radios in the future. The repeaters will also now be installed within the mechanical room in the Police & Fire Bldg. and utilize an existing antenna on the tower at that city facility.

Attachments:

1. Resolution Approving Purchase of Repeaters
2. Repeater Tait Base Stations QUOTE

**RESOLUTION APPROVING PURCHASE AND INSTALLATION OF TWO
REPLACEMENT RADIO SYSTEM REPEATERS FOR THE PRICE OF \$26,425.49
FROM RACOM FOR USE IN THE PUBLIC WORKS DEPARTMENT**

WHEREAS, the City of Marshalltown (hereinafter referred to as the “City”), State of Iowa, is a political subdivision organized and existing under the law and the Constitution of the State of Iowa (the “State”); and

WHEREAS, the City of Marshalltown, Iowa utilizes two radio systems within the Public Works Department where the existing repeaters are no longer supported; and

WHEREAS, the City utilizes RACOM for FCC licensing, service, and integration of our radio systems with the communication center and various vehicle and handheld radios and is recommending replacement and relocation of two repeaters through RACOM, who submitted a quote for a price of \$26,425.49; and

WHEREAS, acceptance of this quote is in the best interests of the City of Marshalltown.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MARSHALLTOWN, IOWA:

Section 1. That the City of Marshalltown accepts the quote from RACOM for the purchase and installation of two radio repeaters in the amount of \$26,425.49, to be used by the Public Works Department.

Section 2. The Public Works Director of the City of Marshalltown is hereby authorized to enter into agreements on behalf of the City of Marshalltown to purchase said equipment at the above referenced price and conditions.

Passed this 8th day of September 2025, and signed this _____ day of September 2025.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk



RACOM CORPORATION
201 West State Street
Marshalltown IA 50158
United States
www.racom.net

QUOTE

DATE:
7/16/2025

#QUO1036

BILL TO:

Accounts Payable
Marshalltown, City of
24 N Center St
Marshalltown IA 50158
United States

SHIP TO:

Marshalltown Public Works
Marshalltown, City of
205 E State St
Marshalltown IA 50158
United States

SALES REP		EXPIRY DATE	TERMS	
Duane Vos		8/15/2025	Net 30	
Quantity	Item	Rate		Amount
2	Labor-Programming Program / Setup / Test	\$300.00		\$600.00
2	28-37-07A VARI-NOTCH DUPLEXER 144-174MHz	\$2,805.00		\$5,610.00
6	Misc-Material RF-LL-JMP - LOW LOSS JUMPER	\$125.00		\$750.00
1	New Part Misc Materials ARR-1276-NF	\$409.43		\$409.43
1	RGBV145872A 1/4" x 5/8" x 72" VERTICAL RACK GROUND BAR	\$188.56		\$188.56
2	New Part Misc Materials E4H0300NMNM	\$70.00		\$140.00
1	Labor-Tech_C RACOM INSTALLATION AT 911 CENTER/MPD	\$3,000.00		\$3,000.00
2	FCC Licensing Fee FCC LICENSE MODIFICATION	\$450.00		\$900.00
1	Shipping & Handling TBD	\$0.00		\$0.00
2	TB9435S-100T TB9400 Single 100Watts Chassis Assembly	\$1,174.50		\$2,349.00
2	T01-11103-BAAA TB9400 Stocker Reciter 136-174M	\$2,370.75		\$4,741.50
2	T01-11121-BBBA TB9400 Stocker Lin PA 136-174M 100W	\$1,872.75		\$3,745.50



RACOM CORPORATION
201 West State Street
Marshalltown IA 50158
United States
www.racom.net

QUOTE

Quantity	Item	Rate	Amount
2	T01-11140-AAAA TB9000 POWER MGMT UNIT, AC AUX12/24/48, STOCKER	\$1,735.50	\$3,471.00
2	219-01561-00 Cable cord 2m USA/CAD IEC black	\$12.00	\$24.00
2	TBAS073 SFE Key - TaskBuilder	\$173.25	\$346.50
1	Misc-Material MISC HARDWARE AND CONSUMABLES	\$150.00	\$150.00
Subtotal			\$26,425.49
Tax Total (%)			\$0.00
Total			\$26,425.49

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and hereby accepted. The undersigned hereby authorizes RACOM Corporation to provide the goods and services as specified in this proposal.

Accepted by: _____ Signature: _____ Date: _____



**MARSHALLTOWN
MORE THAN EVER**

**Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717**

To: Mayor and City Council
From: Heather Thomas, Public Works Director
Meeting Date: September 8, 2025
Re: Resolution Accepting Bid and Authorizing the Award of Contract for the 2025 HMA Crack and Joint Sealing Project No. STR25003, in the City of Marshalltown, Iowa in the Amount of \$400,623.78 To Mid-Iowa Enterprises, LLC

Strategic Plan Objective:

None specific to this work; however, maintaining our infrastructure is important for the city.

Recommended:

Staff recommends accepting the low alternate bid of Mid-Iowa Enterprises, LLC for the 2025 HMA Crack and Joint Sealing Project (STR25003) in the amount of \$400,623.78.

Budget Impact:

This project is to be funded through bond funds and LOST-Capital Projects set aside for the Street Improvement Program, which based on timing will likely come from a combination of the 2022 GO Bond (Fund 364) and 2023 GO Bond (Fund 365). Within our CIP, we had set aside a budget of \$2.6 M for several street maintenance projects that included: PCC Patching, HMA Crack/Joint Sealing, and PCC Crack/Joint Sealing. Sufficient funds are available for this project.

The opinion of probable construction costs for the base bid was \$355,865 with the alternate bid at \$505,000.

Description/Background:

Two addendums were issued during the bid process. As part of the discussions held with Contractors during the bid process, we added an alternate bid as part of Addendum #2. The bid alternate, that utilizes IDOT Section 2541, crack seal (rubberized asphalt), in lieu of the base bid referencing IDOT Section 2544, a crack filler (emulsified asphalt), was added for consideration. The expected life of the bid alternate is longer than that of the base bid and more expensive, in part due to the elastic properties of the material and also because the preparation method includes routing any cracks/joints smaller than 3/8-inch. There are also crack types that may be more suitable for the sealant vs the filler and vice versa. From past bids, we know that dual spec bids do not result in competitive bids or bids at all. For the alternate bid, the rubberized sealant – it is not suitable to route cracks with propagating cracks, which some of our cracks do exhibit. Within our specifications

for the alternate bid, we've directed the Contractor to not address moderate/high severity or propagating cracks in. In these cases, a mastic product would be a longer-term product with comparable life to the rubberized asphalt. The city tested the mastic equipment/product in 2022 and has since, rented the equipment a month at a time for the mastic product. Conversations with the Street Superintendent indicated a willingness for in-house staff to do an extra month rental to address those cracks following this project, if the bid alternate was selected. Bidders were allowed to bid on one or both base and alternate. City notified Contractors that we will review and make a recommendation to award either the base or the alternate bid. If the bid alternate is awarded, the completion date shall be extended to allow for the time period in which the work is allowed: *all work shall be substantially complete on or before September 30th, 2026, and shall be completed and ready for final payment on or before November 30th, 2026.*

The city received 3 base bids and 4 alternate bids on September 4th; refer to attached bid tabulation. We are recommending accepting the alternate bid of Mid-Iowa Enterprises, LLC in the amount of \$400,623.78. Our street division will plan on renting the mastic machine for an extra month in 2026 to address the moderate/high severity cracks/joints.

A review of recent projects (since 2017) indicates that Mid-Iowa Enterprises, LLC has been the prime Contractor for the City of Marshalltown one time in the recent past, parking lot pavement marking in 2024. They have done municipal work, with a significant number of projects being completed for the City of Ames, including this type of work.

We do not have an estimate yet on potential timeline for starting the project as there are weather / temperature restrictions. Since we are recommending the alternate bid, the project must be substantially complete on or before September 30th, 2026, and shall be completed and ready for final payment on or before November 30th, 2026.

Design services for this project were completed in-house in the Engineering Division of Public Works. We are also proposing to handle Construction Phase Services in-house.

FOR REFERENCE PROJECT BACKGROUND:

HMA crack and joint sealing is a pavement maintenance operation. HMA streets require sealing, in order to maximize the life of the pavement. When joints or cracks reflect through HMA overlays, the maintenance operation can include sealing of the joints/cracks to attempt to further delay the deterioration of the pavement at those joints and cracks. When those cracks or joints become too numerous, alligator patterned, or indicate underlaying pavement or joint failure – a higher cost pavement operation than crack/joint sealing would be needed.

This project includes streets throughout the entire community where the number and type of cracks/joints are such that sealing those areas is the best/most cost-effective maintenance method at this time. The cracks/joints sealed will be all lanes and shoulders, if applicable, for approximately 40 miles of streets. The plans were prepared in-house in the Engineering Division of Public Works. We are also proposing to handle Construction Phase Services in-house.

Given the time of year, some contractors may have room in their schedule yet this year; however, some may be full and would need to complete the work in early 2026. This work cannot be performed during cold winter temperatures. We proposed calendar dates for completion with substantial completion on or before June 26th, 2026 and full completion on or before August 28th, 2026. Extending completion to allow next year is intended to expand the interested bidders and generally also results in more favorable pricing.

Liquidated damages have been set at \$300 / calendar day for completion.

Attachments:

1. Resolution Accepting Bid HMA Crack & Joint Seal STR25003
2. Bid Tabulation STR25003_2025 HMA Crack and Joint Sealing Project
3. STR25003_2025 HMA Crack-Joint Sealing_Project Manual_w_Addendum 2
4. STR25003_2025 HMA Crack-Joint Sealing_Plan Set_w_Addendum 2
5. STR25003_2025 HMA Crack-Joint Sealing_OPC_w_Addendum 2

**RESOLUTION ACCEPTING BID AND AUTHORIZING THE AWARD
OF CONTRACT FOR THE 2025 HMA CRACK AND JOINT SEALING
PROJECT NO. STR25003, IN THE CITY OF MARSHALLTOWN, IOWA
IN THE AMOUNT OF \$400,623.78 TO MID-IOWA ENTERPRISES, LLC**

WHEREAS, notice to bidders has been duly given as required by law publication in the Marshalltown Times-Republican for the 2025 HMA Crack and Joint Sealing Project No. STR25003, in the City of Marshalltown, as described in the plans and specifications therefore; and

WHEREAS, there has been filed with the City Clerk in response to the published notice to the bidders referred to above, certain proposals for the construction of the above designated improvement with the required certified checks or bid bond accompanying each proposal from the following bidders, to-wit;

<u>Name and Address of Bidders</u>	<u>Amount of Base Bid</u>
Manatt's, Inc. (Brooklyn, IA)	\$ 291,968.25
Iowa Contracting, Inc. (Indianola, IA)	\$ 380,019.00
Denco Highway Construction (Des Moines, IA)	\$ 575,547.40

<u>Name and Address of Bidders</u>	<u>Amount of Alternate Bid</u>
Mid-Iowa Enterprises, LLC (Story City, IA)	\$ 400,623.78
Sweetens Sealing Services (Wright, MO)	\$ 484,792.78
Iowa Contracting, Inc. (Indianola, IA)	\$ 534,449.40
Manatt's, Inc. (Brooklyn, IA)	\$ 544,098.00

After consideration of all bids filed, there was determined that the alternate bid of Mid-Iowa Enterprises, LLC is the best and lowest responsible bid for the public improvement as is herein outlined.

WHEREAS, it is intended that the cost of said improvement shall be paid from such funds as the City may legally use for such purposes or from the proceeds from the issuance of such bonds as may be legally issued for said purposes or any combination of the above methods of financing.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. That the bid of and the same is hereby accepted for the construction of the improvement as described in the plans and specifications therefore, as previously ordered by the Council, and that the contract for the construction of same is now awarded to said contractor in the total amount Four Hundred Thousand, Six Hundred Twenty-Three and 78/100 (\$400,623.78.00) Dollars.

Section 2. Pursuant to Iowa Code section 26.10, the City Council authorizes staff to retain the bid security furnished by the successful bidder until the approved contract form has been executed, a bond has been filed by the bidder guaranteeing the performance of the contract, and to approve the properly executed contract and bond. Checks or bidder's bonds of unsuccessful bidders shall be returned to the bidders as soon as the successful bidder is determined or within thirty days, whichever is sooner.

Section 3. The final settlement upon the contract, as referred to herein with said contractor, shall be upon the basis of the unit prices as are set forth in the bid of said contractor and for the actual quantities for each item of materials furnished or work performed in the construction of this public improvement. The said contract is subject to all of the conditions as are contained in the resolution ordering construction of this improvement, the notice to bidders as published, the terms of the bidder's written proposal, the plans and specifications as are provided therefore, all of which are made a part of this resolution and the said bidders contract by reference as though the same were set out herein verbatim and in specific detail.

Section 4. This resolution as now adopted shall be in full force and binding effect upon the City of Marshalltown, Iowa, upon the final approval of the completed contract with the successful bidder and the approval of the contractor's surety bond by resolution of this Council.

Passed this 8th day of September 2025, and signed this _____ day of September 2025.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, CMC, City Clerk

STR25003 2025 HMA CRACK AND JOINT SEALING PROJECT
CITY OF MARSHALLTOWN, IOWA
BID TABULATION - SEPTEMBER 4TH, 2025

BASE BID				Engineer's Base Estimate		Manatts, Inc			Iowa Contacting Inc		Denco Highway Construction	
				City of Marshalltown		Brooklyn, Iowa			Indianola, IA		Des Moines, IA	
ITEM NO.	ITEM	QUANTITY	UNIT	UNIT PRICE	COST	UNIT PRICE		COST	UNIT PRICE	COST	UNIT PRICE	COST
1	Cleaning and Filling Cracks (Pavement Maintanance)	39.55	MILE	\$ 5,000.00	\$ 197,750.00	\$ 4,995.00		\$ 197,552.25	\$ 5,280.00	\$ 208,824.00	\$ 12,700.00	\$ 502,285.00
2	Hot Mix Asphalt for Crack Filling (ST Intermediate, 1/2", PG 64-22 S)	7.00	TON	\$ 1,500.00	\$ 10,500.00	\$ 200.00		\$ 1,400.00	\$ 1,300.00	\$ 9,100.00	\$ 125.00	\$ 875.00
3	Filler Material (HMA Surfaces)	17,786.00	GAL	\$ 4.25	\$ 75,590.50	\$ 3.50		\$ 62,251.00	\$ 5.00	\$ 88,930.00	\$ 3.40	\$ 60,472.40
4	Traffic Control	1.00	LS	\$ 25,000.00	\$ 25,000.00	\$ 3,600.00		\$ 3,600.00	\$ 30,000.00	\$ 30,000.00	\$ 7,250.00	\$ 7,250.00
5	Flaggers	4.00	EA	\$ 575.00	\$ 2,300.00	\$ 575.00		\$ 2,300.00	\$ 575.00	\$ 2,300.00	\$ 575.00	\$ 2,300.00
5.5	Pilot Car	1.00	EA	\$ 865.00	\$ 865.00	\$ 865.00		\$ 865.00	\$ 865.00	\$ 865.00	\$ 865.00	\$ 865.00
6	Mobilization	1.00	LS	\$ 43,859.50	\$ 43,859.50	\$ 24,000.00		\$ 24,000.00	\$ 40,000.00	\$ 40,000.00	\$ 1,500.00	\$ 1,500.00
TOTAL					\$ 355,865.00			\$ 291,968.25		\$ 380,019.00		\$ 575,547.40

ALTERNATE BID				Engineer's Alternate Estimate		Mid-Iowa Enterprises, LLC			Sweetens Sealing Services		Iowa Contacting Inc		Manatts, Inc	
				City of Marshalltown		Story City, IA			Wright, MO		Indianola, IA		Brooklyn, Iowa	
ITEM NO.	ITEM	QUANTITY	UNIT	UNIT PRICE	COST	UNIT PRICE		COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
A1	Crack and Joint Cleaning and Sealing (HMA Surfaces)	39.55	MILE	\$ 8,000.00	\$ 316,400.00	\$ 6,877.37	*	\$ 271,999.98	\$ 9,910.00	\$ 391,940.50	\$ 8,448.00	\$ 334,118.40	\$ 10,500.00	\$ 415,275.00
A2	Sealer Material (HMA Surfaces)	63,008.0	LBS	\$ 1.50	\$ 94,512.00	\$ 1.10		\$ 69,308.80	\$ 0.91	\$ 57,337.28	\$ 2.00	\$ 126,016.00	\$ 1.00	\$ 63,008.00
A3	Traffic Control	1.0	LS	\$ 30,000.00	\$ 30,000.00	\$ 18,000.00		\$ 18,000.00	\$ 22,500.00	\$ 22,500.00	\$ 30,000.00	\$ 30,000.00	\$ 3,500.00	\$ 3,500.00
A4	Flaggers	6.0	EA	\$ 575.00	\$ 3,450.00	\$ 575.00		\$ 3,450.00	\$ 575.00	\$ 3,450.00	\$ 575.00	\$ 3,450.00	\$ 575.00	\$ 3,450.00
A5	Pilot Car	1.0	EA	\$ 865.00	\$ 865.00	\$ 865.00		\$ 865.00	\$ 865.00	\$ 865.00	\$ 865.00	\$ 865.00	\$ 865.00	\$ 865.00
A6	Mobilization	1.0	LS	\$ 59,773.00	\$ 59,773.00	\$ 37,000.00		\$ 37,000.00	\$ 8,700.00	\$ 8,700.00	\$ 40,000.00	\$ 40,000.00	\$ 58,000.00	\$ 58,000.00
		TOTAL			\$ 505,000.00		*	\$ 400,623.78		\$ 484,792.78		\$ 534,449.40		\$ 544,098.00

* Indicates correction of mathematical error; unit price was held.



Joel Greer, Mayor
Carol Webb, Administrator
Heather Thomas, Public Works
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701

2025 HMA CRACK AND JOINT SEALING PROJECT
(w/ Addendum #2 Updates)
STR25003

PREPARED BY:
City of Marshalltown

	I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa. Signature: <u>Heather Thomas</u> Date: <u>08/28/25</u> Name: <u>Heather Ann Thomas, P. E.</u> Iowa Reg. No. P23208 My license renewal date is December 31, 2025 Pages or sheets covered by this seal: <u>STR25003 Project Manual</u> <u>w/ Addendum #2 Updates</u> ✓
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BIDDING AND CONTRACT DOCUMENTS

OFFICIAL NOTICE OF HEARING AND LETTING

CITY OF MARSHALLTOWN

MARSHALLTOWN, IOWA

2025 HMA CRACK AND JOINT SEALING PROJECT

PROJECT NO. STR25003

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND OPINION OF PROBABLE COST FOR THE 2025 HMA CRACK AND JOINT SEALING PROJECT IN THE CITY OF MARSHALLTOWN, IOWA, AND THE TAKING OF BIDS FOR SUCH IMPROVEMENTS.

A public hearing will be held at 5:30 p.m. local time on the 25th day of August, 2025 in the Council Chambers, Second Floor, 10 West State Street, Marshalltown, Iowa, on the proposed plans, specifications, proposed form of contract, and the opinion of probable cost of improvements proposed to be constructed under PROJECT NO. STR25003, the 2025 HMA CRACK AND JOINT SEALING PROJECT, which is now on file in the office of the City Clerk and at said hearing any interested person may appear and file objection thereto or to the bidding process.

Sealed proposals based upon the proposed plans, specifications, proposed form of contract, opinion of probable costs of improvement, will be received at the City Clerk's Office located at 24 N. Center Street, Marshalltown, IA until 10:00 a.m. local time, on the ~~3rd day~~ 4th day [Addendum #2] of September, 2025 for the construction of the 2025 HMA CRACK AND JOINT SEALING PROJECT as described in the plans and specifications for Project No. STR25003, and which will be opened, read, and tabulated by the City Engineer or her designate at that time, will be acted upon by the City Council of said City at a meeting to be held in the Council Chambers on the 8th day of September, 2025 or at such later time and place as may then be fixed.

The proposed work will involve furnishing the labor, equipment, and materials necessary for constructing the 2025 HMA CRACK AND JOINT SEALING PROJECT in Marshalltown, Iowa as shown in the plans and specifications for PROJECT NO. STR25003, the 2025 HMA CRACK AND JOINT SEALING PROJECT.

The estimated quantities of materials and labor to be furnished in the construction of said improvements and on which bids will be received are as follows:

Base Bid: Approximately 40 miles of HMA street crack and joint cleaning, filling of HMA on cracks wider than 1-inch, placing of filler material to seal cracks, and traffic control.

Alternate Bid: Approximately 40 miles of HMA street crack and joint cleaning, routing and placing of sealer material to seal cracks, and traffic control.

All work is to be done in strict compliance with the Plans and Specifications for said PROJECT NO. STR25003 as proposed by the City Engineer.

Base Bid: All work shall be substantially complete on or before June 26th, 2026, and shall be completed and ready for final payment on or before August 28th, 2026.

Alternate Bid: All work shall be substantially complete on or before September 30th, 2026, and shall be completed and ready for final payment on or before November 30th, 2026.

Obtaining the Bidding Documents

Plans, specifications and proposed contract documents may be examined at the office of the City Engineer, Marshalltown, Iowa, and at the office of the City Clerk, Marshalltown, Iowa. Bidding Documents may be downloaded from the City of Marshalltown's web site upon registration at no cost. The documents may be downloaded at <https://www.marshalltown-ia.gov/Bids.aspx>.

A deposit of \$150 per paper set of plans, specifications and proposed contract documents will be charged, all of which will be refunded if the paper documents are returned in reusable condition within 14 days of the Award of Contract. If all paper documents are not returned in reusable condition and within 14 days, the deposit will be forfeited.

Pre-bid Conference

A pre-bid conference will not be held for the Project.

Instructions to Bidders.

A Bid must be accompanied by Bid security made payable to Owner in an amount of five (5) percent of Bidder's maximum Bid price (determined by adding the base bid and all alternates) and in the form of a Bid bond issued by a surety meeting the requirements of the General Conditions or a certified check in an amount equal to five percent (5%) of the total amount of the bid, drawn on and certified payable by a solvent bank to the City Treasurer of the City. Such Bid bond will be issued in the form included in the Bidding Documents.

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents.

The City Council reserves the right to reject any and all bids and to waive technicalities and irregularities and all bids must remain effective for a period of 30 days of opening same.

This Notice to Bidders is hereby published by authority of resolution duly adopted by the Council of the City of Marshalltown on the _____ day of _____, 2025.

Owner: _____ City of Marshalltown
By: _____ Alicia Hunter
Title: _____ City Clerk

INSTRUCTIONS TO BIDDERS FOR CONSTRUCTION CONTRACT

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ARTICLE 1—*DEFINED TERMS*

- 1.01 Terms used in these Instructions to Bidders have the meanings indicated in the General Conditions and Supplementary Conditions. Additional terms used in these Instructions to Bidders have the meanings indicated below:
- A. *Issuing Office*—The office from which the Bidding Documents are to be issued, and which registers plan holders.

ARTICLE 2—*BIDDING DOCUMENTS*

- 2.01 Bidder shall obtain a complete set of Bidding Requirements and proposed Contract Documents (together, the Bidding Documents). See the Agreement for a list of the Contract Documents. It is Bidder’s responsibility to determine that it is using a complete set of documents in the preparation of a Bid. Bidder assumes sole responsibility for errors or misinterpretations resulting from the use of incomplete documents, by Bidder itself or by its prospective Subcontractors and Suppliers.
- 2.02 Bidding Documents are made available for the sole purpose of obtaining Bids for completion of the Project and permission to download or distribution of the Bidding Documents does not confer a license or grant permission or authorization for any other use. Authorization to download documents, or other distribution, includes the right for plan holders to print documents solely for their use, and the use of their prospective Subcontractors and Suppliers, provided the plan holder pays all costs associated with printing or reproduction. Printed documents may not be re-sold under any circumstances.
- 2.03 Owner has established a Bidding Documents Website as indicated in the Advertisement or invitation to bid. Owner requires that Bidder register as a plan holder with the Issuing Office at such website, and obtain a complete set of the

Bidding Documents from such website. Bidders may rely that sets of Bidding Documents obtained from the Bidding Documents Website are complete, unless an omission is blatant. Registered plan holders will receive Addenda issued by Owner.

- 2.04 Bidder may register as a plan holder and obtain complete sets of Bidding Documents, in the number and format stated in the Advertisement or invitation to bid, from the Issuing Office. Bidders may rely that sets of Bidding Documents obtained from the Issuing Office are complete, unless an omission is blatant. Registered plan holders will receive Addenda issued by Owner.
- 2.05 Plan rooms (including construction information subscription services, and electronic and virtual plan rooms) may distribute the Bidding Documents, or make them available for examination. Those prospective bidders that obtain an electronic (digital) copy of the Bidding Documents from a plan room are encouraged to register as plan holders from the Bidding Documents Website or Issuing Office. Owner is not responsible for omissions in Bidding Documents or other documents obtained from plan rooms, or for a Bidder's failure to obtain Addenda from a plan room.
- 2.06 Electronic Documents
 - A. When the Bidding Requirements indicate that electronic (digital) copies of the Bidding Documents are available, such documents will be made available to the Bidders as Electronic Documents in the manner specified.
 - 1. Bidding Documents will be provided in Adobe PDF (Portable Document Format) (.pdf) that is readable by Adobe Acrobat Reader. It is the intent of the Engineer and Owner that such Electronic Documents are to be exactly representative of the paper copies of the documents. However, because the Owner and Engineer cannot totally control the transmission and receipt of Electronic Documents nor the Contractor's means of reproduction of such documents, the Owner and Engineer cannot and do not guarantee that Electronic Documents and reproductions prepared from those versions are identical in every manner to the paper copies.
 - B. Unless otherwise stated in the Bidding Documents, the Bidder may use and rely upon complete sets of Electronic Documents of the Bidding Documents, described in Paragraph 2.06.A above. However, Bidder assumes all risks associated with differences arising from transmission/receipt of Electronic Documents versions of Bidding Documents and reproductions prepared from those versions and, further, assumes all risks, costs, and responsibility associated with use of the Electronic Documents versions to derive information that is not explicitly contained in printed paper versions of the documents, and for Bidder's reliance upon such derived information.
 - C. After the Contract is awarded, the Owner will provide or direct the Engineer to provide for the use of the Contractor documents that were developed by Engineer as part of the Project design process, as Electronic Documents in native file formats.

- D. Electronic Documents that are available in native file format include:
 - 1. None.
- E. Release of such documents will be solely for the convenience of the Contractor. No such document is a Contract Document.
- F. Unless the Contract Documents explicitly identify that such information will be available to the Successful Bidder (Contractor), nothing herein will create an obligation on the part of the Owner or Engineer to provide or create such information, and the Contractor is not entitled to rely on the availability of such information in the preparation of its Bid or pricing of the Work. In all cases, the Contractor shall take appropriate measures to verify that any electronic/digital information provided in Electronic Documents is appropriate and adequate for the Contractor's specific purposes.
- G. In no case will the Contractor be entitled to additional compensation or time for completion due to any differences between the actual Contract

ARTICLE 3—PRE-BID CONFERENCE

- 3.01 A pre-bid conference will not be conducted for this Project.

ARTICLE 4—BID SECURITY

- 4.01 A Bid must be accompanied by Bid security made payable to Owner in an amount of **five (5)** percent of Bidder's maximum Bid price (determined by adding the base bid and all alternates) and in the form of a Bid bond issued by a surety meeting the requirements of the General Conditions or a certified check in an amount equal to five percent (5%) of the total amount of the bid, drawn on and certified payable by a solvent bank to the City Treasurer of the City. Such Bid bond will be issued in the form included in the Bidding Documents.

ARTICLE 5—SUBSTITUTE AND "OR EQUAL" ITEMS

- 5.01 The Contract for the Work, as awarded, will be on the basis of materials and equipment specified or described in the Bidding Documents, and those "or-equal" or substitute or materials and equipment subsequently approved by Engineer prior to the submittal of Bids and identified by Addendum. No item of material or equipment will be considered by Engineer as an "or-equal" or substitute unless written request for approval has been submitted by Bidder and has been received by Engineer within 10 days of the issuance of the Advertisement for Bids or invitation to Bidders. Each such request must comply with the requirements of the General Conditions, and the review of the request will be governed by the principles in those paragraphs. The burden of proof of the merit of the proposed item is upon Bidder. Engineer's decision of approval or disapproval of a proposed item will be final. If Engineer approves any such proposed item, such approval will be set forth in an Addendum issued to all registered Bidders. Bidders cannot rely upon approvals made in any other manner.
- 5.02 All prices that Bidder sets forth in its Bid will be based on the presumption that the Contractor will furnish the materials and equipment specified or described in

the Bidding Documents, as supplemented by Addenda. Any assumptions regarding the possibility of post-Bid approvals of “or-equal” or substitution requests are made at Bidder’s sole risk.

ARTICLE 6—PREPARATION OF BID

- 6.01 If Bidder has obtained the Bidding Documents as Electronic Documents, then Bidder shall prepare its Bid on a paper copy of the Bid Form printed from the Electronic Documents version of the Bidding Documents. The printed copy of the Bid Form must be clearly legible, printed on 8½ inch by 11-inch paper and as closely identical in appearance to the Electronic Document version of the Bid Form as may be practical. The Owner reserves the right to accept Bid Forms which nominally vary in appearance from the original paper version of the Bid Form, providing that all required information and submittals are included with the Bid.

ARTICLE 7—OPENING OF BIDS

- 7.01 Bids will be opened and read aloud in City Hall (24 N Center Street, Marshalltown, Iowa) at 10:00 AM on ~~Wednesday, September 3rd,~~ **Thursday, September 4th 2025.** (Per Addendum #2)

ARTICLE 8—BIDS TO REMAIN SUBJECT TO ACCEPTANCE

- 8.01 All Bids will remain subject to acceptance for the period of time stated in the Bid Form, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to the end of this period.
- 8.02 Should there be any reason why the contract cannot be awarded within the period of time stated in the Bid Form, the time may be extended by mutual agreement between the Owner and the apparent successful Bidder.

ARTICLE 9—ENGINEER INFORMATION

- 9.01 The Engineering firm is: City of Marshalltown
- A. The Engineering firm’s contact person is: Heather Thomas, alternate Brad Bateman
 - B. The firm’s address is:
 - 1. 24 N Center St
 - 2. Marshalltown, Iowa 50158
 - 3. Phone (641) 754-5734
 - 4. Email: hthomas@marshalltown-ia.gov
bbateman@marshalltown-ia.gov

BIDDING DOCUMENTS

BID FORM FOR CONSTRUCTION CONTRACT

(with Addendum #2)

2025 HMA CRACK AND JOINT SEALING PROJECT

PROJECT NO. STR25003

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—OWNER AND BIDDER

1.01 This Bid is submitted to:

City of Marshalltown – City Clerk

24 N. Center Street

Marshalltown, IA 50158.

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2—ATTACHMENTS TO THIS BID

2.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
- C. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids; and
- D. Bidders Status Form.

ARTICLE 3—BASIS OF BID—UNIT PRICES

3.01 Unit Price Bids

A. Bidder will perform the following Work at the indicated unit prices:

BASE BID

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Cleaning and Filling Cracks (Pavement Maintenance)	39.55	MILE		
2	Hot Mix Asphalt for Crack Filling (ST Intermediate, 1/2", PG 64-22 S)	7.0	TON		
3	Filler Material (HMA Surfaces)	17,786.0	GAL		
4	Traffic Control	1.0	LS		
5	Flaggers	4.0	EA	\$ 575.00	\$ 2,300.00
5.5	Pilot Car	1.0	EA	\$ 865.00	\$ 865.00
6	Mobilization	1.0	LS		
Total Construction Bid					\$ _____

ALTERNATE BID

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
A1	Crack and Joint Cleaning and Sealing (HMA Surfaces)	39.55	MILE		
A2	Sealer Material (HMA Surfaces)	63,008.0	LBS		
A3	Traffic Control	1.0	LS		
A4	Flaggers	6.0	EA	\$ 575.00	\$ 3,450.00
A5	Pilot Car	1.0	EA	\$ 865.00	\$ 865.00
A6	Mobilization	1.0	LS		
Total Construction Alternate Bid					\$ _____

3.02 Bidder acknowledges that:

- A. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
- B. estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 4—TIME OF COMPLETION

4.01 Bidder agrees that the Work will be substantially complete on or before **June 26th, 2026**, and will be completed and ready for final payment on or before **August 28th, 2026**.

4.02 If the Bid Alternate is awarded, Bidder agrees that the Work will be substantially complete on or before **September 30th, 2026**, and will be completed and ready for final payment on or before **November 30th, 2026**.

ARTICLE 5—LIQUIDATED DAMAGES

5.01 Substantial Completion: Contractor shall pay Owner \$300 for each calendar day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.

5.02 Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$300 for each calendar day that expires after such time until the Work is completed and ready for final payment.

5.03 Liquidated damages for failing to timely attain Substantial Completion and Final Completion are not additive, and will not be imposed concurrently.

5.04 If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

ARTICLE 6—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

6.01 Bid Acceptance Period

- A. This Bid will remain subject to acceptance for 30 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

6.02 Instructions to Bidders

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

6.03 Receipt of Addenda

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
1	August 25, 2025
2	August 28, 2025

ARTICLE 7—BIDDER hereby submits this Bid as set forth above:

Bidder:

(typed or printed name of organization)

By: _____
(individual's signature)

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Date: _____
(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: _____
(individual's signature)

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Date: _____
(typed or printed)

Address for giving notices:

Bidder's Contact:

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Phone: _____

Email: _____

Address: _____

Bidder's Contractor License No.: (if applicable) _____

BID BOND (PENAL SUM FORM)

Bidder Name: [Full formal name of Bidder] Address <i>(principal place of business)</i> : [Address of Bidder's principal place of business]	Surety Name: [Full formal name of Surety] Address <i>(principal place of business)</i> : [Address of Surety's principal place of business]
Owner Name: City of Marshalltown Address <i>(principal place of business)</i> : 24 N. Center Street Marshalltown, IA 50158	Bid Project <i>(name and location)</i> : 2025 HMA CRACK AND JOINT SEALING PROJECT – Marshalltown, Iowa Bid Due Date: September 3, 2025; September 4, 2025 (Addendum 2)
Bond Penal Sum: [Amount] Date of Bond: [Date] Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
Bidder	Surety
<i>(Full formal name of Bidder)</i>	<i>(Full formal name of Surety) (corporate seal)</i>
By: _____ <i>(Signature)</i>	By: _____ <i>(Signature) (Attach Power of Attorney)</i>
Name _____ <i>(Printed or typed)</i>	Name _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
Attest _____ <i>(Signature)</i>	Attest _____ <i>(Signature)</i>
Name _____ <i>(Printed or typed)</i>	Name _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
Notes: <i>(1) Addresses are to be used for giving any required notice.</i> <i>(2) Provide execution by any additional parties, such as joint venturers, if necessary.</i>	

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond will be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder occurs upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation will be null and void if:
 - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2. All Bids are rejected by Owner, or
 - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions does not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action will be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond will be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder must be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Postal Service registered or certified mail, return receipt requested, postage pre-paid, and will be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond will be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute governs and the remainder of this Bond that is not in conflict therewith continues in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

BIDDER STATUS FORM

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

☐ Yes ☐ No My company is authorized to transact business in Iowa.

(To help you determine if your company is authorized, please review the worksheet on the next page).

☐ Yes ☐ No My company has an office to transact business in Iowa.

☐ Yes ☐ No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.

☐ Yes ☐ No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.

☐ Yes ☐ No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: _____/_____/_____ to _____/_____/_____ Address: _____

City, State, Zip: _____

Dates: _____/_____/_____ to _____/_____/_____ Address: _____

City, State, Zip: _____

Dates: _____/_____/_____ to _____/_____/_____ Address: _____

You may attach additional sheet(s) if needed. City, State, Zip: _____

To be completed by non-resident bidders

Part C

1. Name of home state or foreign country reported to the Iowa Secretary of State:

2. Does your company's home state or foreign country offer preferences to resident bidders, resident labor force preferences or any other type of preference to bidders or laborers? ☐ Yes ☐ No

3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: _____

Signature: _____ Date: _____

You must submit the completed form to the governmental body requesting bids per 875 Iowa Administrative Code Chapter 156. This form has been approved by the Iowa Labor Commissioner.

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- ☐ Yes ☐ No My business is currently registered as a contractor with the Iowa Division of Labor.
- ☐ Yes ☐ No My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- ☐ Yes ☐ No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- ☐ Yes ☐ No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- ☐ Yes ☐ No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa secretary of state, has filed its most recent biennial report with the secretary of state, and has neither received a certificate of withdrawal from the secretary of state nor had its authority revoked.
- ☐ Yes ☐ No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- ☐ Yes ☐ No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- ☐ Yes ☐ No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
- ☐ Yes ☐ No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- ☐ Yes ☐ No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- ☐ Yes ☐ No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

CONTRACT DOCUMENTS

NOTICE OF AWARD

Date of Issuance:

Owner: City of Marshalltown Owner's Project No.: STR25003

Engineer: City of Marshalltown Engineer's Project No.: STR25003

Project: 2025 HMA CRACK AND JOINT SEALING

Contract Name: 2025 HMA CRACK AND JOINT SEALING

Bidder:

Bidder's Address:

You are notified that Owner has accepted your Bid dated September 4th, 2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

2025 HMA CRACK AND JOINT SEALING

The Contract Price of the awarded Contract is \$[**Contract Price**]. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner **three** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions.
3. Other conditions precedent (if any): **n/a**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents.

Owner: **City of Marshalltown, Iowa**

By (*signature*):

Name (*printed*): Joel Greer

Title: Mayor

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

This Agreement is by and between the City of Marshalltown ("Owner") and [name of contracting entity] ("Contractor").

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Approximately 40 miles of HMA street crack and joint cleaning, filling of HMA on cracks wider than 1-inch, placing of filler material to seal cracks, and traffic control.

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: **2025 HMA CRACK AND JOINT SEALING PROJECT**

ARTICLE 3 – ENGINEER

- 3.01 The Owner has retained **the City of Marshalltown** ("Engineer") to act as Owner's representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.
- 3.02 The part of the Project that pertains to the Work has been designed by **the City of Marshalltown**.

ARTICLE 4 – CONTRACT TIMES

4.01 Contract Times: Completion Date

- A. Bidder agrees that the Work will be substantially complete on or before June 26th, 2025, and will be completed and ready for final payment on or before August 28th, 2025.

4.02 Liquidated Damages

- A. Substantial Completion: Contractor shall pay Owner \$300 for each calendar day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
- B. Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$300 for each calendar day that expires after such time until the Work is completed and ready for final payment.

4.03 Special Damages

- A. Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred

by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.01 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.

- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.01 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.
- C. The special damages imposed in this paragraph are supplemental to any liquidated damages for delayed completion established in this Agreement.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:

- A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

ARTICLE 6 – CONTRACT DOCUMENTS

6.01 Contents

- A. The Contract Documents consist of all of the following:

- 1. This Agreement.
- 2. Bonds:
 - a. Performance bond (together with power of attorney).
 - b. Payment bond (together with power of attorney).
- 3. General Conditions.
- 4. Supplementary Conditions.
- 5. Specifications as listed in the table of contents of the project manual (copy of list attached).
- 6. Drawings (not attached but incorporated by reference) consisting of 67 sheets with each sheet bearing the following general title: **2025 HMA CRACK AND JOINT SEALING Project**.
- 7. Addenda (numbers [number] to [number], inclusive).
- 8. Exhibits to this Agreement (enumerated as follows):
 - a. None
- 9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.

- c. Change Orders.
 - d. Field Orders.
 - e. Warranty Bond.
- B. The Contract Documents listed in Paragraph 6.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 6.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

6.02 General Conditions

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are the SUDAS Standard Specifications, Division 1: General Provisions and Covenants, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor in the Supplementary Conditions.
- B. The General Conditions are available electronically at <https://iowasudas.org/manuals/specifications-manual/#division-1-general-provisions-and-covenants> .

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on **[indicate date on which Contract becomes effective]**
(which is the Effective Date of the Contract).

Owner:

City of Marshalltown

(typed or printed name of organization)

By:

(individual's signature)

Date:

(date signed)

Name:

Joel Greer

(typed or printed)

Title:

Mayor

(typed or printed)

Attest:

(individual's signature)

Title:

Alicia Hunter

(typed or printed)

Address for giving notices:

City of Marshalltown

24 N. Center Street

Marshalltown, Iowa 50158

Designated Representative:

Name: Heather Thomas, P.E.

(typed or printed)

Title:

Public Works Director

(typed or printed)

Address:

24 N. Center Street

Marshalltown, Iowa 50158

Phone: (641) 754-5734

Email: hthomas@marshalltown-ia.gov

(If **[Type of Entity]** is a corporation, attach evidence of authority to sign. If **[Type of Entity]** is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

Contractor:

(typed or printed name of organization)

By:

(individual's signature)

Date:

(date signed)

Name:

(typed or printed)

Title:

(typed or printed)

(If **[Type of Entity]** is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

(individual's signature)

Title:

(typed or printed)

Address for giving notices:

Designated Representative:

Name:

(typed or printed)

Title:

(typed or printed)

Address:

Phone:

Email:

License No.:

(where applicable)

State:

PERFORMANCE BOND

Contractor Name: [Full formal name of Contractor] Address (<i>principal place of business</i>): [Address of Contractor's principal place of business]	Surety Name: [Full formal name of Surety] Address (<i>principal place of business</i>): [Address of Surety's principal place of business]
Owner Name: City of Marshalltown Mailing address (<i>principal place of business</i>): 24 North Center Street Marshalltown, IA 50158	Contract Description (<i>name and location</i>): 2025 HMA CRACK AND JOINT SEALING PROJECT – Marshalltown, Iowa Contract Price: [Amount from Contract] Effective Date of Contract: [Date from Contract]
Bond Bond Amount: [Amount] Date of Bond: [Date] <i>(Date of Bond cannot be earlier than Effective Date of Contract)</i> Modifications to this Bond form: ☐ None ☐ See Paragraph 16	
Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth in this Performance Bond, do each cause this Performance Bond to be duly executed by an authorized officer, agent, or representative.	
Contractor as Principal	Surety
_____ <i>(Full formal name of Contractor)</i>	_____ <i>(Full formal name of Surety) (corporate seal)</i>
By: _____ <i>(Signature)</i>	By: _____ <i>(Signature)(Attach Power of Attorney)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
Attest: _____ <i>(Signature)</i>	Attest: _____ <i>(Signature)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
<i>Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party is considered plural where applicable.</i>	

1. The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.
2. If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Paragraph 3.
3. If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond will arise after:
 - 3.1. The Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice may indicate whether the Owner is requesting a conference among the Owner, Contractor, and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Paragraph 3.1 will be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor, and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement does not waive the Owner's right, if any, subsequently to declare a Contractor Default;
 - 3.2. The Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and
 - 3.3. The Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.
4. Failure on the part of the Owner to comply with the notice requirement in Paragraph 3.1 does not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.
5. When the Owner has satisfied the conditions of Paragraph 3, the Surety shall promptly and at the Surety's expense take one of the following actions:
 - 5.1. Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;
 - 5.2. Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;
 - 5.3. Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owners concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Paragraph 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

- 5.4. Waive its right to perform and complete, arrange for completion, or obtain a new contractor, and with reasonable promptness under the circumstances:
 - 5.4.1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or
 - 5.4.2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.
6. If the Surety does not proceed as provided in Paragraph 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Paragraph 5.4, and the Owner refuses the payment, or the Surety has denied liability, in whole or in part, without further notice, the Owner shall be entitled to enforce any remedy available to the Owner.
7. If the Surety elects to act under Paragraph 5.1, 5.2, or 5.3, then the responsibilities of the Surety to the Owner will not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety will not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication for:
 - 7.1. the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
 - 7.2. additional legal, design professional, and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Paragraph 5; and
 - 7.3. liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.
8. If the Surety elects to act under Paragraph 5.1, 5.3, or 5.4, the Surety's liability is limited to the amount of this Bond.
9. The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price will not be reduced or set off on account of any such unrelated obligations. No right of action will accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors, and assigns.
10. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders, and other obligations.
11. Any proceeding, legal or equitable, under this Bond must be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and must be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this paragraph are void or prohibited by law, the minimum periods of limitations available to sureties as a defense in the jurisdiction of the suit will be applicable.

12. Notice to the Surety, the Owner, or the Contractor must be mailed or delivered to the address shown on the page on which their signature appears.
13. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement will be deemed deleted therefrom and provisions conforming to such statutory or other legal requirement will be deemed incorporated herein. When so furnished, the intent is that this Bond will be construed as a statutory bond and not as a common law bond.
14. Definitions
- 14.1. *Balance of the Contract Price*—The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made including allowance for the Contractor for any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.
- 14.2. *Construction Contract*—The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.
- 14.3. *Contractor Default*—Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.
- 14.4. *Owner Default*—Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.
- 14.5. *Contract Documents*—All the documents that comprise the agreement between the Owner and Contractor.
15. If this Bond is issued for an agreement between a contractor and subcontractor, the term Contractor in this Bond will be deemed to be Subcontractor and the term Owner will be deemed to be Contractor.
16. Modifications to this Bond are as follows: **“None”**

PAYMENT BOND

Contractor Name: [Full formal name of Contractor] Address (<i>principal place of business</i>): [Address of Contractor's principal place of business]	Surety Name: [Full formal name of Surety] Address (<i>principal place of business</i>): [Address of Surety's principal place of business]
Owner Name: City of Marshalltown Mailing address (<i>principal place of business</i>): 24 North Center Street Marshalltown, IA 50158	Contract Description (<i>name and location</i>): 2025 HMA CRACK AND JOINT SEALING PROJECT – Marshalltown, Iowa Contract Price: [Amount, from Contract] Effective Date of Contract: [Date, from Contract]
Bond Bond Amount: [Amount] Date of Bond: [Date] <i>(Date of Bond cannot be earlier than Effective Date of Contract)</i> Modifications to this Bond form: ☐ None ☐ See Paragraph 18	
Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth in this Payment Bond, do each cause this Payment Bond to be duly executed by an authorized officer, agent, or representative.	
Contractor as Principal	Surety
<i>(Full formal name of Contractor)</i>	<i>(Full formal name of Surety) (corporate seal)</i>
By: _____	By: _____
<i>(Signature)</i>	<i>(Signature)(Attach Power of Attorney)</i>
Name: _____	Name: _____
<i>(Printed or typed)</i>	<i>(Printed or typed)</i>
Title: _____	Title: _____
Attest: _____	Attest: _____
<i>(Signature)</i>	<i>(Signature)</i>
Name: _____	Name: _____
<i>(Printed or typed)</i>	<i>(Printed or typed)</i>
Title: _____	Title: _____
Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party is considered plural where applicable.	

1. The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to the Owner to pay for labor, materials, and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.
2. If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies, and holds harmless the Owner from claims, demands, liens, or suits by any person or entity seeking payment for labor, materials, or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.
3. If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond will arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Paragraph 13) of claims, demands, liens, or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials, or equipment furnished for use in the performance of the Construction Contract, and tendered defense of such claims, demands, liens, or suits to the Contractor and the Surety.
4. When the Owner has satisfied the conditions in Paragraph 3, the Surety shall promptly and at the Surety's expense defend, indemnify, and hold harmless the Owner against a duly tendered claim, demand, lien, or suit.
5. The Surety's obligations to a Claimant under this Bond will arise after the following:
 - 5.1. Claimants who do not have a direct contract with the Contractor
 - 5.1.1. have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and
 - 5.1.2. have sent a Claim to the Surety (at the address described in Paragraph 13).
 - 5.2. Claimants who are employed by or have a direct contract with the Contractor have sent a Claim to the Surety (at the address described in Paragraph 13).
6. If a notice of non-payment required by Paragraph 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Paragraph 5.1.1.
7. When a Claimant has satisfied the conditions of Paragraph 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:
 - 7.1. Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and
 - 7.2. Pay or arrange for payment of any undisputed amounts.
 - 7.3. The Surety's failure to discharge its obligations under Paragraph 7.1 or 7.2 will not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its

obligations under Paragraph 7.1 or 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.

8. The Surety's total obligation will not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Paragraph 7.3, and the amount of this Bond will be credited for any payments made in good faith by the Surety.
9. Amounts owed by the Owner to the Contractor under the Construction Contract will be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfying obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.
10. The Surety shall not be liable to the Owner, Claimants, or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to or give notice on behalf of Claimants, or otherwise have any obligations to Claimants under this Bond.
11. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders, and other obligations.
12. No suit or action will be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Paragraph 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit will be applicable.
13. Notice and Claims to the Surety, the Owner, or the Contractor must be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, will be sufficient compliance as of the date received.
14. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement will be deemed deleted here from and provisions conforming to such statutory or other legal requirement will be deemed incorporated herein. When so furnished, the intent is that this Bond will be construed as a statutory bond and not as a common law bond.
15. Upon requests by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.

16. Definitions

16.1. *Claim*—A written statement by the Claimant including at a minimum:

16.1.1. The name of the Claimant;

- 16.1.2. The name of the person for whom the labor was done, or materials or equipment furnished;
- 16.1.3. A copy of the agreement or purchase order pursuant to which labor, materials, or equipment was furnished for use in the performance of the Construction Contract;
- 16.1.4. A brief description of the labor, materials, or equipment furnished;
- 16.1.5. The date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
- 16.1.6. The total amount earned by the Claimant for labor, materials, or equipment furnished as of the date of the Claim;
- 16.1.7. The total amount of previous payments received by the Claimant; and
- 16.1.8. The total amount due and unpaid to the Claimant for labor, materials, or equipment furnished as of the date of the Claim.

16.2.*Claimant*—An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials, or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of this Bond is to include without limitation in the terms of "labor, materials, or equipment" that part of the water, gas, power, light, heat, oil, gasoline, telephone service, or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials, or equipment were furnished.

16.3.*Construction Contract*—The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.

16.4.*Owner Default*—Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

16.5.*Contract Documents*—All the documents that comprise the agreement between the Owner and Contractor.

17. If this Bond is issued for an agreement between a contractor and subcontractor, the term Contractor in this Bond will be deemed to be Subcontractor and the term Owner will be deemed to be Contractor.

18. Modifications to this Bond are as follows: **"None"**

WARRANTY BOND

Contractor Name: [Full formal name of Contractor] Address (<i>principal place of business</i>): [Address of Contractor's principal place of business]	Surety Name: [Full formal name of Surety] Address (<i>principal place of business</i>): [Insert address of Surety's principal place of business]
Owner Name: City of Marshalltown Address (<i>principal place of business</i>): 24 North Center Street Marshalltown, IA 50158	Construction Contract Description (<i>name and location</i>): 2025 HMA CRACK AND JOINT SEALING PROJECT – Marshalltown, Iowa Contract Price: [Amount from Contract] Effective Date of Contract: [Date from Contract] Contract's Date of Substantial Completion: [Date from Contract]
Bond Bond Amount: [Amount] Date of Bond: [Date] Modifications to this Bond form: ☐ None ☒ See Paragraph 9	
Bond Period: Commencing after Substantial Completion of the Work under the Construction Contract, and continuing for two (2) years after such Substantial Completion.	
Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth herein, do each cause this Warranty Bond to be duly executed by an authorized officer, agent, or representative.	
Contractor as Principal	Surety
(Full formal name of Contractor)	(Full formal name of Surety) (corporate seal)
By: _____	By: _____
(Signature)	(Signature) (Attach Power of
Name: _____	Name _____
(Printed or typed)	(Printed or typed)
Title: _____	Title: _____
Attest: _____	Attest: _____
(Signature)	(Signature)
Name: _____	Name _____
(Printed or typed)	(Printed or typed)
Title: _____	Title: _____
Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party is considered plural where applicable.	

1. The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to the Owner for the performance of the Construction Contract's Correction Period Obligations. The Construction Contract is incorporated herein by reference.
2. If the Contractor performs the Correction Period Obligations, the Surety and the Contractor shall have no obligation under this Warranty Bond.
3. If Owner gives written notice to Contractor and Surety during the Bond Period of Contractor's obligation under the Correction Period Obligations, and Contractor does not fulfill such obligation, then Surety shall be responsible for fulfillment of such Correction Period Obligations. Surety shall either fulfill the Correction Period Obligations itself, through its agents or contractors, or, in the alternative, Surety may waive the right to fulfill the Correction Period Obligations itself, and reimburse the Owner for all resulting costs incurred by Owner in performing Contractor's Correction Period Obligations, including but not limited to correction, removal, replacement, and repair costs.
4. The Surety's liability is limited to the amount of this Warranty Bond. Renewal or continuation of the Warranty Bond will not modify such amount, unless expressly agreed to by Surety in writing.
5. The Surety shall have no liability under this Warranty Bond for obligations of the Contractor that are unrelated to the Construction Contract. No right of action will accrue on this Warranty Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors, and assigns.
6. Any proceeding, legal or equitable, under this Warranty Bond may be instituted in any court of competent jurisdiction in the location in which the Work or part of the Work is located and must be instituted within two years after the Surety refuses or fails to perform its obligations under this Warranty Bond.
7. Written notice to the Surety, the Owner, or the Contractor must be mailed or delivered to the address shown in this Warranty Bond.
8. Definitions
 - 8.1. *Construction Contract*—The agreement between the Owner and Contractor identified on the cover page of this Warranty Bond, including all Contract Documents and changes made to the agreement and the Contract Documents.
 - 8.2. *Contract Documents*—All the documents that comprise the agreement between the Owner and Contractor.
 - 8.3. *Correction Period Obligations*—The duties, responsibilities, commitments, and obligations of the Contractor with respect to correction or replacement of defective Work, as set forth in the SUDAS General Conditions, as duly modified.
 - 8.4. *Substantial Completion*—As defined in the Construction Contract.
 - 8.5. *Work*—As defined in the Construction Contract.
9. Modifications to this Bond are as follows: **Bond shall be 100% of the contract amount for the first two (2) years.**

NOTICE TO PROCEED

Owner:	City of Marshalltown	Owner's Project No.:	STR25003
Engineer:	City of Marshalltown	Engineer's Project No.:	STR25003
Contractor:		Contractor's Project No.:	
Project:	2025 HMA CRACK AND JOINT SEALING PROJECT		
Contract Name:	2025 HMA CRACK AND JOINT SEALING PROJECT		
Effective Date of Contract:	<ENTER DATE >		

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on **ENTER DATE** pursuant to Section 1080,1.02 of the General Conditions.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work will be done at the Site prior to such date.

Before starting any Work at the Site, Contractor must comply with the following:

Traffic Control must be in place. Submittals shall be reviewed/returned.

Owner:	City of Marshalltown
By (signature):	
Name (printed):	Heather Thomas, PE
Title:	Public Works Director
Date Issued:	
Copy: Engineer	

CONTRACT CONDITIONS

GENERAL PROVISIONS AND COVENANTS

The General Provisions and Covenants for the contract provisions on this project are represented by the SUDAS Standard Specifications, Division 1, approved by the Board of Directors for the Iowa SUDAS Corporation.

SUPPLEMENTAL PROVISIONS AND COVENANTS

These Supplementary Provisions and Covenants amend or supplement Division 1: General Provisions and Covenants approved by the Board of Directors for the Iowa SUDAS Corporation subsequent to publication of the latest edition of the SUDAS Standard Specifications. They involve changes in the SUDAS Standard Specifications and apply only when specified in the contract documents. The General Conditions remain in full force and effect except as amended.

Specifications adopted by a Jurisdiction that involve changes to the SUDAS Standard Specifications are as follow:

Section 1040 – Scope of Work

1.06 INCREASE OR DECREASE OF WORK

Add the following new paragraphs immediately after Paragraph C:

D. Adjustments in Unit Price

1. Contractor or Owner shall be entitled to an adjustment in the unit price with respect to an item of Unit Price Work if:
 - a. the extended price of a particular item of Unit Price Work amounts to five (5) percent or more of the Contract Price (based on estimated quantities at the time of Contract formation) and the variation in the quantity of that particular item of Unit Price Work actually furnished or performed by Contractor differs by more than 25 percent from the estimated quantity of such item indicated in the Agreement; and
 - b. Contractor's unit costs to perform the item of Unit Price Work have changed materially and significantly as a result of the quantity change.
2. The adjustment in unit price will account for and be coordinated with any related changes in quantities of other items of Work, and in Contractor's costs to perform such other Work, such that the resulting overall change in Contract Price is equitable to Owner and Contractor.
3. Adjusted unit prices will apply to all units of that item.

Section 1070 – Legal Relations and Responsibility to the Public

3.01 PERFORMANCE, PAYMENT, AND MAINTENANCE BOND

Add the following subparagraphs to Paragraph C:

1. Contractor shall furnish a warranty bond issued in the form of EJCDC® C-612, Warranty Bond (2018) or other approved form. The warranty bond must be in a bond amount of **100 percent** of the final contract price for the first two (2) years. The warranty bond period will extend to a date **two (2) years** after Substantial Completion of the Work.
3. The warranty bond must be issued by the same surety that issues the performance bond required under Paragraph 3.01 of the General Conditions.

Section 1080 – Prosecution and Progress

1.07 WORK ON SUNDAYS OR LEGAL HOLIDAYS

Replace Paragraph A & B with:

- A. No Work shall be done on Holidays. Owner's legal holidays are: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.
- B. Such work as may be required to properly maintain or protect completed or partially completed construction, or to maintain lights and barricades, will be permitted on holidays without specific permission of the Engineer.
- C. Refer to plans for allowable working days/hours.

Section 1090 - Measurement and Payment

1.05 PROGRESS PAYMENTS

Add the following new Paragraph D:

- D. Contractor's Application for Progress Payment shall be prepared on the EJCDC C-620 form provided in the Contract Documents, or other approved form.

ADDITIONAL FORMS

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: City of Marshalltown Owner's Project No.: STR25003

Engineer: City of Marshalltown Engineer's Project No.: STR25003

Contractor: Contractor's Project No.:

Project: 2025 HMA CRACK AND JOINT SEALING PROJECT

Contract Name: 2025 HMA CRACK AND JOINT SEALING PROJECT

This ☐ Preliminary ☐ Final Certificate of Substantial Completion applies to:

☐ All Work ☐ The following specified portions of the Work:

[Describe the portion of the work for which Certificate of Substantial Completion is issued]

Date of Substantial Completion: **[Enter date, as determined by Engineer]**

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

Amendments to Owner's Responsibilities: ☐ None ☐ As follows:

[List amendments to Owner's Responsibilities]

Amendments to Contractor's Responsibilities: ☐ None ☐ As follows:

[List amendments to Contractor's Responsibilities]

The following documents are attached to and made a part of this Certificate:

[List attachments such as punch list; other documents]

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Engineer

By (*signature*): _____

Name (*printed*): _____

Title: _____

NOTICE OF ACCEPTABILITY OF WORK

Owner: City of Marshalltown Owner's Project No.: STR25003
Engineer: City of Marshalltown Engineer's Project No.: STR25003
Contractor: Contractor's Project No.:
Project: 2025 HMA CRACK AND JOINT SEALING PROJECT
Contract Name: 2025 HMA CRACK AND JOINT SEALING PROJECT
Notice Date: Effective Date of the Construction Contract:

The Engineer hereby gives notice to the Owner and Contractor that Engineer recommends final payment to Contractor, and that the Work furnished and performed by Contractor under the Construction Contract is acceptable, expressly subject to the provisions of the Construction Contract's Contract Documents ("Contract Documents") and of the Agreement between Owner and Engineer for Professional Services dated **[date of professional services agreement]** ("Owner-Engineer Agreement"). This Notice of Acceptability of Work (Notice) is made expressly subject to the following terms and conditions to which all who receive and rely on said Notice agree:

This Notice has been prepared with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.

This Notice reflects and is an expression of the Engineer's professional opinion.

This Notice has been prepared to the best of Engineer's knowledge, information, and belief as of the Notice Date.

This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's Work) under the Owner-Engineer Agreement, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Owner-Engineer Agreement.

This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Contract Documents, or to otherwise comply with the Contract Documents or the terms of any special guarantees specified therein.

This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

Engineer

By (*signature*): _____

Name (*printed*): _____

Title: _____

CONTRACTOR'S APPLICATION FOR PAYMENT

Owner:	City of Marshalltown	Owner's Project No.:	STR25003
Engineer:	City of Marshalltown	Engineer's Project No.:	STR25003
Contractor:		Contractor's Project No.:	
Project:	2025 HMA CRACK AND JOINT SEALING PROJECT		
Contract:	2025 HMA CRACK AND JOINT SEALING PROJECT		
Application No.:		Application Date:	
Application Period:	From		to

1. Original Contract Price	\$	-
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	-
4. Total Work completed and materials stored to date	\$	
5. Retainage		
a. X \$ Work Completed	\$	
b. X \$ Stored Materials	\$	
c. Total Retainage (Line 5.a + Line 5.b)	\$	
6. Amount eligible to date (Line 4 - Line 5.c)	\$	
7. Less previous payments	\$	
8. Amount due this application (Line 6 – Line 7)	\$	
9. Balance to finish, including retainage (Line 3 - Line 7 – Line 8)	\$	

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: _____

Signature: _____ **Date:** _____

Recommended by Engineer

By: _____

Title: _____

Date: _____

Approved by Owner

By: _____

Title: _____

Date: _____

Notes:

Contractor's Application for Payment

Owner:	City of Marshalltown	Owner's Project No.:	STR25003
Engineer:	City of Marshalltown	Engineer's Project No.:	STR25003
Contractor:		Contractor's Project No.:	
Project:	2025 HMA CRACK AND JOINT SEALING PROJECT		
Contract:	2025 HMA CRACK AND JOINT SEALING PROJECT		

Application No.:		Application Period:	From	to		Application Date:	
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[illegible]

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Marshalltown	Owner's Project No.:	STR25003
Engineer:	City of Marshalltown	Engineer's Project No.:	STR25003
Contractor:		Contractor's Project No.:	
Project:	2025 HMA CRACK AND JOINT SEALING PROJECT		
Contract:	2025 HMA CRACK AND JOINT SEALING PROJECT		

Application No.:		Application Period:		From		to		Application Date:			
A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Change Orders											
Change Order Totals					\$	\$	\$	\$	\$		\$
Original Contract and Change Orders											
Project Totals					\$	\$	\$	\$	\$		\$

Contractor's Application for Payment

Owner:	City of Marshalltown	Owner's Project No.:	STR25003
Engineer:	City of Marshalltown	Engineer's Project No.:	STR25003
Contractor:		Contractor's Project No.:	
Project:	2025 HMA CRACK AND JOINT SEALING		
Contract:	2025 HMA CRACK AND JOINT SEALING PROJECT		

Application No.: _____ Application Period: From _____ to _____ Application Date: _____

[illegible]

CHANGE ORDER NO.: [#]

Owner: City of Marshalltown Owner's Project No.: STR25003
 Engineer: City of Marshalltown Engineer's Project No.: STR25003
 Contractor: Contractor's Project No.:
 Project: 2025 HMA CRACK AND JOINT SEALING PROJECT
 Contract Name: 2025 HMA CRACK AND JOINT SEALING PROJECT
 Date Issued: Effective Date of Change Order:

The Contract is modified as follows upon execution of this Change Order:

Description:

[Description of the change]

Attachments:

[List documents related to the change]

Change in Contract Price	Change in Contract Times [State Contract Times as either a specific date or a number of days]
Original Contract Price: \$ _____	Original Contract Times: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order] : \$ _____	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order] : Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ _____	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] this Change Order: \$ _____	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ _____	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____

Contractor: Signature: _____ Date: _____	
Recommended by Engineer By: _____ Title: _____ Date: _____ Notes:	Approved by Owner By: _____ Title: _____ Date: _____

FIELD ORDER NO.: [FO#]

Owner:	City of Marshalltown	Owner's Project No.:	STR25003
Engineer:	City of Marshalltown	Engineer's Project No.:	STR25003
Contractor:		Contractor's Project No.:	
Project:	2025 HMA CRACK AND JOINT SEALING PROJECT		
Contract Name:	2025 HMA CRACK AND JOINT SEALING PROJECT		
Date Issued:	Effective Date of Field Order:		

Contractor is hereby directed to promptly perform the Work described in this Field Order, issued in accordance with Paragraph 11.04 of the General Conditions, for minor changes in the Work without changes in Contract Price or Contract Times. If Contractor considers that a change in Contract Price or Contract Times is required, submit a Change Proposal before proceeding with this Work.

Reference:

Specification Section(s):

Drawing(s) / Details (s):

Description:

[Description of the change to the Work]

Attachments:

[List documents supporting change]

Issued by Engineer

By: _____

Title: _____

Date: _____

PERMITTING

The City of Marshalltown will not require the Contractor to obtain a city Work within ROW permit.

Iowa DOT is the jurisdiction responsible for Highway 14, through Marshalltown. None of the proposed crack/joint sealing is located on Highway 14 requiring Iowa DOT permits/permission.

IOWA DOT STANDARD SPECIFICATIONS

PLEASE REFER TO THE GOVERNING IOWA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS, MATERIAL I.M.s AND STANDARD ROAD PLANS AVAILABLE AT THE ELECTRONIC REFERENCE LIBRARY @

https://erl.iowadot.gov/?_gl=1*1uq4kf1*_gcl_au*MzM3ODU0ODc5LjE3NTIxNzg5MjI.

Marshalltown Supplementary Specifications shall not apply to the work associated with this project.

UTILITY COMPANIES

GAS & ELECTRIC: ALLIANT ENERGY
CONTACT: BILL FARRINGTON
PHONE: (641) 754-5811
WATER: MARSHALLTOWN WATER WORKS
CONTACT: ZACH MAXFIELD
PHONE: (641) 753-7913
SEWER: CITY OF MARSHALLTOWN
CONTACT: TROY McGAHUEY
PHONE: (641) 754-5749
TRAFFIC SIGNALS & CITY STREET LIGHTS
CITY OF MARSHALLTOWN
CONTACT: DAVID DEEMER
PHONE: (641) 754-5734

FIBER & COMMUNICATIONS

HEART OF IOWA
CONTACT: NATHAN BUTLER
PHONE: (641) 486-2211
IOWA COMMUNICATIONS NETWORK
CONTACT: TIM FLICKINGER
PHONE:(515) 725-4000
WINDSTREAM
CONTACT: BRYAN BOGAN
PHONE:(501) 748-6919
CENTURY LINK
CONTACT: TIM KEMPER
PHONE:(651) 378-2641
METRONET
CONTACT: SHANA RIFFERT
PHONE: (812) 305-1000
IMON
CONTACT: JEREMY AHRENS
PHONE: (319) 504-7284



INDEX	
SHEET NO.	DESCRIPTION
A.01	TITLE SHEET
A.02 & A.03	LOCATION MAP
A.04 & A.05	LOCATION TABLES
B.01 & B.02	QUANTITIES, EST. REF, & NOTES

2025 HMA CRACK & JOINT SEALING
PROJECT STR25003

STANDARD SPECIFICATIONS

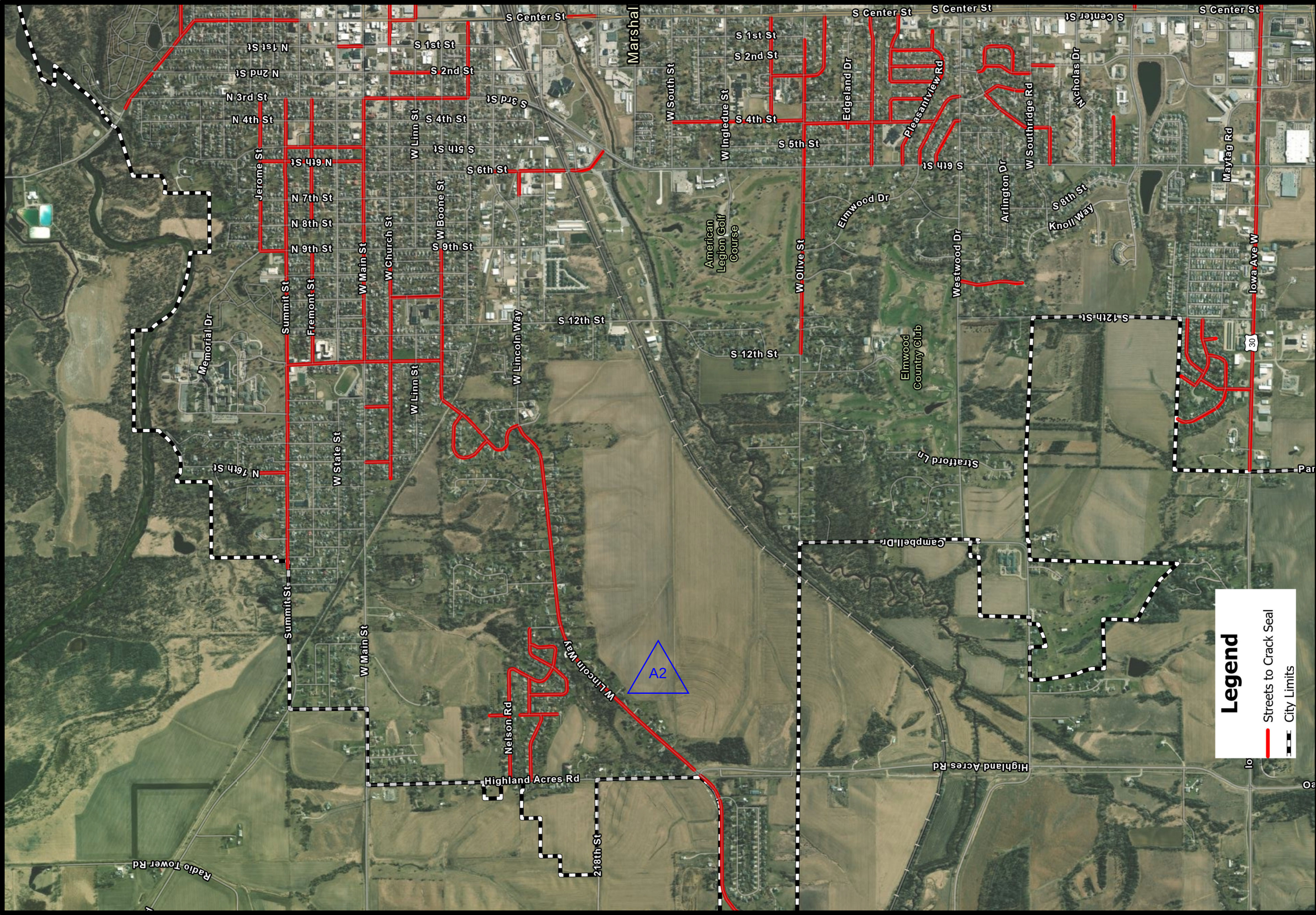
IDOT STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION, SERIES 2023, PLUS APPLICABLE GENERAL SUPPLEMENTAL SPECIFICATIONS, DEVELOPMENTAL SPECIFICATIONS, SUPPLEMENTAL SPECIFICATIONS, AND SPECIAL PROVISIONS SHALL BE CONSIDERED APPLICABLE TO THE CONSTRUCTION WORK ON THIS PROJECT



Updated 08/28/2025 w/ Addendum #2 ✓

I hereby certify that this engineering document was prepared by me or under my personal supervision and that I am a duly Registered Professional Engineer under laws of the State of Iowa

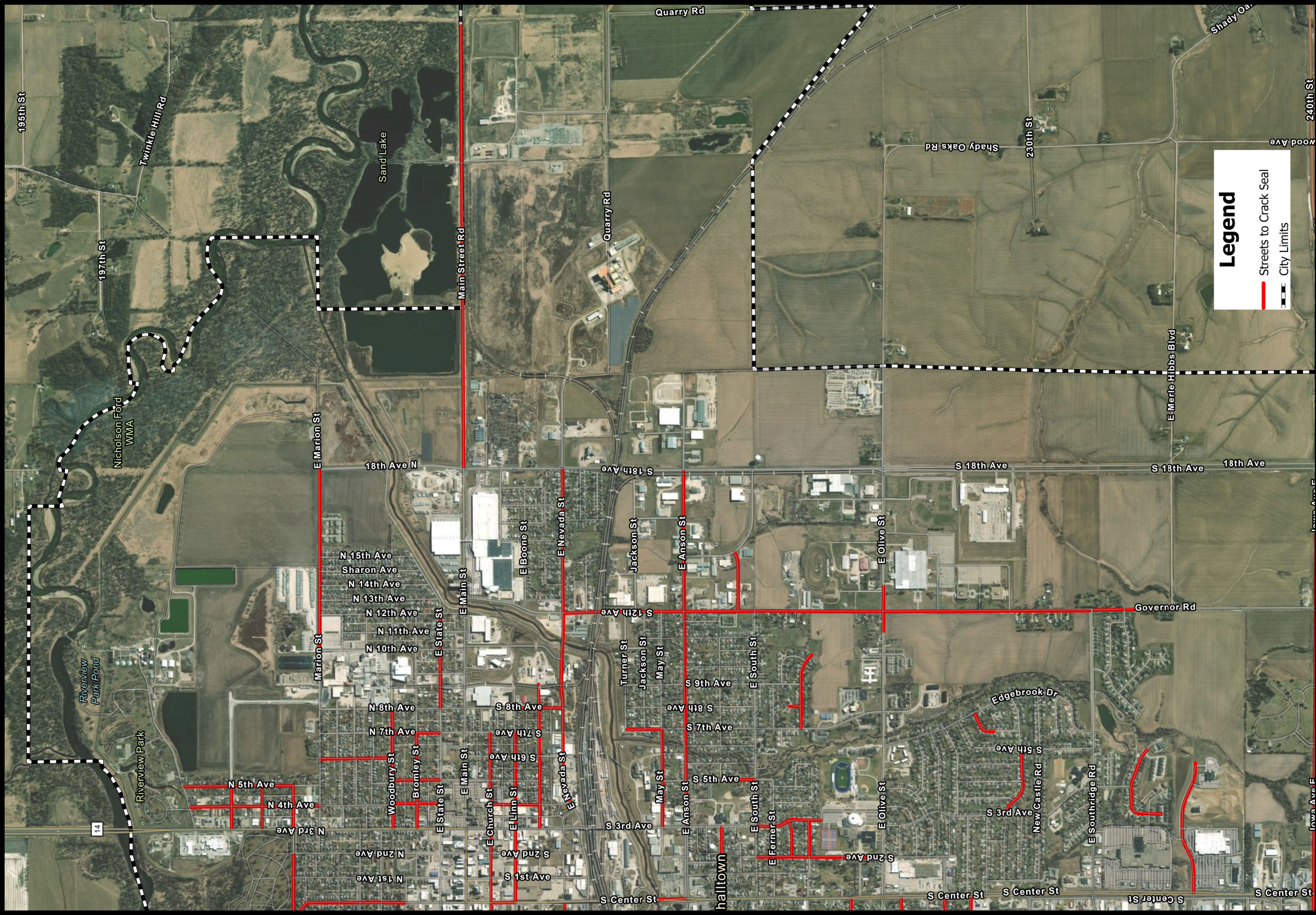
Name : Heather Ann Thomas, P.E. Iowa Reg.No.23208
Signature *Heather Thomas* Date *08/28/25*
My registration expires December 31, 2025
Sheet covered by this seal : (6) Sheets in Index



Legend

- Streets to Crack Seal
- City Limits

PROJECT STR-25-003	 MARSHALLTOWN DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION	2025 HMA CRACK & JOINT SEALING PROJECT STR25003 LOCATION MAP	A.02
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PROJECT STR-25-003

NOT TO A SCALE

PROJECT STR25003
LOCATION MAP

2025 HMA CRACK & JOINT SEALING

PROJECT STR25003
LOCATION MAP

PROJECT STR-25-003

NOT TO A SCALE

PROJECT STR25003
LOCATION MAP

Segment No.	Name of the Street	From	To	Length (mile)	Notes
1	E Anson St	S 3rd Ave	S 18th Ave	1.21	
2	Arnold Dr	Highland Acres	Grandview Dr	0.34	
3	Arnold Dr	Grandview Dr	Reynolds Rd	0.11	
4	Bailey Dr	From the PCC/HMA line top of hill	Edgebrook Dr	0.10	
5	Bittersweet Rd	Westwood Dt	Through Cul de Sac	0.23	
6	Brentwood Rd	W Boone St	Lincoln Way	0.33	
7	Brentwood Terr	Brentwood Rd	Brentwood Rd	0.26	
8	Bromley St	N 3rd Ave	N 7th Ave	0.32	
9	Bryngelson Dr	S 4th St	Pleasantview Rd	0.19	
10	Catalina Pl	Santa Barbara Dr	Pleasant view Rd	0.16	
11	Columbus Dr	S 4th St	S Center St	0.33	
12	Crestview Dr	S Center St	W Olive St	0.23	
13	Crestview Dr	Columbus Dr	W Olive St	0.10	
14	Debra Dr	S 6th St	Westwood Dr	0.16	
15	E Boone St	S 3rd Ave	To County Fuel Station	0.47	
16	E High St	S Center St	S 3rd Ave	0.24	
17	E Linn St	S Center St	S 7th Ave	0.71	
18	E Main St	18th Ave	1.5 Miles to the East	1.50	
19	E Merle Hibbs Blvd	S Center St	Dead End / McFarland Clinic	0.46	
20	E Nevada St	End of PCC West of S 4th Ave	S 18th Ave	1.03	
21	E Olive St	355 ft West of S 12th to PCC	455 ft East of S 12th to PCC	0.15	
22	E State St	N 8th Ave	N 12th Ave	0.23	
23	Edgeland St	Just East of S 3rd St	Just West of S 4th St	0.09	
24	Edgewood Dr	N 3rd Ave	N 5th Ave	0.14	
25	Fieldcrest Ct	Rolling Meadow	Through Cul de Sac	0.07	
26	Fremont St	N 3rd St	N 8th St	0.40	
27	Fremont St	N 9th St	N 13th St	0.36	

Segment No.	Name of the Street	From	To	Length (mile)	Notes
28	Garland Dr	Arnold Dr	Reycliff Dr	0.12	
29	Gary Ct	Maple Blvd	Maple Blvd	0.25	
30	Grandview Dr	Dead End	Dead End	0.12	
31	Grandview Dr	Nelson Rd	Dead End - Park Entrance	0.06	
32	Greenfield Dr	Rolling Meadows Rd	To Cul de Sac PCC	0.31	
33	Henry Cr	Henry Dr	Through Cul de Sac	0.06	
34	Henry Dr	S 7th Ave	To the Dead End	0.26	
35	Industrial Blvd	S 12th Ave	S 14th Ave	0.19	
36	Ingledue St	S 2nd Ave	S 3rd Ave	0.12	
37	Iowa Ave East	Hwy 14 / S Center St	S 18th Ave	1.41	
38	Iowa Ave West	City Limits West	S Center St	1.57	Flaggers Required
39	Jerome	N 3rd St	N 9th St	0.50	
40	Larkfield Cr	Rolling Meadows Rd	S 12th St	0.20	
41	Lincoln Way	West City Limits	Brentwood Rd	2.03	Flaggers Required
42	Linwood St	N 3rd Ave	N 5th Ave	0.14	
43	Maple Blvd	W Southridge Rd	Wauconda Dr	0.15	
44	Marion St	N 10th Ave	N 18th Ave	0.62	
45	May St	S 3rd Ave	S 7th Ave	0.33	
46	Meadow Ln	S 6th St	S Center St	0.48	
47	N Center St	W Grant	Iowa River Bridge PCC	0.70	
48	Nelson Rd	Highland Acres	Reynolds Rd	0.34	
49	Pine St	S 2nd Ave	S 3rd Ave	0.12	
50	Plaza Heights	S 2nd Ave	Cul de Sac	0.22	
51	Pleasant View Rd	S 6th St	Through Pleasant View Cul de Sac	0.51	
52	Reycliff Dr	Garland Dr	Ann Rutledge Rd	0.27	
53	Reynolds Rd	Nelson Rd	Reycliff Dr	0.14	
54	Richard Ln	S 6th St	S 5th St	0.12	
55	Riverside St	N Center St	N 2nd Ave	0.20	

Segment No.	Name of the Street	From	To	Length (mile)	Notes
56	Riverside St	N 3rd Ave	N 5th Ave	0.14	
57	Rolling Meadows Rd	S 14th St-Cul de Sac	S 12th St	0.25	
58	Lincoln Way	S 7th St	S 6th St	0.09	
59	S Center St	Linn St	Church St	0.07	
60	S. Center St	W Anson St	Linn Creek Bridge	0.09	
61	Santa Barbara Dr	Mid radius on Skyline Dr	S Center St	0.22	
62	Skyline Dr	Pleasant View Rd	Santa Barbara Dr	0.15	
63	Summit St	N 3rd St	N 21st St	1.41	
64	Sunset Ln	S 6th St	Westwood Dr	0.27	
65	Terry Terrace	S 6th St	Cul de Sac	0.16	
66	Thunderbird Dr	S 3rd Ave	S 5th Ave	0.22	
67	W Boone St	Bike Trail - West	9th St	0.52	
68	W & E Church St	S 1st St	S 3rd Ave	0.16	
69	E Church St	S 4th Ave	S 7th Ave	0.24	
70	W Church St	S 9th St	Dead End - Past 16th St	0.73	
71	W Main St	N 3rd St	N 13th St	0.61	
72	W Nevada St	S 3rd St	S Center St	0.24	
73	W Olive St	S 12th St	Near 1st St PCC Begins	1.02	Flaggers Required
74	Wakefield Dr	W Southridge Rd	Wauconda Dr	0.15	
75	Wardview Rd	Pleasant View Rd	Santa Barbara Dr	0.13	
76	Wauconda Rd	Richard Ln	Wakefield Dr	0.23	
77	Woodbury St	N 3rd Ave	N 8th Ave	0.33	
78	N 4th Ave	E State St	Woodbury St	0.16	
79	N 4th Ave	Marion St	Woodland St	0.43	
80	N 5th Ave	E State St	Woodbury St	0.16	
81	N 5th Ave	Riverside St	Woodland St	0.37	
82	N 7th Ave	E State St	Woodbury St	0.16	

Segment No.	Name of the Street	From	To	Length (mile)	Notes
83	N 1st St	W Main St	W State St	0.08	
84	N 5th St	W Main St	Summit St	0.24	
85	N 6th Ave	Woodbury St	Marion St	0.25	
86	N 6th St	W Main St	Jerome St	0.31	
87	N 9th St	Summit St	Jerome St	0.08	
88	N 13th St	W Main St	Summit St	0.46	
89	N 16th St	Summit St	North 460 ft to Microsurface	0.09	
90	S 2nd Ave	Dead End	North 250 ft to Plaza Heights	0.05	
91	S 2nd Ave	E Olive St	E South St	0.43	
92	S 3rd Ave	Marshalltown High School	South St	0.22	
93	S 4th Ave	E Church St	E Boone St	0.16	
94	S 5th Ave	E South St	E High St	0.12	
95	S 7th Ave	May St	Turner St	0.12	
96	S 8th Ave	E Nevada St	E Linn St	0.16	
97	S 12th Ave	250 ft North of E Merle Hibbs Blvd	Iowa Ave West	1.47	
98	S 12th Ave / Governor Rd	Iowa Ave E	E Nevada St	2.58	Flaggers Required
99	S 2nd St	W Church St	W Boone St	0.09	
100	S 2nd St	W Southridge Rd	South 370 feet to PCC	0.07	
101	S 3rd St	W Nevada St	W Main St	0.34	
102	S 4th St	W South St	Sunset Ln	0.84	
103	S 6th St	W Madison St	S 3rd St / S 6th St	0.36	
104	S 11th St	W Boone St	W Church St	0.20	
105	S 13th St	W Main St	W Boone St	0.24	
106	S 14th St	W Church St	W Main St	0.08	
107	S 14th St	Iowa Ave West	Rolling Meadows Rd	0.17	
108	S 14th St	Rolling Meadows Rd	Through Cul de Sac	0.09	
109	S 16th St	W Church St	W Main St	0.08	

PROJECT DESCRIPTION

This project is for HMA Crack Filling various asphalt paved streets around the City of Marshalltown.

This project includes cleaning and filling transverse, longitudinal, and random cracks for the full width of the pavement including turn lanes and shoulders. This shall also include all cold or centerline joints between lanes. Cracks wider than 1 inch in width shall be cleaned and filled with Hot Mix Asphalt.

CONSTRUCTION NOTES

- This is a locally funded project; therefore, predetermined wages are not in effect.
- There is no DBE goal on this project.
- Contractor work hours restrictions shall be 30 minutes after sunrise to to 30 minutes before sunset, Sunday through Saturday.
- No pavement markings shall be required. During sealing operations, the contractor shall notify the City if sealing operations sufficiently cover existing pavement markings such that pavement markings need re-applied. In those cases, the city's street division will be responsible for pavement markings.
- Should the Contractor come to a small section of alligator cracked pavement within within the listed segment; they shall notify the City so the City can confirm whether to seal or so we can mark the extent of the area to skip over.

GENERAL NOTES

Public Access: The Contractor shall exercise reasonable means to maintain the construction area open to through traffic and access to property’s abutting the construction zone. In any event, the construction zone shall be accessible to emergency vehicles at all times.

The city reserves the right to determine the order in which the work will proceed. The contractor is required to submit a written plan outlining their traffic control plan, proposed schedule and sequence of construction, prior to beginning the construction.

The contractor shall protect private property from damage during construction and shall “hold harmless” the city for any damage to either public or private property or personal injury caused from his/her work.

Subsurface Utilities should not be affected by this work.

ESTIMATED PROJECT QUANTITIES				
ITEM NO.	ITEM	UNIT	QUANTITY	AS-BUILT QUANTITY
1	Cleaning and Filling Cracks (Pavement Maintenance)	MILE	39.55	
2	Hot Mix Asphalt for Crack Filling (ST Intermediate, 1/2", PG 64-22 S)	TON	7.0	
3	Filler Material (HMA Surfaces)	GAL	17,786.0	
4	Traffic Control	LS	1.0	
5	Flaggers	EA	4.0	
5.5	Pilot Car	EA	1.0	
6	Mobilization	LS	1.0	

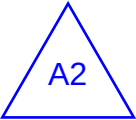
ESTIMATE REFERENCE	
ITEM NO.	DESCRIPTION
1	Cleaning and Filling Cracks (HMA Surfaces): Crack and Joint cleaning and filling shall be in accordance with IDOT Standard Specifications Section 2544. Refer to Sheet A.02 - A.05 for street location map and tables. Existing Pavement cracks will be cleaned and filled as follows: Cracks Wider than 1 Inch: These areas shall be cleaned and filled with Hot Mix Asphalt. Cracks Less than 1 Inch: These areas shall be cleaned and filled with the filler material. Areas that have turning lanes shall be considered incidental. All material removed from the pavement shall become the property of the contractor. Payment shall be is full compensation for all labor, equipment, and materials including backing rod and or sand. The sand used for blotting shall meet the requirements of Section 4124 or 4125, or a similar sand approved by the Engineer.
2	Hot Mix Asphalt for Crack Filling (ST Intermediate, 1/2", PG 64-22 S): The HMA material shall be a 1/2" mix and shall meet the requirements of IDOT Section 2303. Cold mix asphalt will not be allowed. Before placement of the HMA, all areas shall be cleaned and have tack-coat material in place. The tack-coat is considered incidental to the asphalt work and will not be measured or paid for separately.
3	Filler Material (HMA Surfaces): The placement of the Filler Material shall be in accordance with IDOT Section 2544.02. The contractor shall use an emulsified asphalt CRS-2P or CRS-2 that comply with Section 4140.
4	Traffic Control: Traffic Control shall conform to current IDOT Standard Specifications. Through traffic will be maintained on this project at all times. The contractor shall submit a traffic control plan outlining all traffic control measures to the City for approval prior to construction commencement.
5	Flaggers: Contractor shall stage their work so streets requiring the use of a flagger are done back-to-back to minimize the days in which flaggers are needed on the project. Refer to location tables indicating which streets the city will require use of a flagger to aid in traffic control, due to traffic volume or areas of restricted sight distance. Contractor shall review street segments in the project and notify the city if Contractor feels a flagger will be required on additional segments no later than one week prior to starting operations. Based on tabulation, it is anticipated that two flaggers for a period of 4-12 hours will cover the streets noted. Quantity shown includes contingency of two additional flaggers for a total of four each. Refer to bid proposal for flagger quantity and unit price allowed.
6	Mobilization: Mobilization shall conform to current IDOT Standard Specifications.

REFERENCED DETAIL SHEETS
Iowa DOT Standard Road Plan TC-1
Iowa DOT Standard Road Plan TC-231
Iowa DOT Standard Road Plan TC-431

Item shall be in accordance with IDOT Section 2544. The HMA material shall be a 1/2" mix and shall meet the requirements of IDOT Section 2303. Due to the availability of the specified hot mixture, length of haul, and low quantity anticipated on this project, a high performance bituminous cold premix material, with Iowa DOT acceptance and listed on the Materials Approved Products Listing Enterprise (MAPLS), will be allowed as an alternative material for crack filling of those greater than one-inch. Before placement of the asphalt, all areas shall be cleaned and have tack-coat material in place. The tack-coat is considered incidental to the asphalt work and will not be measured or paid for separately.

BID ALTERNATE ESTIMATE REFERENCE	
ITEM NO.	DESCRIPTION
A1	<u>Crack and Joint Cleaning and Sealing (HMA Surfaces):</u> Crack and joint cleaning and sealing shall be in accordance with Iowa DOT Standard Specifications Section 2541 except work after September 30th shall be allowed, so long that the ambient air temperature and pavement temperature remains above 45 degrees F and raising. Work includes cleaning and sealing all unsealed transverse (thermal) cracking, longitudinal cracking, joint reflective cracking, low severity fatigue cracking, and low severity block cracking in the HMA areas indicated on Sheets A.02 - A.05 for street locations map and tables. The Contractor shall NOT clean and seal moderate or high severity block or fatigue cracking; nor alligator cracking. (A mastic sealant will be completed by city staff on those areas.) The Contractor shall rout or saw those joints and cracks with an average opening of 3/8-inch or less in width by a nominal 1/2-inch depth. All lanes, including turning lanes, intersections, and shoulders shall be incidental and included. Payment shall be full compensation for all labor, equipment, and materials including backer rod/sand for cleaning and sealing cracks and joints, except sealer, which will be paid for in the applicable bid item.
A2	<u>Sealer Material (HMA Surfaces):</u> Project sealer quantity for work locations is estimated based on transverse and longitudinal cracking estimates based on data collection through the Iowa Pavement Management Program, completed in 2022 and adjusted for estimated further deterioration. The length has been converted to pounds based on the following conversion calculation: 29,711 LF Transverse +227,363 FL Longitudinal + 64,268 LF Irregularities (25% of subtotal) = 321,342 LF Total Crack Length . 50% of cracks are estimated to require 1 lb. per 3 LF and 50% of cracks are based on calculation of conversion using 3.375 in 3/LF (3/4" x 3/4" @ 50% fill); 233 in3/gal; & 9.6 lb./gal, for a weighted average of 5.1 LF / lb. of sealer material.
A3	<u>Traffic Control:</u> Traffic Control shall conform to current Iowa DOT Standard Specifications. Through traffic shall be maintained on this project at all times. The Contractor shall submit a traffic control plan outlining all traffic control measures to the City for approval prior to construction commencement.
A4	<u>Flaggers:</u> Contractor shall stage their work so streets requiring the use of a flagger are done back-to-back to minimize the days in which flaggers are needed on the project. Refer to location tables indicating which streets the city will require use of a flagger to aid in traffic control, due to traffic volume or areas of restricted sight distance. Contractor shall review street segments in the project and notify the city if Contractor feels a flagger will be required on additional segments no later than one week prior to starting operations. Based on tabulation, it is anticipated that two flaggers for a period of 12-24 hours will cover the streets noted. Quantity shown includes contingency of two additional flaggers for a total of six each. Refer to bid proposal for flagger quantity and unit price allowed.
A5	<u>Pilot Car:</u> Refer to Iowa DOT Section 2528. Quantity shown includes a Pilot Car for Segment 41 along Lincoln Way. Refer to bid proposal for pilot car quantity and unit price allowed.
A6	<u>Mobilization:</u> Mobilization shall conform to current IDOT Standard Specifications.

BID ALTERNATE ESTIMATED PROJECT QUANTITIES				
ITEM NO.	ITEM	UNIT	QUANTITY	AS-BUILT QUANTITY
A1	Crack and Joint Cleaning and Sealing (HMA Surfaces)	MILE	39.55	
A2	Sealer Material (HMA Surfaces)	LBS	63,008.0	
A3	Traffic Control	LS	1.0	
A4	Flaggers	EA	6.0	
A5	Pilot Car	EA	1.0	
A6	Mobilization	LS	1.0	



OPINION OF PROBABLE CONSTRUCTION COST

(w Addendum #2)

2025 HMA CRACK AND JOINT SEALING PROJECT

STR23003

City of Marshalltown, Iowa



MARSHALLTOWN
MORE THAN EVER

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Cleaning and Filling Cracks (Pavement Maintenance)	39.55	MILE	\$ 5,000.00	\$ 197,750.00
2	Hot Mix Asphalt for Crack Filling (ST Intermediate, 1/2", PG 64-22 S)	7.0	TON	\$ 1,500.00	\$ 10,500.00
3	Filler Material (HMA Surfaces)	17,786.0	GAL	\$ 4.25	\$ 75,590.50
4	Traffic Control	1.0	LS	\$ 25,000.00	\$ 25,000.00
5	Flaggers	4.0	EA	\$ 575.00	\$ 2,300.00
5.5	Pilot Car	1.0	EA	\$ 865.00	\$ 865.00
6	Mobilization	1.0	LS	\$ 43,859.50	\$ 43,859.50
	Total Construction Bid				\$ 355,865.00
	Contingency				\$ 35,135.00
	Project Total w/Contingency				\$ 391,000.00

Alternate Bid (Added through Addendum #2)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
A1	Crack and Joint Cleaning and Sealing (HMA Surfaces)	39.55	MILE	\$ 8,000.00	\$ 316,400.00
A2	Sealer Material (HMA Surfaces)	63,008	LBS	\$ 1.50	\$ 94,512.00
A3	Traffic Control	1.0	LS	\$ 30,000.00	\$ 30,000.00
A4	Flaggers	6.0	EA	\$ 575.00	\$ 3,450.00
A5	Pilot Car	1.0	EA	\$ 865.00	\$ 865.00
A6	Mobilization	1.0	LS	\$ 59,773.00	\$ 59,773.00
	Total Construction Bid				\$ 505,000.00
	Contingency				\$ 50,000.00
	Project Total w/Contingency				\$ 555,000.00



**MARSHALLTOWN
MORE THAN EVER**

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Clayton Ender, Assistant Director, Housing & Community Development
Meeting Date: September 8, 2025
Re: Public Hearing and Resolution for the Conveyance and Transfer of Title for East Linn Street Between South 8th Avenue and the Railroad Tracks

Strategic Plan Objective:

Strategy 3: Continually improve and sustain the City's infrastructure, organization, and services.

Recommended:

Staff recommends approval of the resolution vacating that portion of E Linn Street outlined within the resolution.

Budget Impact:

Cost of publication of notice.

Should the right-of-way vacation be approved and the council subsequently approves the sale of the land, Marshalltown Company would be required to pay the city \$4,6354.46 (\$6,499.20 per acre).

Description/Background:

Marshalltown Company is working towards expansion of the factory and distribution facility at 104 S 8th Avenue. As part of this project, the company is requesting the city to vacate a portion of E Linn Street which is located east of S 8th Avenue up to the railroad tracks. The area to be vacated is approximately 0.67 acres in size. Pursuant to the city's policy on disposal of excess real estate, the receiver of the vacated real estate (Marshalltown Company in this case) would be required to pay to the city the fair value for the property. For parcels larger than 0.25 acres the fair value is calculated as the average land values of adjacent parcels. The average assessed land value per acre of the adjacent parcels is \$32,496.01.

Pursuant to the city's policy regarding disposal of excess right-of-way, a reduction factor of 80% is applied to parcels that would be required to maintain an easement for utilities, are unsuitable for building a structure, or other circumstances which reduce the value and use of the land. In this specific case, the vacated ROW would need to maintain utility easements and would be constructed to include stormwater management facilities. As a result of these

encumbrances that would remain in the area, an 80% reduction is being applied to this proposal. The reduced land value per acre would therefore be \$6,499.20.

The total sale price, utilizing the reduced land value per acre is \$4,354.46.

Attachments:

1. Resolution Approving Conveyance of East Linn St to Marshalltown Co
2. Aerial Vicinity Map

**RESOLUTION PROVIDING FOR THE CONVEYANCE AND TRANSFER
OF TITLE OF EAST LINN STREET BETWEEN SOUTH 8TH AVENUE
AND THE RAILROAD TRACKS TO THE EAST OF SOUTH 8TH
AVENUE**

WHEREAS, the Council of the City of Marshalltown, Iowa finds it is in the best interest of the City and proposes to convey and transfer by Quit Claim Deed, property set out and described in Section 1 hereof to MARSHALLTOWN Company; and

WHEREAS, the consideration for the transfer of the real estate to MARSHALLTOWN Company, as set forth in Section 1, shall be paid at the full sum of \$4,354.46 (Four Thousand Three Hundred Fifty-Four and 46/100) Dollars, said sum payable to the City of Marshalltown; and

WHEREAS, the property being transferred by the City of Marshalltown, Iowa to MARSHALLTOWN Company is real estate which is not being used to the full advantage of the City, and is not required for any other public purpose, and no rights of private persons will be adversely affected; and

WHEREAS, the City of Marshalltown hereby proposes the transfer of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location; and

WHEREAS, a notice of public hearing has been published according to law notifying the public of the proposed conveyance and transfer of title, and said public hearing was held.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. The City of Marshalltown, Iowa, by this resolution, approve the conveyance and transfer of title by Quit Claim Deed to MARSHALLTOWN Company the following property:

PART OF EAST LINN STREET LOCATED IN BINFORD AND WEBSTER'S ADDITION TO THE TOWN OF MARSHALL IN THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 36, TOWNSHIP 84 NORTH, RANGE 18 WEST OF THE 5TH P.M., MARSHALL COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 6, BLOCK 3 OF BINFORD AND WEBSTER'S ADDITION; THENCE NORTH 89°22'03" EAST, 8.57 FEET ALONG THE SOUTHERLY RIGHT OF WAY LINE OF EAST LINN STREET TO THE POINT OF BEGINNING; THENCE NORTH 00°37'57" WEST, 66.00 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF EAST LINN STREET; THENCE NORTH 89°22'03" EAST, 373.56 FEET ALONG SAID NORTHERLY LINE;

THENCE NORTH 89°21'35" EAST, 14.00 FEET ALONG SAID NORTHERLY LINE;
THENCE NORTH 89°26'54" EAST, 31.99 FEET ALONG SAID NORTHERLY LINE;
THENCE NORTH 89°43'35" EAST, 23.45 FEET; THENCE SOUTH 00°48'28" EAST,
66.00 FEET TO A POINT ON SAID SOUTHERLY RIGHT OF WAY LINE; THENCE
SOUTH 89°23'32" WEST, 443.20 FEET ALONG SAID SOUTHERLY LINE TO THE
POINT OF BEGINNING, CONTAINING 0.67 ACRES TOTAL. SUBJECT TO
EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

The consideration for such conveyance has been paid in the sum of \$4,354.46 (Four Thousand Three Hundred Fifty-Four and 46/100).

Section 2. The City of Marshalltown hereby approves the transfers of said property, subject to easements being retained and rights of way of utilities, and access to and maintenance of said utilities. Said easements, rights of way and access will be retained until such time as the utility no longer utilizes or needs facilities in this location.

Passed this 8th day of September 2025, and signed this _____ day of September 2025.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, CMC, City Clerk

Aerial Vicinity Map

Red = Approximate Area of Roadway to be Vacated (~0.56 acres)





**MARSHALLTOWN
MORE THAN EVER**

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Deb Millizer, Housing & Community Development Director
Meeting Date: September 8, 2025
Re: Public Hearing and Resolution Approving Plans, Specifications, Form of Contract and Estimated Cost for 21 W. Main Doghouse Rebuild and Stabilization Project.

Strategic Plan Objective:

Invest in Downtown Redevelopment and the Long-term Stabilization of City-Owned Properties.

This project aligns with the City's strategic goal to expand and improve development in the community by addressing critical structural deficiencies in a key downtown asset. Rebuilding the doghouse at 21 W. Main Street supports the revitalization of the central business district, preserves public investment in downtown infrastructure, and breathes future opportunities for private redevelopment.

Recommended:

Staff recommends approval of the resolution accepting bids and awarding the construction contract for the 21 W. Main Doghouse Rebuild and Stabilization Project. This action represents the next step in advancing the project toward completion by the end of 2025. Funding will come from Local Option Sales Tax (LOST) dollars previously designated by the City Council in April 2023 (Resolution 2023-086) as part of the Downtown Revitalization Project.

Budget Impact:

The engineer's updated estimate, dated July 7, 2025, identifies a base project cost of \$149,399, which includes asbestos abatement. With the inclusion of both foundation stabilization alternates, the total estimated cost is \$190,929.

The project will be funded through Local Option Sales Tax (LOST) dollars previously designated by City Council in April 2023 via Resolution 2023-086 to support the Downtown Revitalization Project for 21 and 23 W. Main Street. No additional budget allocation is required at this time.

Description/Background:

The City of Marshalltown acquired the property at 21 W. Main Street through the tax sale process and took formal ownership via tax deed in 2021. The acquisition was part of a broader

effort to stabilize blighted or abandoned properties in the downtown area following significant tornado and derecho damage. This building is one of several identified for redevelopment under the Downtown Revitalization (DTR) Grant awarded by the Iowa Economic Development Authority.

In March 2025, the City Council approved staff direction to move forward with preparation of bid documents and project design for the doghouse rebuild and stabilization project. This approval followed a staff recommendation from Public Works Director Heather Thomas to address structural concerns and recurring water infiltration between 21 and 19 W. Main, which caused damage to the adjacent privately-owned property. The council's action authorized staff to work with Tometich Engineering to develop construction documents for a full demolition and rebuild of the deteriorated two-story rear doghouse structure, with added structural stabilization and new emergency egress elements.

The project scope includes demolition of the existing doghouse, reconstruction of the back wall, foundation reinforcement, new roofing, siding, installation of a fire escape, and asbestos abatement. Structural drawings and specifications were prepared by Tometich Engineering under an \$8,890 professional services contract. A pre-bid asbestos cleanup item (sample 21-65: parapet tar on the lower roof) has also been incorporated into the bid documents.

The most recent engineer's estimate dated July 7, 2025, identifies a base construction cost of \$149,399. Optional alternates for foundation stabilization bring the total estimated project cost to \$190,929. The project is funded through Local Option Sales Tax (LOST) funds that were previously designated by City Council in April 2023 (Resolution 2023-086) for improvements to 21 and 23 W. Main as part of the DTR project.

Project Objectives and Performance Benchmarks

This project is guided by the following measurable objectives and timeline benchmarks to ensure transparency, fiscal responsibility, and timely execution:

- **Specific:** Rebuild the two-story doghouse structure at 21 W. Main, including foundation stabilization, asbestos abatement, and code-compliant improvements such as fire escape access.
- **Measurable:** Complete the full scope of work within the budget estimate of \$190,929.
- **Achievable:** Utilize approved LOST funding and finalized engineering plans to issue bids and begin construction in 2025.
- **Relevant:** Advances the Downtown Revitalization (DTR) strategy and protects City-owned assets.
- **Time-Bound:** Project milestones are as follows:

- August 25, 2025 – Council Meeting: Order Construction & Set Public Hearing
- August 26, 2025 – Notice to Bidders Published
- September 5, 2025 at 10:00 AM – Pre-Bid Conference (onsite)
- September 8, 2025 – Public Hearing & Approval of Plans, Specs, and Cost
- September 16, 2025 at 10:00 AM – Bid Submission Deadline
- September 22, 2025 – Council Meeting: Accept Bid & Award Contract
- Mid to Late October 2025 – Construction Start
- December 31, 2025 – Target Completion Date

Attachments:

1. 2025-09-08_Resolution Approve Plans, Specs 21 W Main St
2. Project Manual_21 W Main Doghouse Rebuild and Stabilization
3. Plan Set_21 W Main Doghouse Rebuild and Stabilization
4. Cost Estimate_21 W Main Doghouse Rebuild and Stabilization
5. 2025-03-10_DISCUSSION2 - 21 W Main Rear Pictures
6. 2023-04-24_2023-086_SIGNED Resolution Approving LOST 21 and 23 W Main St DTR

**RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND COST FOR THE 21 WEST MAIN STREET DOGHOUSE PROJECT #PRC21022,
IN THE CITY OF MARSHALLTOWN, IOWA**

WHEREAS, there was placed on file in the office of the Clerk of the City of Marshalltown, Iowa, proposed plans and specifications, proposed form of contract and estimated cost for a public improvement in the City of Marshalltown, Iowa, for the 21 West Main Street Doghouse Project No. PRC21022, as fully set forth in the resolution ordering same, and that public notice of hearing on such plans, specifications and form of contract were duly published in the Marshalltown Times-Republican in time for hearing now before the Council, and

WHEREAS, written objections to the plans, specifications and form of contract have been called for and no such written objections have been filed with the City Clerk, and oral objections being called for and no oral objections being made in open Council, it is the decision of this Council that such plans, specifications, form of contract and estimate of cost should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the plans, specifications, form of contract and estimated cost heretofore placed on file and upon which public notice has been duly given and no objections thereto have been made either in writing or in open council, the Council does now adopt and approve the plans, specifications, form of contract and estimate of cost for Project No PRC21022, being the 21 West Main Street Doghouse Project in the City of Marshalltown, Iowa.

Passed this 8th day of September 2025, and signed this _____ day of September 2025.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, CMC, City Clerk

Back of Building Doghouse Rebuild

21 W Main Street
Marshalltown, Iowa 50158

Architect:

Pelds Design Services

2323 Dixon Street
Des Moines, Iowa 50316
515.265.8196
Contact: Daniel Willrich, AIA
daniel@pelds.com
Project Number: 25-095

Structural Engineer:

Tometich Engineering

10501 Buena Vista Ct
Urbandale, IA 50322
515.280.8022
Contact: Luke Logan, PE
lll@tometichengineering.com
Project Number: U25-150

ISSUED:

August 12, 2025

SECTION 00 01 07
SEALS & SIGNATURES

	I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly Licensed Professional Architect under the laws of the State of Iowa. Name: Daniel C. Willrich, AIA Signature _____ Date _____ Registration Expires: 06.30.2027 Iowa Reg No. 05427 Pages or sheets covered by this seal: Divisions: Division 01 – 14, except those indicated below.
---	--

	I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly Licensed Professional Engineer under the laws of the State of Iowa. Name: James Tometich, PE Signature _____ Date _____ Registration Expires: December 31, 2026 Iowa Reg No. 11121 Pages or sheets covered by this seal: Sections: 014533, 033000, 034500, 042000, 051200, 052100, 053100, 054000
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END OF SECTION

Back of Building
Doghouse Rebuild
Pelds Design Services #25-095

00 01 07
SEALS & SIGNATURES
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EXHIBIT A - **SAMPLE CONTRACT**
AIA A105 -2017 Standard Short Form of Agreement Between Owner and Contractor

EXHIBIT B - **PROJECT DRAWINGS**

END OF SECTION

SECTION 00 21 10
NOTICE TO BIDDERS

NOTICE OF THE TAKING OF BIDS FOR BACK OF BUILDING DOGHOUSE REBUILD

Sealed bids must be filed with the City Clerk at the Marshalltown City offices office located at 24 N Center Street, Marshalltown, Iowa, before 10:00 A.M. on the 16th day of September 2025, for the Back of Building Doghouse Rebuild at 21 W Main Street, Marshalltown, Iowa, and work incidental thereto, as described in the plans and specifications therefor, now on file in the city office, located at 24 N Center Street, Marshalltown, Iowa. Proposals will be publicly opened and read aloud at this same time and place. Proposals will be considered by the Marshalltown City Council at their meeting on September 22, 2025 at 5:30 pm. The City Council meeting will be held at the City Council Chambers at 10 West State Street, Marshalltown, Iowa.

Neither the City nor its agents will assume liability for the inability of a bidder to submit a bid in a timely manner or to the correct location. Bidders bear full and complete responsibility for the timely submission of such bid. Bids received after the deadline will not be considered and will be returned to the bidder unopened.

The work to be done for the Back of Building Doghouse Rebuild at 21 W Main Steet, Marshalltown, Iowa to include::

1. Demolish the existing single story roof. Ensure existing utilities are protected.
2. Demolish the single story wall down to existing top of foundation wall.
3. Repair the existing second story wall at rear of building.
4. Reinforce the existing single story foundation wall.
5. Re-build the single story back wall.
6. Re-build the single story roof.

All work and materials are to be in accordance with the proposed plans, specifications, form of contract and estimate of cost now on file in the city office, located at 24 N Center Street, Marshalltown, Iowa, and incorporated by this reference made a part thereof as though fully set out and incorporated herein.

Work on the project shall commence on or before October 15, 2025 and shall be finally complete by December 31, 2025.

All proposals in connection therewith shall be submitted to the city representative before the time herein set for receiving bids. All proposals shall be made on official bidding blank forms furnished in this specification, and any alterations in the official form of proposal will entitle the City, at its option, to reject the proposal involved from consideration. Each proposal shall be sealed and plainly identified.

Each proposal shall be made out on a blank form furnished in this specification and must be placed in a sealed envelope accompanied by either (1) a certified or cashier's check drawn on a solvent Iowa bank or a bank chartered under the laws of the United States or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, in an amount equal to five percent (5%) of the bid, or (2) a bid bond executed by a corporation authorized to contract as a surety in the State of Iowa, in the penal sum of five percent (5%) of the bid.

The bid security should be made payable to THE CITY OF MARSHALLTOWN, IOWA. The bid security must not contain any conditions either in the body or as an endorsement thereon. The bid security shall be forfeited to the City as liquidated damages in the event the successful bidder fails or refuses to enter into a contract within ten (10) days after the award of contract and post bond satisfactory to the City insuring the faithful fulfillment of the contract and the maintenance of said work, if required, pursuant to the provisions of this notice and other contract documents. Bidders shall use the bid bond form found in the specifications.

Back of Building
Doghouse Rebuild
Pelds Design Services #25-095

00 21 10
NOTICE TO BIDDERS
Page 1 of 2

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa.

In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident. In accordance with Department of Labor Rules located at 875 IAC 156.2, the Owner requests a statement from each bidder regarding the bidder's resident status. This statement shall be on the Bidder Status Form designated by the labor commissioner and available online at: <http://www.iowaworkforce.org/labor/bidderstatusform.pdf>.

The City Council shall award the bid to the lowest, responsive, responsible bidder meeting specifications. However, the City reserves the right to reject any and all bids and to waive informalities or irregularities as allowed by law.

The City reserves the right to defer acceptance of any proposal for a period not to exceed sixty (60) calendar days from the opening of bids.

The successful bidder will be required to furnish a bond in an amount equal to one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the City and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment for all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the Contractor, and shall guarantee the work against faulty workmanship and materials for a period of four (4) years after its completion and acceptance by the City.

A sales tax exemption certificate will be available for all material purchased for incorporation in the project.

Copies of said plans and specifications are now on file in the City office, located at 24 N Center Street, Marshalltown, Iowa for examination by bidders. PDF copies are available upon request by contacting Daniel Willrich at Pelds Design Services (daniel@pelds.com).

This notice is given by order of the City Council of Marshalltown, IA.

CITY OF MARSHALLTOWN, IOWA

Don De Waard, Mayor

ATTEST:

Alicia Hunter, City Clerk

END OF SECTION

Back of Building
Doghouse Rebuild
Pelds Design Services #25-095

00 21 10
NOTICE TO BIDDERS
Page 2 of 2

SECTION 00 11 16
INVITATION TO BID

PART 1 GENERAL

1.01 PROJECT INFORMATION

- A. Notice to Bidders: Bidders are invited to submit bids for Project as described in this Document according to the Instructions to Bidders.
- B. Project Identification: Back of Building Doghouse Rebuild
 - 1. Project Location: 21 W Main Street, Marshalltown, IA 50158
- C. Owner: City of Marshalltown, IA
 - 1. Owner's Representative: Deb Millizer
- D. Architect: Daniel Willrich, Pelds Design Services, 2323 Dixon Street, Des Moines, Iowa 50316
- E. Project Description: The Back of Building Doghouse Rebuild at 21 W Main Street, Marshalltown, Iowa to include:
 - 1. Demolish the existing single story roof. Ensure existing utilities are protected.
 - 2. Demolish the single story wall down to existing top of foundation wall.
 - 3. Repair the existing second story wall at rear of building.
 - 4. Reinforce the existing single story foundation wall.
 - 5. Re-build the single story back wall.
 - 6. Re-build the single story roof.
- F. Construction Contract: Bids will be received for the following Work:
 - 1. General Contract (all trades).

1.02 BID SUBMITTAL AND OPENING

- A. Owner's rep will receive sealed bids until the bid time and date at the location indicated below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: September 16, 2025
 - 2. Bid Time: 10:00 am
 - 3. Addressed to: Alicia Hunter, City Clerk
24 N Center Street
Marshalltown, IA
- B. Bids will be considered at the September 22nd City Council meeting.

1.03 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.04 PREBID CONFERENCE

- A. A mandatory pre-bid conference will be held at the site (24 N Center St.) on Friday, September 5, 2025 at 10:00 am. The pre-bid meeting will be lead by Jim Tometich of Tometich Engineering.

1.05 DOCUMENTS

- A. Printed Procurement and Contracting Documents: Obtain after August 26, 2025 by contacting Tometich Engineering. Documents will be provided to prime bidders only. Only complete sets of documents will be issued.

1.06 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, a separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

1.07 CONTRACT

- A. The successful bidder, if awarded the contract, shall sign an A105-2017 Standard Short Form of Agreement Between Owner and Contractor. A sample of this agreement is attached and identified as "Exhibit A".

1.08 INSURANCE

- A. Contractor shall maintain in full force and effect, with insurance companies of recognized responsibility, at its expense, insurance covering its work of the type and in amounts required by this project, including any extensions and renewals. Contractor's insurance shall, among other things, be occurrence based and shall insure against loss or damage resulting from or related to the contractor's performance of this agreement regardless of the date the claim is filed or expiration of the policy.
- B. Unless otherwise requested by the Iowa Department of Natural Resources, the contractor shall, at its sole cost, cause to be issued and maintained in effect during the entire term of this agreement not less than the insurance coverage's set forth below.
- C. The selected Contractor shall provide a Certificate of Insurance in which the City of Marshalltown is named as the certificate holder. The certificate will show the following coverage and be delivered before the contract will be approved:
 - 1. General Liability:
 - a. General Aggregate Limit- \$2,000,000
 - b. Products/Completed Operations Aggregate Limit-\$1,000,000
 - c. Personal and/or Advertising Limit-\$1,000,000
 - d. Each Occurrence Limit-\$1,000,000
 - 2. Automobile Liability:
 - a. \$1,000,000 combined single limit per accident for bodily injury and property damage.
 - 3. Worker's Compensation and Employers Liability:
 - a. Worker's Compensation as required by the Laws of the State of Iowa and Employers liability limits of \$500,000 per accident, \$500,000 each employee and a \$500,000 policy limit.

END OF SECTION

SECTION 00 11 15
NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATED TOTAL COST FOR THE BACK OF BUILDING DOGHOUSE REBUILD LOCATED AT 21 W MAIN STREET, MARSHALLTOWN, IOWA 50158.

At 5:30 P.M. on September 8, 2025 the City Council of the City Marshalltown, IA will, in the City Council Chambers at 10 W State Street, hold a hearing on the proposed plans, specifications, form of contract, and total estimated cost for the Back of Building Doghouse Rebuild at 21 W Main Street, Marshalltown, Iowa.

The description of the project is as follows:

BACK OF BUILDNG DOGHOUSE REBUILD

The Back of Building Doghouse Rebuild at 21 W Main Steet, Marshalltown, Iowa to include:

1. Demolish the existing single story roof. Ensure existing utilities are protected.
2. Demolish the single story wall down to existing top of foundation wall.
3. Repair the existing second story wall at rear of building.
4. Reinforce the existing single story foundation wall.
5. Re-build the single story back wall.
6. Re-build the single story roof.

The proposed plans, specifications, form of contract, and total estimated cost may be examined prior to the meeting at the City's administrative offices located at 24 N Center Street, Marshalltown, Iowa.

At the time and place set for the public hearing, interested individuals will be given the opportunity to express their views, both orally and in writing.

After the public hearing, the Council may act to approve the proposed plans, specifications, form of contract, and estimated total cost of the project, or may defer action to a later date.

City of Marshalltown, Iowa

Joel T.S. Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

SECTION 00 41 23
BID FORM-STIPULATED SUM

PART 1 GENERAL

1.01 BID INFORMATION

- A. Bidder: _____.
- B. Project Name: Back of Building Doghouse Rebuild
- C. Project Location: 21 W Main Street, Marshalltown, Iowa 50158
- D. Owner: City of Marshalltown, IA
- E. Architect: Daniel Willrich, Pelds Design Services, 2323 Dixon Street, Des Moines, Iowa 50316
- F. Architect Project Number: 25-095

1.02 CERTIFICATIONS, BASE BID, AND ALTERNATE BIDS

- A. Proposal from _____ herein called "Bidder", organized and existing under the laws of the State of Iowa doing business as a (n) _____. (Insert "corporation", "partnership" or "individual" as applicable)
- B. In compliance with your Advertisement for Bids, Bidder hereby agrees to perform all work in strict accordance with these written project specifications, within the time frame set forth therein, and at the prices stated below.
- C. By submission of his/her bid, each bidder certifies that this bid has been arrived at independently, without consultation, communication or agreement as to any matter related to this bid with any other bidder or with any competitor.
- D. Bidder agrees to commence work under this project on or after a date to be specified in the Notice to Proceed
- E. In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved to the city to reject any or all proposals or to waive informalities and irregularities. It is further understood and agreed that this proposal may not be withdrawn for a period of sixty (60) days from the opening thereof. The city anticipates issuing a contract for this project within approximately 60 days of the bid opening.
- F. The undersigned bidder understands that the contract, if awarded, will be awarded to the lowest responsible, responsive bidder. The city reserves the right to reject any or all bids and to waive any informality or irregularity.
- G. The undersigned also understands that he is to commence work on or after the date given in the Notice to Proceed and once work has commenced the bidder will work continuously until the project is finished. The bidder will also complete the work within the time period indicated in the contract documents, subject to any extensions of time which may be granted by the city. Any time extensions by the city will be approved in writing. Any delays will not result in any increases in the bid prices, unless the city approves those in writing.
- H. The undersigned bidder understands that the City or any authorized representative shall have right of entry to the project site for access and inspection and proper facilities will be provided thereof.
- I. Base Bid, Single-Prime (All-Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Pelds Design Services and the Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of above-named Project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum indicated on bid form.
 - 1. Bids shall not include sales tax. Other applicable taxes and fees shall be included.

2. Bidders shall not add any conditions or qualifying statements or modify this bid solicitation or the bid may be declared as being not responsive.

1.03 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the amount indicated on the "Bid Form – Stipulated Sum (Single-Prime Contract) 004 41 23 – 4" included herein and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after opening of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid:
 1. _____ Dollars (\$_____).
- B. In the event Owner does not offer a Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.04 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect and shall fully complete the Work within _____ calendar days.
- B. Include a preliminary schedule with bid. Work shall begin on or before October 15, 2025.
 1. Work shall be completed no later than December 31, 2025

1.05 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Bidder acknowledges, on the bid form, receipt of and use of the Addenda in the preparation of this Bid.

1.06 BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached hereto.
 1. Bid Form Supplement - Bid Bond Form (AIA Document A310-2010).

1.07 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor for the type of work proposed, in Marshalltown, Iowa, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

END OF SECTION

**** Submit this form with the required attachments in a sealed envelope labeled – “Tulip Toren Monument Renovation”.**

BACK OF BUILDING DOGHOUSE REBUILD

TOTAL PROJECT BID: \$ _____

Number of days to complete work: _____ (from notice to proceed)

Contractor Name: _____

Address: _____

Telephone Number / Fax: _____

Email: _____

Authorized Signature: _____

Name Typed or Printed & Title: _____

Date: _____

State Registration Number: _____

Addendum No. 1, dated _____.

Addendum No. 2, dated _____.

Addendum No. 3, dated _____.

Addendum No. 4, dated _____.

Required attachments:

- 1. Certificate of insurance.**
- 2. References from at least 3 projects completed over the last 3 years, including all subcontractors.**
- 3. Bid Security**

**SECTION 01 10 00
SUMMARY**

PART 1 GENERAL

1.01 PROJECT

- A. Project Name: Back of Building Doghouse Rebuild.
- B. Owner's Name: City of Marshalltown, IA.
- C. Architect's Name: Pelds Design Services
- D. Structural Engineer: Tometich Engineering

1.02 DESCRIPTION OF WORK

- A. Scope of demolition and removal work is shown on drawings and specified in Section 02 41 00.
 - 1. Demo existing single story roof (ensure existing utilities are protected)
 - 2. Demo single story wall down to existing top of foundation wall
- B. Scope of alterations and new construction work is shown on drawings and consists of the following:
 - 1. Repair existing 2nd story wall at rear of building
 - 2. Reinforce existing single story foundation wall
 - 3. Re build single story back wall
 - 4. Re build single story roof

1.03 OWNER OCCUPANCY

- A. Neighboring buildings may be occupied during the entire construction period.
- B. Owner intends to occupy the Project upon Substantial Completion.
- C. Cooperate with Owner to minimize conflict and to facilitate Owner's and neighbor's operations.

1.04 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
 - 1. Locate and conduct construction activities in ways that will limit disturbance to site.
- B. Arrange use of site and premises to allow:
 - 1. Adjacent building operations.
- C. Provide access to and from site as required by law and by Owner:
 - 1. Do not obstruct roadways, sidewalks, or other public ways without permit.

1.05 WORK SEQUENCE

- A. Coordinate construction schedule and operations with Owner.
- B. Coordinate work of the various Sections of Specifications to assure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items installed later.
- C. Verify characteristics of elements of interrelated operating equipment are compatible; coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Execute cutting and patching to integrate elements of Work, uncover ill-timed, defective, and non-conforming Work, provide openings for penetrations of existing surfaces, and provide samples for testing if required. Seal penetrations through floors, walls, and roof.

1.06 DEFINITIONS AND EXPLANATIONS

- A. Imperative language is used generally in the specifications. Except as otherwise indicated, requirements expressed imperatively are to be performed by the Contractor as if preceded by the phrase "The Contractor shall".
- B. The term "provide" means furnish and install, complete, and ready for intended use. Except as otherwise defined in greater detail, the term "furnish" means supply and deliver to the project site, including unloading, unpacking, inspecting, and storing until ready for receipt by Owner, installation, etc., as applicable.
- C. Except as otherwise defined in greater detail, the term "install" is used to describe operations at project site including assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations, as applicable.
- D. The term "indicated" is as cross-reference to graphics, notes or schedules on drawings, to other paragraphs or schedules in the specifications, and to similar means of recording requirements in contract documents. Where terms such as "shows", "noted", "schedules", and "specified" are used in lieu of "indicated", it is for purpose of helping reader locate cross-reference, and no limitations of location is intended.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 20 00
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Procedures for preparation and submittal of application for final payment.

1.02 RELATED REQUIREMENTS

- A. Section 01 78 00 - Closeout Submittals: Project record documents.

1.03 SCHEDULE OF VALUES

- A. Use Schedule of Values Form: AIA G703, edition stipulated in the Agreement.
- B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
- C. Forms filled out by hand will not be accepted.
- D. Submit Schedule of Values in duplicate within 15 days after date established in Notice to Proceed.
- E. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section. Identify site mobilization and bonds and insurance.
- F. Include in each line item, the amount of Allowances specified in this section. For unit cost Allowances, identify quantities taken from Contract Documents multiplied by the unit cost to achieve the total for the item.
- G. Include separately from each line item, a direct proportional amount of Contractor's overhead and profit.
- H. Revise schedule to list approved Change Orders, with each Application For Payment.

1.04 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Use Form AIA G702 and Form AIA G703, edition stipulated in the Agreement.
 - 1. Include Subcontractor Pay Application.
- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- D. Forms filled out by hand will not be accepted.
- E. For each item, provide a column for listing each of the following:
 - 1. Item Number.
 - 2. Description of work.
 - 3. Scheduled Values.
 - 4. Previous Applications.
 - 5. Work in Place and Stored Materials under this Application.
 - 6. Authorized Change Orders.
 - 7. Total Completed and Stored to Date of Application.
 - 8. Percentage of Completion.
 - 9. Balance to Finish.

10. Retainage.
- F. Execute certification by signature of authorized officer.
- G. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
- H. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
- I. Submit one electronic copy of each Application for Payment.
- J. Include the following with the application:
 1. Transmittal letter as specified for submittals in Section 01 30 00.
 2. Construction progress schedule, revised and current as specified in Section 01 30 00.
 3. Partial release of liens from major subcontractors and vendors.
 4. Project record documents as specified in Section 01 78 00, for review by Owner which will be returned to the Contractor.
 5. Affidavits attesting to off-site stored products.
- K. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

1.05 MODIFICATION PROCEDURES

- A. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor's employ or subcontractors of changes to Contract Documents.
- B. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.
- C. For other required changes, Architect will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
 2. Promptly execute the change.
- D. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a estimated price quotation within 14 days.
- E. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation. Document any requested substitutions in accordance with Section 01 60 00.
- F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
 1. For change requested by Architect for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
 2. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect.
 3. For pre-determined unit prices and quantities, the amount will based on the fixed unit prices.

4. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor's substantiation of costs as specified for Time and Material work.
- G. Substantiation of Costs: Provide full information required for evaluation.
 1. Provide the following data:
 - a. Quantities of products, labor, and equipment.
 - b. Taxes, insurance, and bonds.
 - c. Overhead and profit.
 - d. Justification for any change in Contract Time.
 - e. Credit for deletions from Contract, similarly documented.
 2. Support each claim for additional costs with additional information:
 - a. Origin and date of claim.
 - b. Dates and times work was performed, and by whom.
 - c. Time records and wage rates paid.
 - d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.
 3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- H. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- I. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- J. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- K. Promptly enter changes in Project Record Documents.

1.06 APPLICATION FOR FINAL PAYMENT

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
 1. All closeout procedures specified in Section 01 70 00.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 30 00
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Electronic document submittal service.
- C. Preconstruction meeting.
- D. Progress meetings.
- E. Construction progress schedule.
- F. Preinstallation meetings.
- G. Coordination drawings.
- H. Submittals for review, information, and project closeout.
- I. Number of copies of submittals.
- J. Requests for Information (RFI) procedures.
- K. Submittal procedures.
- L. Release of CAD/BIM files.

1.02 RELATED REQUIREMENTS

- A. Section 01 60 00 - Product Requirements: General product requirements.
- B. Section 01 70 00 - Execution and Closeout Requirements: Additional coordination requirements.
- C. Section 01 78 00 - Closeout Submittals: Project record documents; operation and maintenance data; warranties and bonds.

1.03 PROJECT COORDINATOR

- A. Project Coordinator: General Contractor.
- B. Cooperate with the Project Coordinator in allocation of mobilization areas of site; for field offices and sheds, for site and building access, traffic, and parking facilities.
- C. During construction, coordinate use of site and facilities through the Project Coordinator.
- D. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- E. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities. Responsibility for providing temporary utilities and construction facilities is identified in Section 01 10 00 - Summary.
- F. Coordinate field engineering and layout work under instructions of the Project Coordinator.
- G. Make the following types of submittals to Architect through the Project Coordinator:
 - 1. Requests for Information.
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Test and inspection reports.
 - 5. Design data.
 - 6. Manufacturer's instructions and field reports.
 - 7. Applications for payment and change order requests.
 - 8. Progress schedules.

9. Coordination drawings.
10. Correction Punch List and Final Correction Punch List for Substantial Completion.
11. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONSTRUCTION PROJECT MANAGEMENT / ELECTRONIC DOCUMENT SUBMITTAL

- A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF, MS Word, or MS Excel) format, as appropriate to the document.
 1. Besides submittals for review, information, and closeout, this procedure applies to Requests for Information (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's correction punchlist, and any other document any participant wishes to make part of the project record..
 2. It is Contractor's responsibility to submit documents in allowable format.
 3. Paper document transmittals will not be reviewed; emailed electronic documents will not be reviewed.
 4. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts, which shall be delivered by mail or courier.

3.02 RELEASE OF CAD/BIM FILES

- A. Contractors may request plans for their use/benefit for assistance in preparing submittals or for use in construction.
 1. The Revit model will be provided at no charge.
 2. If CAD files, contractor shall identify specific sheets to be produced as files.
 3. A signed release form is required

3.03 PRECONSTRUCTION MEETING

- A. Project Coordinator will schedule a meeting after Notice of Award.
- B. Attendance Required:
 1. Owner.
 2. Architect/Structural Engineer.
 3. Contractor.
 4. Major subcontractors.
- C. Agenda:
 1. Execution of Owner-Contractor Agreement.
 2. Submission of executed bonds and insurance certificates.
 3. Distribution of Contract Documents.
 4. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 5. Designation of personnel representing the parties to Contract, the Owner's Representative and Architect.
 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 7. Scheduling.

- D. Project Coordinator will record minutes and distribute copies within 7 days after meeting to participants, with copies to Architect/Structural Engineer, Owner, participants, and those affected by decisions made.

- 1. Minutes will be distributed through email.

3.04 PROGRESS MEETINGS

- A. Project Coordinator will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.

- B. Attendance Required:

- 1. Contractor.
 - 2. Owner.
 - 3. Architect/Structural Engineer, at frequency per Owner-Architect agreement.
 - 4. Contractor's superintendent.
 - 5. Major subcontractors.
 - 6. Major Suppliers.
 - 7. Additional consultants, subcontractors, suppliers and product representatives as appropriate to agenda topics for each meeting.

- C. Agenda:

- 1. Review minutes of previous meetings.
 - 2. Review of work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems that impede, or will impede, planned progress.
 - 5. Review of submittals schedule and status of submittals.
 - 6. Review of off-site fabrication and delivery schedules.
 - 7. Maintenance of progress schedule.
 - 8. Corrective measures to regain projected schedules.
 - 9. Planned progress during succeeding work period.
 - 10. Coordination of projected progress.
 - 11. Maintenance of quality and work standards.
 - 12. Effect of proposed changes on progress schedule and coordination.
 - 13. Other business relating to work.

- D. Project Coordinator will record minutes and distribute copies within 5 days after meeting to participants, with copies to Architect/Structural Engineer, Owner, participants, and those affected by decisions made.

- 1. Minutes will be distributed through email.

3.05 CONSTRUCTION PROGRESS SCHEDULE

- A. Within 10 days after date of the Agreement, submit preliminary schedule defining planned operations for the first 60 days of work, with a general outline for remainder of work.
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. Submit updated schedule with each Application for Payment.

3.06 PREINSTALLATION MEETINGS

- A. Project Coordinator will make arrangements for meetings, prepare agenda with copies for participants, and preside at meetings.

- B. Attendance:

1. Owner, as requested.
 2. Architect/Structural Engineer, as requested.
 3. Primary Contractor.
 4. Subcontractors, as requested.
 5. Related trades, as requested.
- C. Pre-Installation meetings shall include, but are not limited to:
1. Selective Demolition
 2. Site Work / Earthwork
 3. Site Utilities
 4. Concrete Work
 5. Masonry
 6. Structural and Miscellaneous Steel Erection / Precast Erection
 7. Rough Carpentry
 8. Waterproofing
 9. Weather Barriers
 10. Roofing and Roofing Sheet Metal / Accessories
 11. Joint Sealants
 12. Door and Hardware Install
 13. Drywall and Wood Framing
 14. Drywall Install and Finishing
 15. Painting / Coatings
 16. Plumbing - General
 17. HVAC Equipment Install
 18. HVAC Ductwork & Piping
 19. Electrical Services
 20. Electrical Rough-in
 21. Electrical Switchgear

3.07 COORDINATION DRAWINGS

- A. Provide information required by Project Coordinator for preparation of coordination drawings.
- B. Review drawings prior to submission to Architect.

3.08 REQUESTS FOR INFORMATION (RFI)

- A. Definition: A request seeking one of the following:
 1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
 2. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.

- C. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
1. Prepare a separate RFI for each specific item.
 - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
 - b. Do not forward requests which solely require internal coordination between subcontractors.
 2. Prepare using software provided by the Electronic Document Submittal Service (if used).
 3. Combine RFI and its attachments into a single electronic file. PDF format is preferred.
- D. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
1. Include in each request Contractor's signature attesting to good faith effort to determine from Contract Documents information requiring interpretation.
 2. Unacceptable Uses for RFIs: Do not use RFIs to request the following::
 - a. Approval of submittals (use procedures specified elsewhere in this section).
 - b. Approval of substitutions (see Section - 01 60 00 - Product Requirements)
 - c. Changes that entail change in Contract Time and Contract Sum (comply with provisions of the Conditions of the Contract).
 - d. Different methods of performing work than those indicated in the Contract Drawings and Specifications (comply with provisions of the Conditions of the Contract).
 3. Improper RFIs: Requests not prepared in compliance with requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response, with an explanatory notation.
 4. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, Contract Documents, with no additional input required to clarify the question. They will be returned without a response, with an explanatory notation.
 - a. The Owner reserves the right to assess the Contractor for the costs (on time-and-materials basis) incurred by the Architect, and any of its consultants, due to processing of such RFIs.
- E. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
1. Official Project name and number, and any additional required identifiers established in Contract Documents.
 2. Owner's, Architect's, and Contractor's names.
 3. Discrete and consecutive RFI number, and descriptive subject/title.
 4. Issue date, and requested reply date.
 5. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).
 6. Annotations: Field dimensions and/or description of conditions which have engendered the request.
 7. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.

- F. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- G. Review Time: Architect will respond and return RFIs to Contractor within ten business days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
 - 1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.
- H. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.
 - 1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.
 - 2. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
 - 3. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
 - 4. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

3.09 SUBMITTAL SCHEDULE

- A. Submit to Architect for review a schedule for submittals in tabular format.
 - 1. Coordinate with Contractor's construction schedule and schedule of values.
 - 2. Format schedule to allow tracking of status of submittals throughout duration of construction.
 - 3. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.
 - a. For assemblies, equipment, systems comprised of multiple components and/or requiring detailed coordination with other work, allow for additional time to make corrections or revisions to initial submittals, and time for their review.

3.10 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 - 1. Product data.
 - 2. Shop drawings.
 - 3. Samples for selection.
 - 4. Samples for verification.
 - 5. Other types indicated.
- B. Submit to Architect/Structural Engineer for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 78 00 - Closeout Submittals.

3.11 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 - 1. Design data.

2. Certificates.
3. Test reports.
4. Inspection reports.
5. Manufacturer's instructions.
6. Manufacturer's field reports.
7. Other types indicated.

B. Submit for Architect's knowledge as contract administrator or for Owner.

3.12 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 78 00 - Closeout Submittals:
 1. Project record documents.
 2. Operation and maintenance data.
 3. Warranties.
 4. Bonds.
 5. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

3.13 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
 1. Transmit to Architect/ Engineer via email to Project Coordinator.
- B. Extra Copies at Project Closeout: See Section 01 78 00.
- C. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect/Structural Engineer.
 1. Retained samples will not be returned to Contractor unless specifically so stated.

3.14 SUBMITTAL PROCEDURES

- A. General Requirements:
 1. Use a single transmittal for related items.
 2. Submit separate packages of submittals for review and submittals for information, when included in the same specification section.
 3. Transmit using approved form.
 - a. Use Contractor's form, subject to prior approval by Architect/Structural Engineer.
 4. Sequentially identify each item. For revised submittals use original number and a sequential numerical suffix.
 5. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.
 6. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.
 - a. Submittals from sources other than the Contractor, or without Contractor's stamp will not be acknowledged, reviewed, or returned.

7. Deliver each submittal on date noted in submittal schedule, unless an earlier date has been agreed to by all affected parties, and is of the benefit to the project.
 - a. Send submittals in electronic format via email to Architect.
 - 1) Or upload submittals in electronic form to Electronic Document Submittal Service website (if used)
 8. Schedule submittals to expedite the Project, and coordinate submission of related items.
 - a. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
 - b. For sequential reviews involving Architect's consultants, Owner, or another affected party, allow an additional 7 days.
 - c. For sequential reviews involving approval from authorities having jurisdiction (AHJ), in addition to Architect's approval, allow an additional 30 days.
 9. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.
 10. Provide space for Contractor and Architect/Structural Engineer review stamps.
 11. When revised for resubmission, identify all changes made since previous submission.
 12. Distribute reviewed submittals. Instruct parties to promptly report inability to comply with requirements.
 13. Incomplete submittals will not be reviewed, unless they are partial submittals for distinct portion(s) of the work, and have received prior approval for their use.
 14. Submittals not requested will be recognized, and will be returned "Not Reviewed",
- B. Product Data Procedures:
1. Submit only information required by individual specification sections.
 2. Collect required information into a single submittal.
 3. Submit concurrently with related shop drawing submittal.
 4. Do not submit (Material) Safety Data Sheets for materials or products.
- C. Shop Drawing Procedures:
1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 2. Do not reproduce Contract Documents to create shop drawings.
 3. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.
- D. Samples Procedures:
1. Transmit related items together as single package.
 2. Identify each item to allow review for applicability in relation to shop drawings showing installation locations.
 3. Include with transmittal high-resolution image files of samples to facilitate electronic review and approval. Provide separate submittal page for each item image.
- E. Submittals shall be numbered by Specification section and sequence: ie 23 5243 - 1, 23 5243-2. Revise submittals with original number and a sequential alphabetic suffix.

3.15 SUBMITTAL REVIEW

- A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.

- C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
 - 1. Notations may be made directly on submitted items and/or listed on appended Submittal Review cover sheet.
- D. Architect's and consultants' actions on items submitted for review:
 - 1. Authorizing purchasing, fabrication, delivery, and installation:
 - a. "Approved", or language with same legal meaning.
 - b. "Approved as Noted, Make Corrections Noted", or language with same legal meaning.
 - i. At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
 - c. "Approved as Noted, Resubmit for Record", or language with same legal meaning.
 - i. Resubmit corrected item, with review notations acknowledged and incorporated. Resubmit separately, or as part of project record documents.
 - 2. Not Authorizing fabrication, delivery, and installation:
 - a. "Revise and Resubmit".
 - i. Resubmit revised item, with review notations acknowledged and incorporated.
 - ii. Non-responsive resubmittals may be rejected.
 - b. "Rejected".
 - i. Submit item complying with requirements of Contract Documents.
- E. Architect's and consultants' actions on items submitted for information:
 - 1. Items for which no action was taken:
 - a. "Received" - to notify the Contractor that the submittal has been received for record only.
 - 2. Items for which action was taken:
 - a. "Reviewed" - no further action is required from Contractor.

END OF SECTION

SECTION 01 40 00
QUALITY REQUIREMENTS

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspection services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and quality-control procedures that facilitate compliance with the Contract Document requirements.
 - 2. Requirements for Contractor to provide quality-assurance and quality-control services required by Architect, Owner, Commissioning Authority, or authorities having jurisdiction are not limited by provisions of this Section.

1.02 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced" unless otherwise further described means having successfully completed a minimum of three previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- B. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, assembly, and similar operations.
 - 1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).
- C. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria.
- D. Product Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- E. Source Quality-Control Tests: Tests and inspections that are performed at the source; for example, plant, mill, factory, or shop.
- F. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- G. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- H. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Contractor's quality-control services do not include contract administration activities performed by Architect.

1.03 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1.04 CONFLICTING REQUIREMENTS

- A. Conflicting Standards and Other Requirements: If compliance with two or more standards or requirements are specified and the standards or requirements establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for direction before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.05 ACTION SUBMITTALS

- A. Delegated-Design Services Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit a statement signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

1.06 INFORMATIONAL SUBMITTALS

- A. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- B. Permits, Licenses, and Certificates: For Owner's record, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents established for compliance with standards and regulations bearing on performance of the Work.

1.07 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, telephone number, and email address of testing agency.
 - 4. Dates and locations of samples and tests or inspections.
 - 5. Names of individuals making tests and inspections.
 - 6. Description of the Work and test and inspection method.
 - 7. Identification of product and Specification Section.
 - 8. Complete test or inspection data.
 - 9. Test and inspection results and an interpretation of test results.
 - 10. Record of temperature and weather conditions at time of sample taking and testing and inspection.
 - 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 - 12. Name and signature of laboratory inspector.
 - 13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
 - 1. Statement on condition of substrates and their acceptability for installation of product.

2. Statement that products at Project site comply with requirements.
 3. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 4. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 5. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Statement that equipment complies with requirements.
 2. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 3. Other required items indicated in individual Specification Sections.

1.08 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units. As applicable, procure products from manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, applying, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar in material, design, and extent to those indicated for this Project.
- F. Specialists: Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.
- G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspection indicated, as documented according to ASTM E329 and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
- H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

- J. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
1. Build mockups of size indicated.
 2. Build mockups in location indicated or, if not indicated, as directed by Architect.
 3. Notify Architect five working days in advance of dates and times when mockups will be constructed.
 4. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed to perform same tasks during the construction at Project.
 5. Demonstrate the proposed range of aesthetic effects and workmanship.
 6. Obtain Architect's approval of mockups before starting corresponding work, fabrication, or construction.
 - a. Allow five working days for initial review and each re-review of each mockup.
 7. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
 8. Demolish and remove mockups when directed unless otherwise indicated.

1.09 QUALITY CONTROL

- A. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
1. Engage a qualified testing agency to perform quality-control services.
 2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspection will be performed.
 3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 4. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- B. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- C. Testing Agency Responsibilities: Cooperate with Architect, and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the locations from which test samples will be taken and in which in-situ tests are conducted.
 3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 6. Do not perform duties of Contractor.

- D. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections.
- E. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- F. Associated Contractor Services: Cooperate with agencies and representatives performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
 - 1. Access to the Work.
 - 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 - 3. Adequate quantities of representative samples of materials that require testing and inspection. Assist agency in obtaining samples.
 - 4. Facilities for storage and field curing of test samples.
 - 5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 - 6. Security and protection for samples and for testing and inspection equipment at Project site.
- G. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
 - 1. Schedule times for tests, inspections, obtaining samples, and similar activities.

1.10 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

3.01 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
 - 1. Date test or inspection was conducted.
 - 2. Description of the Work tested or inspected.
 - 3. Date test or inspection results were transmitted to Architect.
 - 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's, reference during normal working hours.
 - 1. Submit log at Project closeout as part of Project Record Documents.

3.02 REPAIR AND PROTECTION

- A. General: On completion of testing, inspection, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
 - 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.
- B. Protect construction exposed by or for quality-control service activities.

- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION

SECTION 01 60 00
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.

1.02 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved by Architect through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.03 ACTION SUBMITTALS

- A. Comparable Product Request Submittal: Submit request for consideration of each comparable product. Identify basis-of-design product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
 - 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within five working days of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within five working days of receipt of request, or five working days of receipt of additional information or documentation, whichever is later.
 - a. Form of Architect's Approval of Submittal: Stamp applied to Contractor's formal submittal and returned to Contractor.
 - b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

1.04 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

1.05 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.
- C. Storage:
 - 1. Store products to allow for inspection and measurement of quantity or counting of units.
 - 2. Store materials in a manner that will not endanger Project structure.
 - 3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
 - 4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
 - 5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
 - 6. Protect stored products from damage and liquids from freezing.

1.06 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
 - 1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 - 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
 - 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 - 2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
 - 3. See other Sections for specific content requirements and particular requirements for submitting special warranties.

PART 2 PRODUCTS

2.01 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
 - 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.

2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
- B. Product Selection Procedures:
1. Sole Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - a Sole product may be indicated by the phrase: "Subject to compliance with requirements, provide the following: ..."
 2. Sole Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - a Sole manufacturer/source may be indicated by the phrase: "Subject to compliance with requirements, provide products by the following: ..."
 3. Limited List of Products: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will be considered unless otherwise indicated.
 - a Limited list of products may be indicated by the phrase: "Subject to compliance with requirements, provide one of the following: ..."
 4. Limited List of Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will be considered unless otherwise indicated.
 - a Limited list of manufacturers is indicated by the phrase: "Subject to compliance with requirements, provide products by one of the following: ..."
 5. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.
- C. Visual Matching Specification: Where Specifications require "match Architect's sample," provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
1. If no product available within specified category matches and complies with other specified requirements, secure approval from architect prior to using product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.02 COMPARABLE PRODUCTS

- A. Conditions for Consideration of Comparable Products: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are

not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:

1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant product qualities include attributes such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
2. Evidence that proposed product provides specified warranty.
3. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
4. Samples, if requested.

PART 3 EXECUTION (Not Used)

END OF SECTION

SECTION 01 77 00
CLOSEOUT PROCEDURES

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
 - 5. Repair of the Work.

1.02 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at final completion.

1.03 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.
- C. Field Report: For pest control inspection.

1.04 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of ten working days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number.
 - 5. Submit testing, adjusting, and balancing records.
 - 6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of ten working days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Advise Owner of pending insurance changeover requirements.

2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment.
 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings.
 6. Advise Owner of changeover in utility services.
 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 9. Complete final cleaning requirements.
 10. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of five working days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1.05 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment according to Section 012900 "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 4. Submit pest-control final inspection report.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of five working days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1.06 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order.
 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 3. Submit list of incomplete items in the following format:
 - a. PDF electronic file. Architect will return annotated file.

1.07 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- C. Warranties in Paper Form:
 - 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (215-by-280-mm) paper.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 EXECUTION

3.01 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - c. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - d. Leave Project clean and ready for occupancy.

3.02 REPAIR OF THE WORK

- A. Complete repair and restoration operations, before requesting inspection for determination of Substantial Completion.
- B. Repair, or remove and replace, defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

END OF SECTION

SECTION 02 41 00
DEMOLITION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Selective demolition of building elements for alteration purposes.
- B. Abandonment and removal of existing utilities, utility structures and below-grade construction.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: Limitations on Contractor's use of site and premises.
- B. Section 01 10 00 - Summary: Sequencing and staging requirements.
- C. Section 01 60 00 - Product Requirements: Handling and storage of items removed for salvage and relocation.
- D. Section 01 70 00 - Execution and Closeout Requirements: Project conditions; protection of bench marks, survey control points, and existing construction to remain; reinstallation of removed products; temporary bracing and shoring.
- E. Section 31 20 00 - Earthwork: Vegetation, topsoil and existing debris removal; filling holes, pits, and excavations generated as a result of removal operations.

1.03 DEFINITIONS

- A. Demolition: Dismantle, raze, destroy or wreck any building or structure or any part thereof.
- B. Remove: Detach or dismantle items from existing construction and dispose of them off site, unless items are indicated to be salvaged or reinstalled.
- C. Remove and Salvage: Detach or dismantle items from existing construction in a manner to prevent damage. Clean, package, label and deliver salvaged items to Owner in ready-for-reuse condition.
- D. Remove and Reinstall: Detach or dismantle items from existing construction in a manner to prevent damage. Clean and prepare for reuse and reinstall where indicated.
- E. Existing to Remain: Designation for existing items that are not to be removed and that are not otherwise indicated to be salvaged or reinstalled.

1.04 REFERENCE STANDARDS

- A. 29 CFR 1926 - U.S. Occupational Safety and Health Standards.
- B. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations.

1.05 ADMINISTRATIVE REQUIREMENTS

- A. Preinstallation Meeting: Conduct a preinstallation meeting at 21 W Main Street one week prior to the start of the work of this section; require attendance by all affected installers.

1.06 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Site Plan: Indicate:
 - 1. Vegetation to be protected.
 - 2. Areas for temporary construction and field offices.
 - 3. Areas for temporary and permanent placement of removed materials.
- C. Demolition Plan: Submit demolition plan as required by OSHA and local AHJs.
 - 1. Indicate extent of demolition, removal sequencing, bracing and shoring, and location and construction of barricades and fences.
 - 2. Summary of safety procedures.

3. Schedule of building demolition activities with starting and ending dates for each activity.
 4. Include measures for environmental protection, for dust control, and for noise control.
 5. Detail special measures proposed to protect adjacent buildings or spaces to remain including means of egress.
- D. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.

1.07 QUALITY ASSURANCE

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ASSE A10.6 and NFPA 241.

1.08 FIELD CONDITIONS

- A. Buildings immediately adjacent to demolition area will be occupied. Conduct building demolition so operations of occupied buildings will not be disrupted.
 1. Provide not less than 72 hours notice of activities that will affect operations of adjacent occupied buildings.
 2. Maintain access to existing walkways, exits, and other facilities used by occupants of adjacent buildings.
 - a. Do not close or obstruct walkways, exits, or other facilities used by occupants of adjacent buildings without written permission from authorities having jurisdiction.
- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
 1. Before building demolition, Owner will remove items they wish to salvage.
- C. Hazardous Materials: Asbestos is expected to be encountered in the work. See Asbestos Clean-up Plan to be provided by the Owner.
 1. Asbestos removal and disposal at lower roof and parapet to be by the contractor. See Asbestos Clean-up Plan to be provided by the Owner.
- D. On-site storage or sale of removed items or materials is not permitted.
- E. Arrange demolition schedule so as not to interfere with Owner's on-site operations or operations of adjacent occupied buildings.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Topsoil: Original surface soil typical of the area which is capable of supporting native plant growth. It shall be free of large stones, roots, waste, debris, contamination, or other unsuitable material which might hinder plant growth.
- B. Subsoil: Clean natural soil with a plasticity index of 15 or less that is free of clay, rock, or gravel lumps larger than 2 inches in any dimension, debris, waste, frozen material, and any other deleterious material that might cause settlement. Suitable material excavated from the site may be used as subsoil fill under optimum moisture conditions.
- C. Granular Fill: Clean sand, slightly silty sand, or slightly clayey sand having a Unified Soil Classification of SW, SP, SP-SM, or SP-SC.
- D. Structural Fill: Clean coarse aggregate Gradation No. 57.
- E. Borrow Material: Conform to subsoil requirements..

PART 3 EXECUTION

3.01 DEMOLITION

- A. Remove portions of existing building as indicated in demolition plans.

- B. Fill excavations, open pits, and holes in ground areas generated as result of removals, using specified fill
- C. Fill openings or penetrations as result of removals, firestop at rated walls as indicated in code plan.

3.02 MATERIALS OWNERSHIP

- A. Unless otherwise indicated, demolition waste becomes property of Contractor.
- B. Historic items, relics, antiques, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition remain the property of Owner.
 - 1. Carefully salvage in a manner to prevent damage and promptly return to Owner.

3.03 SALVAGED ITEMS

- A. Comply with the following
 - 1. Clean salvaged items of dirt and demolition debris.
 - 2. Pack or crate items after cleaning. Identify contents of containers.
 - 3. Store items in a secure area until delivery to Owner.
 - 4. Store items within the front portion of the building.
 - 5. Protect items from damage during transport and storage.

3.04 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Comply with requirements in Section 01 70 00.
- B. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
 - 1. Obtain required permits.
 - 2. Comply with applicable requirements of NFPA 241.
 - 3. Use of explosives is not permitted.
 - 4. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
 - 5. Provide, erect, and maintain temporary barriers and security devices.
 - 6. Use physical barriers to prevent access to areas that could be hazardous to workers or the public.
 - a. Remove temporary barriers and protections where hazards no longer exist.
 - b. Where open excavations or other hazardous conditions remain, leave temporary barriers and protections in place.
 - 7. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
 - 8. Do not close or obstruct roadways or sidewalks without permits from authority having jurisdiction.
 - 9. Conduct operations to minimize obstruction of public and private entrances and exits. Do not obstruct required exits at any time. Protect persons using entrances and exits from removal operations.
 - 10. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon, or limit access to their property.
- C. Protect existing structures and other elements to remain in place and not removed.
 - 1. Provide bracing and shoring.

2. Prevent movement or settlement of adjacent structures.
3. Stop work immediately if adjacent structures appear to be in danger.
- D. Minimize production of dust due to demolition operations. Do not use water if that will result in ice, flooding, sedimentation of public waterways or storm sewers, or other pollution.
- E. Hazardous Materials:
 1. If hazardous materials are discovered during removal operations, stop work and notify Architect and Owner; hazardous materials include regulated asbestos containing materials, lead, PCBs, and mercury.
 2. Asbestos is expected to be encountered in the work. See Asbestos Clean-up Plan to be provided by the Owner.
 - a. Asbestos removal and disposal at lower roof and parapet to be by the contractor. See Asbestos Clean-up Plan to be provided by the Owner.

3.05 EXISTING UTILITIES

- A. Coordinate work with utility companies. Notify utilities before starting work, comply with their requirements, and obtain required permits.
- B. Protect existing utilities to remain from damage.
- C. Do not disrupt public utilities without permit from authority having jurisdiction.
- D. Contractor to coordinate utility shut-downs or disruptions with the Owner through the Project Coordinator. Notices shall be as identified in Division 01 sections and as agreed to at Pre-Construction meeting.
- E. Do not close, shut off, or disrupt existing life safety systems that are in use without at least 7 days prior written notification to Owner.
- F. Do not close, shut off, or disrupt existing utility branches or take-offs that are in use without at least 7 days prior notification to Owner.
- G. Verify that utilities have been disconnected and capped before starting demolition operations.
- H. Locate and mark utilities to remain; mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.
- I. Unused underground piping may be abandoned in place, provided it is completely drained and capped.
 1. Cut off pipe or conduit a minimum of 24 inches (610 mm) below grade. Cap, valve, or plug and seal remaining portion of pipe or conduit after bypassing according to requirements of authorities having jurisdiction
- J. Remove exposed piping, valves, meters, equipment, supports, and foundations of disconnected and abandoned utilities.
- K. Prepare building demolition areas by disconnecting and capping utilities outside the demolition zone. Identify and mark, in same manner as other utilities to remain, utilities to be reconnected.

3.06 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site.
 1. Do not allow demolished materials to accumulate on-site.
 2. Locate building demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
 3. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
 4. Remove debris from elevated portions of the building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.

5. Project Coordinator will provide dumpster and coordinate with waste hauler for drop off and pick-up.
 6. Dumpster to be located as agreed upon at Pre-Bid meeting or by Owner.
- B. Leave site in clean condition, ready for subsequent work.
- C. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION

SECTION 03 30 00
CAST-IN-PLACE CONCRETE

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes cast-in-place concrete, including formwork, reinforcement, concrete materials, mixture design, placement procedures, and finishes.
- B. Related Sections:
 - 1. Section 312000 "Earth Moving" for drainage fill under slabs-on-grade.

1.02 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Design Mixtures: For each concrete mixture.
- C. Steel Reinforcement Shop Drawings: Placing drawings that detail fabrication, bending, and placement.
- D. Formwork Shop Drawings: Prepared by or under the supervision of a qualified professional engineer detailing fabrication, assembly, and support of formwork.

1.03 INFORMATIONAL SUBMITTALS

- A. Welding certificates.
- B. Material certificates.
- C. Material test reports.
- D. Floor surface flatness and levelness measurements.

1.04 QUALITY ASSURANCE

- A. Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C 94/C 94M requirements for production facilities and equipment.
 - 1. Manufacturer certified according to NRMCA's "Certification of Ready Mixed Concrete Production Facilities."
- B. Testing Agency Qualifications: An independent agency, qualified according to ASTM C 1077 and ASTM E 329 for testing indicated.
- C. Welding Qualifications: Qualify procedures and personnel according to AWS D1.4/D 1.4M, "Structural Welding Code - Reinforcing Steel."
- D. ACI Publications: Comply with the following unless modified by requirements in the Contract Documents:
 - 1. ACI 301, "Specifications for Structural Concrete," Sections 1 through 5.
 - 2. ACI 117, "Specifications for Tolerances for Concrete Construction and Materials."
- E. Concrete Testing Service: Engage a qualified independent testing agency to perform material evaluation tests and to design concrete mixtures.
- F. Preinstallation Conference: Conduct conference at Project site or by telephone. Conference to include Architect, Structural Engineer, Contractor and / or Subcontractor.

2.01 FORM-FACING MATERIALS

- A. Smooth-Formed Finished Concrete: Form-facing panels that will provide continuous, true, and smooth concrete surfaces. Furnish in largest practicable sizes to minimize number of joints.
- B. Rough-Formed Finished Concrete: Plywood, lumber, metal, or another approved material. Provide lumber dressed on at least two edges and one side for tight fit.

2.02 STEEL REINFORCEMENT

- A. Recycled Content of Steel Products: Postconsumer recycled content plus one-half of preconsumer recycled content not less than 25 percent.
- B. Reinforcing Bars: ASTM A 615/A 615M, Grade 60, deformed.
- C. Plain-Steel Welded Wire Reinforcement: ASTM A 185/A 185M, plain, fabricated from as-drawn steel wire into flat sheets.
- D. Deformed-Steel Welded Wire Reinforcement: ASTM A 497/A 497M, flat sheet.
- E. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded wire reinforcement in place. Manufacture bar supports from steel wire, plastic, or precast concrete according to CRSI's "Manual of Standard Practice. Where bar supports are located in slabs where the surface is exposed, bar supports shall be non-corrosive.

2.03 CONCRETE MATERIALS

- A. Cementitious Material: Use the following cementitious materials, of the same type, brand, and source, throughout Project:
 - 1. Portland Cement: ASTM C 150, Type I, gray. Supplement with the following with the approval of the Engineer:
 - a. Fly Ash: ASTM C 618, Class F. Maximum of 15% replacement of cement by mass.
 - b. Ground Granulated Blast-Furnace Slag: ASTM C 989, Grade 100 or 120.
- B. Normal Weight Aggregates: ASTM C 33, graded.
 - 1. Maximum Coarse-Aggregate Size: 1-1/4 inches for interior slabs on grade, 1 inch for foundations and exterior slabs on grade.
 - 2. Fine Aggregate: Free of materials with deleterious reactivity to alkali in cement.
- C. Water: ASTM C 94/C 94M and potable.

2.04 ADMIXTURES

- A. Air-Entraining Admixture: ASTM C 260.
- B. Chemical Admixtures: Provide admixtures certified by manufacturer to be compatible with other admixtures and that will not contribute water-soluble chloride ions exceeding those permitted in hardened concrete. Do not use calcium chloride or admixtures containing calcium chloride.
 - 1. Water-Reducing Admixture: ASTM C 494/C 494M, Type A.
 - 2. Retarding Admixture: ASTM C 494/C 494M, Type B.
 - 3. Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type D.
 - 4. High-Range, Water-Reducing Admixture: ASTM C 494/C 494M, Type F.
 - 5. High-Range, Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type G.
 - 6. Plasticizing and Retarding Admixture: ASTM C 1017/C 1017M, Type II.

2.05 VAPOR RETARDERS

- A. Sheet Vapor Retarder: ASTM E 1745, Class A, not less than 10 mils. Include manufacturer's recommended adhesive or pressure-sensitive tape.

2.06 CURING MATERIALS

- A. Evaporation Retarder: Waterborne, monomolecular film forming, manufactured for application to fresh concrete.
- B. Absorptive Cover: AASHTO M 182, Class 2, burlap cloth made from jute or kenaf, weighing approximately 9 oz./sq. yd. when dry.
- C. Moisture-Retaining Cover: ASTM C 171, polyethylene film or white burlap-polyethylene sheet.
- D. Water: Potable.

- E. Clear, Waterborne, Membrane-Forming Curing Compound: ASTM C 309, Type 1, Class B, dissipating.
- F. Clear, Waterborne, Membrane-Forming Curing Compound: ASTM C 309, Type 1, Class B, non-dissipating, certified by curing compound manufacturer to not interfere with bonding of floor covering.
- G. Clear, Solvent-Borne, Membrane-Forming Curing and Sealing Compound: ASTM C 1315, Type 1, Class A.
 - 1. VOC Content: Curing and sealing compounds shall have a VOC content of 200 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
- H. Clear, Waterborne, Membrane-Forming Curing and Sealing Compound: ASTM C 1315, Type 1, Class A.
 - 1. VOC Content: Curing and sealing compounds shall have a VOC content of 200 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

2.07 RELATED MATERIALS

- A. Expansion- and Isolation-Joint-Filler Strips: ASTM D 1751, asphalt-saturated cellulosic fiber or ASTM D 1752, cork, or self-expanding cork.

2.08 CONCRETE MIXTURES

- A. Prepare design mixtures for each type and strength of concrete, proportioned on the basis of laboratory trial mixture or field test data, or both, according to ACI 301.
- B. Cementitious Materials: Use fly ash, pozzolan, ground granulated blast-furnace slag, and silica fume as needed to reduce the total amount of portland cement, which would otherwise be used, by not more than 15 percent. Only cement shall be used in polished concrete slabs.
- C. Admixtures: Use admixtures according to manufacturer's written instructions.
 - 1. Use water-reducing high-range water-reducing or plasticizing admixture in concrete, as required, for placement and workability. All anticipated admixtures must be clearly identified in any mix design submitted for approval.
 - 2. Use water-reducing and retarding admixture when required by high temperatures, low humidity, or other adverse placement conditions.
 - 3. Use water-reducing admixture in pumped concrete, concrete for heavy-use industrial slabs and parking structure slabs, concrete required to be watertight, and concrete with a water-cementitious materials ratio below 0.50.
- D. Proportion normal-weight concrete mixture as follows:
 - 1. Minimum Compressive Strength:
 - a. 4000 psi at 28 days for all interior slabs on grade, topping slabs, foundation walls, and exterior slabs
 - b. 3500 psi at 28 days for all footings or as noted on drawings.
 - 2. Typical Maximum Water-Cementitious Materials Ratio: see structural drawings.
 - 3. Maximum Water-Cementitious Materials Ratio for Polished Concrete Slabs: 0.45.
 - 4. Slump Limit: 8 inches (200 mm) for concrete with verified slump of 3 to 5 inches (50 to 100 mm) before adding high-range water-reducing admixture or plasticizing admixture, plus or minus 1 inch (25 mm).
 - 5. Air Content: 6 percent, plus or minus 1.5 percent at point of delivery for 1-inch (25-mm) nominal maximum aggregate size.
 - 6. Air Content: Do not allow air content of trowel-finished floors to exceed 3 percent.

2.09 FABRICATING REINFORCEMENT

- A. Fabricate steel reinforcement according to CRSI's "Manual of Standard Practice."

2.10 CONCRETE MIXING

- A. Ready-Mixed Concrete: Measure, batch, mix, and deliver concrete according to ASTM C 94/C 94M and ASTM C 1116/C 1116M and furnish batch ticket information.
 - 1. When air temperature is between 85 and 90 deg F (30 and 32 deg C), reduce mixing and delivery time from 1-1/2 hours to 75 minutes; when air temperature is above 90 deg F (32 deg C), reduce mixing and delivery time to 60 minutes.

3.01 FORMWORK

- A. Design, erect, shore, brace, and maintain formwork, according to ACI 301, to support vertical, lateral, static, and dynamic loads, and construction loads that might be applied, until structure can support such loads.
- B. Construct formwork so concrete members and structures are of size, shape, alignment, elevation, and position indicated, within tolerance limits of ACI 117.
- C. Chamfer exterior corners and edges of permanently exposed concrete.

3.02 EMBEDDED ITEMS

- A. Place and secure anchorage devices and other embedded items required for adjoining work that is attached to or supported by cast-in-place concrete. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
 - 1. All post installed anchors used for anchor rods supporting steel columns, as indicated, are required to be tested by the Owner's testing agency unless approved by Engineer.

3.03 VAPOR RETARDERS

- A. Sheet Vapor Retarders: Place, protect, and repair sheet vapor retarder according to ASTM E 1643 and manufacturer's written instructions.
 - 1. Lap joints 6 inches (150 mm) and seal with manufacturer's recommended tape.

3.04 STEEL REINFORCEMENT

- A. General: Comply with CRSI's "Manual of Standard Practice" for placing reinforcement.
 - 1. Do not cut or puncture vapor retarder. Repair damage and reseal vapor retarder before placing concrete.

3.05 JOINTS

- A. General: Construct joints true to line with faces perpendicular to surface plane of concrete.
- B. Construction Joints: Install so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect. All joints in exposed slabs must be approved by the Architect and Engineer.
- C. Contraction Joints in Slabs-on-Grade: Form weakened-plane contraction joints, sectioning concrete into areas as indicated. Construction contraction joints for a depth equal to at least one-fourth of concrete thickness as follows. The Architect and Engineer must approve type of joint.
 - 1. Grooved Joints: Form contraction joints after initial floating by grooving and finishing each edge of joint to a radius of 1/8 inch (3.2 mm). Repeat grooving of contraction joints after applying surface finishes. Eliminate groover tool marks on concrete surfaces.
 - 2. Sawed Joints: Form contraction joints with power saws equipped with shatterproof abrasive or diamond-rimmed blades. Cut 1/8-inch- (3.2-mm-) wide joints into concrete when cutting action will not tear, abrade, or otherwise damage surface and before concrete develops random contraction cracks.
- D. Isolation Joints in Slabs-on-Grade: After removing formwork, install joint-filler strips at slab junctions with vertical surfaces, such as column pedestals, foundation walls, grade beams, and other locations, as indicated.
- E. Maximum spacing of contraction joints:

1. Slab on Grade: 30 times the thickness of the slab or as indicated.
2. Exposed basement walls: 30 feet

3.06 CONCRETE PLACEMENT

- A. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items is complete and that required inspections have been performed.
- B. Deposit concrete continuously in one layer or in horizontal layers of such thickness that no new concrete will be placed on concrete that has hardened enough to cause seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as indicated. Deposit concrete to avoid segregation.
 1. Consolidate placed concrete with mechanical vibrating equipment according to ACI 301.
- C. Cold-Weather Placement: Comply with ACI 306.1.
- D. Hot-Weather Placement: Comply with ACI 301.

3.07 FINISHING FORMED SURFACES

- A. Rough-Formed Finish: As-cast concrete texture imparted by form-facing material with tie holes and defects repaired and patched. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
 1. Apply to concrete surfaces not exposed to public view.
- B. Smooth-Formed Finish: As-cast concrete texture imparted by form-facing material, arranged in an orderly and symmetrical manner with a minimum of seams. Repair and patch tie holes and defects. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
 1. Apply to concrete surfaces exposed to public view, or as indicated on drawings.
- C. Related Unformed Surfaces: At tops of walls, horizontal offsets, and similar unformed surfaces adjacent to formed surfaces, strike off smooth and finish with a texture matching adjacent formed surfaces. Continue final surface treatment of formed surfaces uniformly across adjacent unformed surfaces unless otherwise indicated.

3.08 FINISHING FLOORS AND SLABS

- A. General: Comply with ACI 302.1R recommendations for screeding, re-straightening, and finishing operations for concrete surfaces. Do not wet concrete surfaces.
- B. Scratch Finish: While still plastic, texture concrete surface that has been screeded and bull-floated or darbied. Use stiff brushes, brooms, or rakes to produce a profile amplitude of 1/4 inch (6 mm) in one direction.
 1. Apply scratch finish to surfaces indicated.
- C. Float Finish: Consolidate surface with power-driven floats or by hand floating if area is small or inaccessible to power driven floats. Restraighten, cut down high spots, and fill low spots. Repeat float passes and re-straightening until surface is left with a uniform, smooth, granular texture.
 1. Apply float finish to surfaces indicated or to be covered with fluid-applied or sheet waterproofing, built-up or membrane roofing, or sand-bed terrazzo.
- D. Trowel Finish: After applying float finish, apply first troweling and consolidate concrete by hand or power-driven trowel. Continue troweling passes and restrain until surface is free of trowel marks and uniform in texture and appearance. Grind smooth any surface defects that would telegraph through applied coatings or floor coverings.
 1. Apply a trowel finish to surfaces indicated, exposed to view or to be covered with resilient flooring, carpet, ceramic, or quarry tile set over a cleavage membrane, paint, or another thin-film-finish coating system.
 2. Finish to the following tolerances:
 - a. Gymnasiums, polished slabs on grade: Ff 50, FL33
 - b. Elevated polished slabs: Ff 38, FI 25

- c. All other slabs: Ff 25, FI 17
- 3. Floors shall be tested for flatness per ASTM E1155 within 48 hours of placement by the Owner's testing agency.
- E. Trowel and Fine-Broom Finish: Apply a first trowel finish to surfaces indicated and where ceramic or quarry tile is to be installed by either thickset or thin-set method. While concrete is still plastic, slightly scarify surface with a fine broom.
 - 1. Comply with flatness and levelness tolerances for trowel-finished floor surfaces.
- F. Broom Finish: Apply a broom finish to exterior concrete platforms, steps, ramps, and elsewhere as indicated.

3.09 CONCRETE PROTECTING AND CURING

- A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and ACI 301 for hot-weather protection during curing. All permanently exposed slabs shall be wet cured.
- B. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h (1 kg/sq. m x h) before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.
- C. Cure concrete according to ACI 308.1, by one or a combination of the following methods:
 - 1. Moisture Curing: Keep surfaces continuously moist for not less than seven days.
 - 2. Moisture-Retaining-Cover Curing: Cover concrete surfaces with moisture-retaining cover for curing concrete, placed in widest practicable width, with sides and ends lapped at least 12 inches (300 mm), and sealed by waterproof tape or adhesive. Cure for not less than seven days. Immediately repair any holes or tears during curing period using cover material and waterproof tape.
 - 3. Curing Compound: Apply uniformly in continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Maintain continuity of coating and repair damage during curing period.
 - a. Removal: After curing period has elapsed, remove curing compound without damaging concrete surfaces by method recommended by curing compound manufacturer unless manufacturer certifies curing compound will not interfere with bonding of floor covering used on Project.
 - 4. Curing and Sealing Compound: Apply uniformly to floors and slabs indicated in a continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Repeat process 24 hours later and apply a second coat. Maintain continuity of coating and repair damage during curing period.

3.10 CONCRETE SURFACE REPAIRS

- A. Defective Concrete: Repair and patch defective areas when approved by Architect. Remove and replace concrete that cannot be repaired and patched to Architect's approval.
 - 1. Defective concrete shall be repaired, removed, or patched at no additional cost to the Owner.

3.11 FIELD QUALITY CONTROL

- A. Testing and Inspecting: Owner will engage a qualified testing and inspecting agency to perform field tests and inspections and prepare test reports. UNO, tests shall include the following for every 100 CY and fractions thereof of concrete placed:
 - 1. Slump, Air Content, Temperature (concrete and air), air entrainment and 1 set of 3 test cylinders. Break 1 cylinder at 7 days, 1 cylinder at 28 days and hold 1 cylinder in reserve.

2. The cost to perform additional tests due to defective concrete or deficient test results shall be paid by the Contractor. The cost to repair, remove or patch defective concrete shall be paid by the Contractor.

END OF SECTION

SECTION 03 37 13
SHOTCRETE

PART 1 GENERAL

1.01 QUALITY ASSURANCE

- A. Installer Qualifications: Nozzle operators with mean core grades not exceeding 2.5 and ACI Shotcrete Nozzleman certified.
- B. Mockups for each finish, design mixture, shooting orientation, and nozzle operator.
- C. Preconstruction Testing Service: Contractor engaged to perform tests and inspections on test panels.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Shotcrete Materials:
 - 1. Regional Materials: Aggregates and cementitious materials that have been extracted, harvested, or recovered, as well as manufactured, within 500 miles of Project site.
 - 2. Admixtures: Class A (liquid) or Class B (non-liquid) with maximum 0.1 percent chloride ions.

2.02 SHOTCRETE MIXTURES

- A. Cementitious Materials Replacing Portland Cement: Fly ash, pozzolan, slag cement, and silica fume to reduce portland cement by 40 percent.
- B. Cementitious Materials, Maximum Content: Fly ash, slag cement, and silica fume to not exceed, in combination, 15 percent of portland cement by weight.
- C. Shotcrete Mixture: wet-mix process.
 - 1. Compressive Strength (28 Days): 3500 psi
 - 2. Air Content: 7 percent before pumping.
 - 3. Aggregates: Lightweight.

PART 3 EXECUTION

3.01 INSTALLATION

- A. Finishes: Natural gun

END OF SECTION

**SECTION 04 01 20
BRICK MASONRY REPAIR**

PART 1 GENERAL

1.01 ALLOWANCES

- A. Allowances for brick repair, abandoned anchor removal, brick removal and replacement, and patching masonry units.

1.02 UNIT PRICES

- A. Unit prices for quantity allowances.

1.03 QUALITY ASSURANCE

- A. Brick masonry repair specialist that is preapproved.
- B. Written program for quality control.

1.04 PRECONSTRUCTION TESTING

- A. Preconstruction testing service engaged by Contractor for testing of replacement brick and existing brick and mortar.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Face brick matching existing.
- B. Cementitious Materials: Portland cement and lime
- C. Sand Where Mortar Is Exposed: Matching sand in existing mortar
- D. Mortar pigments.
- E. Brick patching compound.

PART 3 EXECUTION

3.01 EXECUTION

- A. Abandoned anchors removed and holes patched.
- B. Bricks removed and replaced.
- C. Steel uncovered during the work painted with antirust coating.
- D. Brick patched with brick patching compound.
- E. Existing patches removed and replaced.
- F. Final cleaning performed only if overall cleaning occurs before repair work.

3.02 FIELD QUALITY CONTROL

- A. Inspectors: Architect's Project representatives.

END OF SECTION

SECTION 04 20 00
UNIT MASONRY

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Concrete block.
- B. Mortar and grout.
- C. Reinforcement and anchorage.
- D. Flashings.
- E. Installation of Lintels.
- F. Accessories.

1.02 RELATED REQUIREMENTS

- A. Section 05 50 00 - Metal Fabrications: Loose steel lintels and Fabricated steel items.
- B. Section 07 92 00 - Joint Sealants: Sealing control and expansion joints.

1.03 REFERENCE STANDARDS

- A. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware.
- B. ASTM A615/A615M - Standard Specification for Deformed and Plain Carbon-Steel Bars for Concrete Reinforcement.
- C. ASTM A951/A951M - Standard Specification for Steel Wire for Masonry Joint Reinforcement.
- D. ASTM A1064/A1064M - Standard Specification for Carbon-Steel Wire and Welded Wire Reinforcement, Plain and Deformed, for Concrete.
- E. ASTM C90 - Standard Specification for Loadbearing Concrete Masonry Units.
- F. ASTM C144 - Standard Specification for Aggregate for Masonry Mortar.
- G. ASTM C150/C150M - Standard Specification for Portland Cement.
- H. ASTM C207 - Standard Specification for Hydrated Lime for Masonry Purposes.
- I. ASTM C270 - Standard Specification for Mortar for Unit Masonry.
- J. ASTM C404 - Standard Specification for Aggregates for Masonry Grout.
- K. ASTM C476 - Standard Specification for Grout for Masonry.
- L. ASTM C780 - Standard Test Method for Preconstruction and Construction Evaluation of Mortars for Plain and Reinforced Unit Masonry.
- M. ASTM C1714/C1714M - Standard Specification for Preblended Dry Mortar Mix for Unit Masonry.
- N. TMS 402/602 - Building Code Requirements and Specification for Masonry Structures.

1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data for masonry units, fabricated wire reinforcement, mortar, and masonry accessories.
- C. Shop Drawings: Indicate pertinent dimensions, materials, anchorage, size and type of fasteners, and accessories for masonry support system.
- D. Steel Reinforcement Shop Drawings: Prepare Shop Drawings showing details of fabrication, bending, and placement, prepared according to ACI 315, "Details and Detailing of Concrete Reinforcement".

1. Include material, grade, bar schedules, tie and/or stirrup spacing, splices, bent bar diagrams, and other arrangements and assemblies required for fabrication and placement of reinforcement for masonry work.
 2. Show all walls in plan and elevation.
- E. Mix Designs: For each type of mortar and grout. Include description of type and proportions of ingredients.
1. Include test reports for mortar mixes required to comply with property specification. Test according to ASTM C 109/C 109M for compressive strength, ASTM C 1506 for water retention, and ASTM C 91 for air content.
- F. Manufacturer's Certificate: Certify that masonry units meet or exceed specified requirements.

1.05 QUALITY ASSURANCE

- A. Comply with provisions of TMS 402/602, except where exceeded by requirements of Contract Documents.
- B. See Section 01 45 33 for testing and inspection requirements. Testing and inspection shall comply with the requirements of the governing edition of the IBC.
- C. Manufacturer Qualifications: Company specializing in manufacturing the type of products specified in this section with minimum three years of documented experience.
- D. Installer Qualifications: Company specializing in performing work of the type specified and with at least three years of documented experience.
- E. Source Limitations for Masonry Units: Obtain exposed masonry units of a uniform texture and color, or a uniform blend within the ranges accepted for these characteristics, from single source from single manufacturer for each product required.
- F. Source Limitations for Mortar Materials: Obtain mortar ingredients of a uniform quality, including color for exposed masonry, from single manufacturer for each cementitious component and from single source or producer for each aggregate.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver, handle, and store masonry units by means that will prevent mechanical damage and contamination by other materials.
- B. Deliver preblended, dry mortar mix in moisture-resistant containers designed for use with dispensing silos.
- C. Store masonry units on elevated platforms in a dry location. If units are not stored in an enclosed location, cover tops and sides of stacks with waterproof sheeting, securely tied. If units become wet, do not install until they are dry.
- D. Store cementitious materials on elevated platforms, under cover, and in a dry location. Do not use cementitious materials that have become damp.

1.07 FIELD CONDITIONS

- A. Cold and Hot Weather Requirements: Comply with requirements of TMS 402/602 or applicable building code, whichever is more stringent.
 1. Cold-Weather Cleaning: Use liquid cleaning methods only when air temperature is 40 deg F (4 deg C) and higher and will remain so until masonry has dried, but not less than seven days after completing cleaning.
- B. Protection of Masonry: During construction, cover tops of walls, projections, and sills with waterproof sheeting at end of each day's work. Cover partially completed masonry when construction is not in progress.
 1. Extend cover a minimum of 24 inches (600 mm) down both sides of walls and hold cover securely in place.

2. Where one wythe of multiwythe masonry walls is completed in advance of other wythes, secure cover a minimum of 24 inches (600 mm) down face next to unconstructed wythe and hold cover in place.
- C. Stain Prevention: Prevent grout, mortar, and soil from staining the face of masonry to be left exposed or painted. Immediately remove grout, mortar, and soil that come in contact with such masonry.
 1. Protect base of walls from rain-splashed mud and from mortar splatter by spreading coverings on ground and over wall surface.
 2. Protect sills, ledges, and projections from mortar droppings.
 3. Protect surfaces of window and door frames, as well as similar products with painted and integral finishes, from mortar droppings.
 4. Turn scaffold boards near the wall on edge at the end of each day to prevent rain from splashing mortar and dirt onto completed masonry.

PART 2 PRODUCTS

2.01 UNIT MASONRY - GENERAL

- A. Defective Units: Referenced masonry unit standards may allow a certain percentage of units to contain chips, cracks, or other defects exceeding limits stated in the standard. Do not use units where such defects will be exposed in the completed Work.

2.02 CONCRETE MASONRY UNITS

- A. Concrete Block: Comply with referenced standards and as follows:
 1. Size: Standard units with nominal face dimensions of 16 by 8 inches and nominal depths as indicated on drawings for specific locations.
 2. Load-Bearing Units: ASTM C90, normal weight.
 - a. Hollow block.
 - b. Compressive strength: 1.5 ksi, unless otherwise indicated on drawings.
 - c. Exposed Faces: Manufacturer's standard color and texture.
 3. Non-Loadbearing Units: ASTM C90.
 - a. Hollow block.
 - b. Normal weight.
 - c. Compressive strength as indicated on drawings.
 - d. Exposed Faces: Manufacturer's standard color and texture.

2.03 MORTAR AND GROUT MATERIALS

- A. At Contractor's option, mortar and grout may be field-mixed from packaged dry materials, made from factory premixed dry materials with addition of water only, or ready-mixed.
- B. Portland Cement: ASTM C150/C150M, Type I; color as required to produce approved color sample.
 1. Not more than 0.60 percent alkali.
- C. Hydrated Lime: ASTM C207, Type S.
- D. Mortar Aggregate: ASTM C144.
- E. Grout Aggregate: ASTM C404.
- F. Water: Clean and potable.
- G. Integral Water Repellent Admixture for Mortar: Polymeric liquid or powder admixture added to mortar at the time of manufacture.

1. Use only water repellent admixture for mortar from the same manufacturer as water repellent admixture in masonry units.
 2. Meet or exceed performance specified for water repellent admixture used in masonry units.
- H. Packaged Dry Material for Mortar for Unit Masonry: Premixed Portland cement, hydrated lime, and sand; complying with ASTM C1714/C1714M and capable of producing mortar of the specified strength in accordance with ASTM C270 with the addition of water only.
1. Color: Standard gray.
 2. Manufacturers:
 - a. Amerimix, an Oldcastle brand; AMX 405C: www.amerimix.com/#sle.
 - b. Cemex; USA; Masonry Mortar; www.cemexusa.com.
 - c. SpecMix; Portland, Lime and Sand Mortar; www.specmix.com.
 - d. Substitutions: See Section 01 60 00 - Product Requirements.

2.04 REINFORCEMENT AND ANCHORAGE

- A. Reinforcing Steel: ASTM A615/A615M, Grade 60 (60,000 psi), deformed billet bars; uncoated.
- B. Joint Reinforcement: Use ladder type joint reinforcement where vertical reinforcement is involved and truss type elsewhere, unless otherwise indicated.
- C. Single Wythe Joint Reinforcement: ASTM A951/A951M.
 1. Material: ASTM A1064/A1064M steel wire, hot dip galvanized after fabrication to ASTM A153/A153M, Class B.
 2. Size: 0.1483 inch side rods with 0.1483 inch cross rods; width as required to provide not less than 5/8 inch of mortar coverage on each exposure.
- D. Flexible Anchors: 2-piece anchors that permit differential movement between masonry and building frame, sized to provide not less than 5/8 inch of mortar coverage from masonry face.
 1. Steel frame: Crimped wire anchors for welding to frame, 0.25 inch thick, with trapezoidal wire ties 0.1875 inch thick, hot dip galvanized to ASTM A 153/A 153M, Class B.

2.05 MISCELLANEOUS ANCHORS

- A. Postinstalled Anchors: Torque-controlled expansion anchors or chemical anchors.
 1. Structural Applications:
 - a. As indicated.
 2. Non-Structural Applications:
 - a. Acceptable Manufacturers and products:
 - i. Hilti Fastening Systems
 - 1) Kwik Bolt III Expansion Anchor
 - 2) HIT HY 70
 - ii. ITW Red Head:
 - 1) Trubolt Wedge Anchor
 - 2) Epcon C6 Adhesive.
 - iii. Powers Fastening Inc:
 - 1) Power-Stud Expansion Anchor
 - 2) PE1000+ Adhesive.
 - iv. Or approved equivalent.
 3. Material for Interior Locations: Carbon-steel components zinc plated to comply with ASTM B 633 or ASTM F 1941 (ASTM F 1941M), Class Fe/Zn 5 unless otherwise indicated.

2.06 ACCESSORIES

- A. Preformed Control Joints: Rubber material. Provide with corner and tee accessories, fused joints.
- B. Joint Filler: Closed cell polypropylene; oversized 50 percent to joint width; self expanding; 3/8 inch wide by maximum lengths available.
- C. Cleaning Solution: Non-acidic, not harmful to masonry work or adjacent materials.

2.07 LINTELS

- A. Steel Lintels: See Section 05 50 00 - Metal Fabrications and Structural Drawings.

2.08 MORTAR AND GROUT MIXING

- A. Mortar for Unit Masonry: ASTM C270, using the Proportion Specification.
 - 1. Masonry below grade and in contact with earth: Type S.
 - 2. Interior, loadbearing masonry: Type N.
 - 3. Interior, non-loadbearing masonry: Type N.
- B. Grout: ASTM C476; consistency required to fill completely volumes indicated for grouting; fine grout for spaces with smallest horizontal dimension of 2 inches or less; coarse grout for spaces with smallest horizontal dimension greater than 2 inches.
 - 1. Minimum compressive strength: 2000 psi.
- C. Admixtures: Add to mixture at manufacturer's recommended rate and in accordance with manufacturer's instructions; mix uniformly.
- D. Mixing: Use mechanical batch mixer and comply with referenced standards.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that field conditions are acceptable and are ready to receive masonry.
- B. Verify that related items provided under other sections are properly sized and located.
- C. Verify that built-in items are in proper location, and ready for roughing into masonry work.

3.02 PREPARATION

- A. Direct and coordinate placement of metal anchors supplied for installation under other sections.
- B. Provide temporary bracing during installation of masonry work. Maintain in place until building structure provides permanent bracing.

3.03 COLD AND HOT WEATHER REQUIREMENTS

- A. Comply with requirements of TMS 402/602 or applicable building code, whichever is more stringent.

3.04 COURSING

- A. Establish lines, levels, and coursing indicated. Protect from displacement.
- B. Maintain masonry courses to uniform dimension. Form vertical and horizontal joints of uniform thickness.
- C. Concrete Masonry Units:
 - 1. Bond: Running.
 - 2. Coursing: One unit and one mortar joint to equal 8 inches.
 - 3. Mortar Joints: Concave.
 - a. Flush where concealed or receiving resilient base.

3.05 PLACING AND BONDING

- A. Lay solid masonry units in full bed of mortar, with full head joints, uniformly jointed with other work.
- B. Lay hollow masonry units with face shell bedding on head and bed joints.
- C. Buttering corners of joints or excessive furrowing of mortar joints is not permitted.
- D. Remove excess mortar and mortar smears as work progresses.
- E. Remove excess mortar with water repellent admixture promptly. Do not use acids, sandblasting or high pressure cleaning methods.
- F. Interlock intersections and external corners.
- G. Do not shift or tap masonry units after mortar has achieved initial set. Where adjustment must be made, remove mortar and replace.
- H. Perform job site cutting of masonry units with proper tools to provide straight, clean, unchipped edges. Prevent broken masonry unit corners or edges.
- I. Cut mortar joints flush where resilient base is scheduled.
- J. Isolate masonry partitions from vertical structural framing members with a control joint as indicated.
- K. Isolate top joint of masonry partitions from horizontal structural framing members and slabs or decks with compressible joint filler.

3.06 REINFORCEMENT AND ANCHORAGE - GENERAL AND SINGLE WYTHE MASONRY

- A. Unless otherwise indicated on drawings or specified under specific wall type, install horizontal joint reinforcement 16 inches on center.
- B. Place masonry joint reinforcement in first and second horizontal joints above and below openings. Extend minimum 16 inches each side of opening.
- C. Place continuous joint reinforcement in first and second joint below top of walls.
- D. Lap joint reinforcement ends minimum 6 inches.
- E. Fasten anchors to structural framing and embed in masonry joints as masonry is laid. Unless otherwise indicated on drawings or closer spacing is indicated under specific wall type, space anchors at maximum of 36 inches horizontally and 24 inches vertically.
- F. Embed ties and anchors in mortar joint and extend into masonry unit a minimum of 1-1/2 inches with at least 5/8 inch mortar cover to the outside face of the anchor.
- G. See Grouting Article for vertical reinforcement.

3.07 LINTELS

- A. Install loose steel lintels over openings. See Structural Notes and drawings for lintel sizing.
- B. Maintain minimum 8 inch bearing on each side of opening.

3.08 GROUTED COMPONENTS

- A. Reinforce masonry unit cores and cavities with reinforcing bars and grout as shown on structural drawings. Grout all cores containing rebar and as indicated on drawings.
 - 1. For non-structural walls shown on architectural drawings, use #5 vertical bars at 32 inches on center in fully grouted cores.
- B. Lap splices minimum 24 bar diameters.
- C. Support and secure reinforcing bars from displacement. Maintain position within 1/2 inch of dimensioned position.
- D. Place and consolidate grout fill without displacing reinforcing.
- E. Grouting: Do not place grout until entire pour height of masonry to be grouted has attained enough strength to resist grout pressure.

1. Comply with requirements in ACI 530.1/ASCE 6/TMS 602 for grout mix design, cleanouts, and for grout placement, including minimum grout space and maximum pour height. Cleanouts are required at the base of every vertical cell containing reinforcement where the grout pour height exceeds 12.67 feet (3862 mm).
- F. Limit height of vertical grout lifts to not more than 60 inches (1524 mm). ACI compliant procedure for higher grout lift may be submitted for approval. Place and consolidate grout fill without displacing reinforcing.
- G. At bearing locations, fill masonry cores with grout for a minimum 12 inches either side of opening.
- H. Grout hollow metal frames installed into masonry walls.

3.09 CONTROL AND EXPANSION JOINTS

- A. Provide control joints in concrete masonry unit walls at the locations as indicated, or if not indicated at not more than 25-feet o.c. or at a panel ratio of not more than 1.5:1. Refer to NMCA TEK 10-2C for joint locations with respect to openings and corners.
- B. Do not continue horizontal joint reinforcement through control or expansion joints.
- C. Form control joint with a sheet building paper bond breaker fitted to one side of the hollow contour end of the block unit. Fill the resultant core with grout fill. Rake joint at exposed unit faces for placement of backer rod and sealant.
- D. Size control joints as indicated on drawings; if not indicated, 3/4 inch wide and deep.

3.10 BUILT-IN WORK

- A. As work progresses, install built-in metal door frames, glazed frames, anchor bolts, and plates and other items to be built into the work and furnished under other sections.
- B. Install built-in items plumb, level, and true to line.
- C. Bed anchors of metal door and glazed frames in adjacent mortar joints. Fill frame voids solid with grout.
 1. Fill adjacent masonry cores with grout minimum 12 inches from framed openings.
- D. Do not build into masonry construction organic materials that are subject to deterioration.

3.11 TOLERANCES

- A. Maximum Variation from Alignment of Columns: 1/4 inch.
- B. Maximum Variation From Unit to Adjacent Unit: 1/16 inch.
- C. Maximum Variation from Plane of Wall: 1/4 inch in 10 ft and 1/2 inch in 20 ft or more.
- D. Maximum Variation from Plumb: 1/4 inch per story non-cumulative; 1/2 inch in two stories or more.
- E. Maximum Variation from Level Coursing: 1/8 inch in 3 ft and 1/4 inch in 10 ft; 1/2 inch in 30 ft.
- F. Maximum Variation of Mortar Joint Thickness: Head joint, minus 1/4 inch, plus 3/8 inch.
- G. Maximum Variation from Cross Sectional Thickness of Walls: 1/4 inch.

3.12 CUTTING AND FITTING

- A. Cut and fit for chases, pipes, conduit, sleeves, and grounds. Coordinate with other sections of work to provide correct size, shape, and location.
- B. Obtain approval prior to cutting or fitting masonry work not indicated or where appearance or strength of masonry work may be impaired.

3.13 FIELD QUALITY CONTROL

- A. An independent testing agency will perform field quality control tests, as specified in Section 01 40 00 - Quality Requirements.
- B. Mortar Tests: Test each type of mortar in accordance with ASTM C780, testing with same frequency as masonry samples.

3.14 CLEANING

- A. Remove excess mortar and mortar droppings.
- B. Replace defective mortar. Match adjacent work.
- C. Clean soiled surfaces with cleaning solution.
- D. Use non-metallic tools in cleaning operations.

3.15 PROTECTION

- A. Without damaging completed work, provide protective boards at exposed external corners that are subject to damage by construction activities.
- B. During construction, cover tops of walls, projections, and sills with waterproof sheeting at end of each day's work. Cover partially completed masonry when construction is not in progress.
- C. Increase extent of cover in first subparagraph below as needed to suit local climatic conditions.
- D. Extend cover a minimum of 24 inches (600 mm) down both sides of walls and hold cover securely in place.
- E. Do not apply uniform floor or roof loads for at least 12 hours and concentrated loads for at least three days after building masonry walls or columns.
- F. Stain Prevention: Prevent grout, mortar, and soil from staining the face of masonry to be left exposed or painted. Immediately remove grout, mortar, and soil that come in contact with such masonry.
 - 1. Protect base of walls from rain-splashed mud and from mortar splatter by spreading coverings on ground and over wall surface.
 - 2. Protect sills, ledges, and projections from mortar droppings.
 - 3. Protect surfaces of window and door frames, as well as similar products with painted and integral finishes, from mortar droppings.
 - 4. Turn scaffold boards near the wall on edge at the end of each day to prevent rain from splashing mortar and dirt onto completed masonry.

END OF SECTION

**SECTION 06 10 00
ROUGH CARPENTRY**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Wall sheathing:
 - 1. APA rated sheathing.
- B. Roof-mounted curbs.
- C. Roofing nailers.
- D. Preservative treated wood materials.
- E. Fire retardant treated wood materials.
- F. Concealed wood blocking, nailers, and supports.

1.02 REFERENCE STANDARDS

- A. ASTM D2898 - Standard Test Methods for Accelerated Weathering of Fire-Retardant-Treated Wood for Fire Testing.
- B. ASTM D3273 - Standard Test Method for Resistance to Growth of Mold on the Surface of Interior Coatings in an Environmental Chamber.
- C. ASTM E2178 - Standard Test Method for Air Permeance of Building Materials.
- D. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
- E. AWPA U1 - Use Category System: User Specification for Treated Wood.
- F. PS 1 - Structural Plywood.
- G. PS 20 - American Softwood Lumber Standard.

1.03 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide technical data on panel products.

1.04 DELIVERY, STORAGE, AND HANDLING

- A. General: Cover wood products to protect against moisture. Support stacked products to prevent deformation and to allow air circulation.
- B. Fire Retardant Treated Wood: Prevent exposure to precipitation during shipping, storage, and installation.

PART 2 PRODUCTS

2.01 GENERAL REQUIREMENTS

- A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
 - 1. Species: Douglas Fir-Larch, unless otherwise indicated.
 - 2. If no species is specified, provide species graded by the agency specified; if no grading agency is specified, provide lumber graded by grading agency meeting the specified requirements.
 - 3. Grading Agency: Grading agency whose rules are approved by the Board of Review, American Lumber Standard Committee at www.alsc.org, and who provides grading service for the species and grade specified; provide lumber stamped with grade mark unless otherwise indicated.
 - 4. Lumber of other species or grades is acceptable provided structural and appearance characteristics are equivalent to or better than products specified.
- B. Engineered wood products containing added urea-formaldehyde are not permitted.

2.02 DIMENSION LUMBER FOR CONCEALED APPLICATIONS

- A. Sizes: Nominal sizes as indicated on drawings, S4S.
- B. Moisture Content: S-dry or MC19.
- C. Fire-retardant treated.
- D. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:
 - 1. Lumber: S4S, No. 1 or Construction Grade.
 - 2. Boards: Standard or No. 3.

2.03 CONSTRUCTION PANELS

- A. Wall Sheathing, where indicated a wood: Any PS 2 type.
 - 1. Bond Classification: Exterior.
 - 2. Grade: Structural I Sheathing.
 - 3. Span Rating: 24.
 - 4. Performance Category: 3/4 PERF CAT.
 - 5. Edge Profile: Square edge.
- B. Concealed Backing for wall-mounted items- provide backing as required for loading from one of the following:
 - 1. Fire-retardant treated.
 - 2. Dimension Lumber: as noted above
 - 3. Plywood: as noted below
 - 4. Proprietary fire-resistance-treated blocking and bracing in width indicated or required for loading: ClarkDietrich Building Systems LLC Danback Fire-Treated Wood Backing Plate.
- C. Plywood Applications: all fire-retardant treated.
 - 1. Plywood Concealed From View But Located Within Exterior Enclosure: PS 1, C-C Plugged or better, Exterior grade.
 - 2. Plywood Exposed to View But Not Exposed to Weather: PS 1, A-D, or better.
 - 3. Other Locations: PS 1, C-D Plugged or better.

2.04 ACCESSORIES

- A. Fasteners and Anchors:
 - 1. Metal and Finish: Stainless steel for high humidity and preservative-treated wood locations, unfinished steel elsewhere.
 - 2. Anchors: as follows:
 - a. Toggle bolt type for anchorage to hollow masonry.
 - b. Expansion shield and lag bolt type for anchorage to solid masonry or concrete.
 - c. Bolt or ballistic fastener for anchorages to steel.
 - 3. Wood Screws: ASME B18.6.1.
 - 4. Lag Bolts: ASME B18.2.1
 - 5. Power Driven Fasteners: Fastener systems with an evaluation report acceptable to authorities having jurisdiction, based on ACC-ES AC70.

2.05 FACTORY WOOD TREATMENT

- A. Treated Lumber and Plywood: Comply with requirements of AWPA U1 - Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.

1. Fire-Retardant Treated Wood: Mark each piece of wood with producer's stamp indicating compliance with specified requirements.
 2. Preservative-Treated Wood: Provide lumber and plywood marked or stamped by an ALSC-accredited testing agency, certifying level and type of treatment in accordance with AWP standards.
- B. Fire Retardant Treatment:
1. Exterior Type: AWP U1, Category UCFB, Commodity Specification H, chemically treated and pressure impregnated; capable of providing a maximum flame spread index of 25 when tested in accordance with ASTM E84, with no evidence of significant combustion when test is extended for an additional 20 minutes both before and after accelerated weathering test performed in accordance with ASTM D2898.
 - a. Kiln dry wood after treatment to a maximum moisture content of 19 percent for lumber and 15 percent for plywood.
 - b. Do not use treated wood in direct contact with the ground.
 2. Interior Type A: AWP U1, Use Category UCFA, Commodity Specification H, low temperature (low hygroscopic) type, chemically treated and pressure impregnated; capable of providing a maximum flame spread index of 25 when tested in accordance with ASTM E84, with no evidence of significant combustion when test is extended for an additional 20 minutes.
 - a. Kiln dry wood after treatment to a maximum moisture content of 19 percent for lumber and 15 percent for plywood.
 - b. Treat rough carpentry items as indicated .
 - c. Do not use treated wood in applications exposed to weather or where the wood may become wet.
- C. Preservative Treatment:
1. Preservative Pressure Treatment of Lumber Above Grade: AWP U1, Use Category UC3B, Commodity Specification A using waterborne preservative.
 - a. Kiln dry lumber after treatment to maximum moisture content of 19 percent.
 - b. Treat lumber exposed to weather.
 - c. Treat lumber in contact with masonry or concrete.
 - d. Treat lumber less than 18 inches above grade.
 - e. Treat lumber in other locations as indicated.
 2. Preservative Pressure Treatment of Plywood Above Grade: AWP U1, Use Category UC2 and UC3B, Commodity Specification F using waterborne preservative.
 - a. Kiln dry plywood after treatment to maximum moisture content of 19 percent.
 - b. Treat plywood in contact with masonry or concrete.
 - c. Treat plywood less than 18 inches above grade.
 - d. Treat plywood in other locations as indicated.

PART 3 EXECUTION

3.01 PREPARATION

- A. Coordinate installation of rough carpentry members specified in other sections.

3.02 INSTALLATION - GENERAL

- A. Select material sizes to minimize waste.
- B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.

- C. Where treated wood is used on interior, provide temporary ventilation during and immediately after installation sufficient to remove indoor air contaminants.

3.03 BLOCKING, NAILERS, AND SUPPORTS

- A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.
- B. In framed assemblies that have concealed spaces, provide solid wood fireblocking as required by applicable local code, to close concealed draft openings between floors and between top story and roof/attic space; other material acceptable to authorities having jurisdiction may be used in lieu of solid wood blocking.
- C. In walls, provide blocking attached to studs as backing and support for wall-mounted items, unless item can be securely fastened to two or more studs or other method of support is explicitly indicated.
- D. Where ceiling-mounting is indicated, provide blocking and supplementary supports above ceiling, unless other method of support is explicitly indicated.

3.04 ROOF-RELATED CARPENTRY

- A. Coordinate installation of roofing carpentry with deck construction, framing of roof openings, and roofing assembly installation.
- B. Provide wood curb at each roof opening except where specifically indicated otherwise; form corners by alternating lapping side members.

3.05 INSTALLATION OF CONSTRUCTION PANELS

- A. Wall Sheathing: Secure with long dimension perpendicular to wall studs, with ends over firm bearing and staggered, using screws.
- B. Wall Sheathing and Roof Sheathing with Laminated Water-Resistive Barrier and Air Barrier: Secure to studs in accordance with manufacturer's installation instructions.
 - 1. Install with laminated water-resistive and air barrier on exterior side of sheathing.
 - 2. Do not bridge building expansion joints; cut and space edges of panels to match spacing of structural support elements.
 - 3. Apply manufacturer's standard seam tape to joints between sheathing panels; use tape gun or hard rubber roller in accordance with manufacturer's installation instructions.

3.06 CLEANING

- A. Waste Disposal:
 - 1. Comply with applicable regulations.
 - 2. Do not burn scrap on project site.
 - 3. Do not burn scraps that have been pressure treated.
 - 4. Do not send materials treated with pentachlorophenol, CCA, or ACA to co-generation facilities or "waste-to-energy" facilities.
- B. Do not leave wood, shavings, sawdust, etc. on the ground or buried in fill.
- C. Prevent sawdust and wood shavings from entering the storm drainage system.

END OF SECTION

SECTION 07 21 00
THERMAL INSULATION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Board insulation at cavity wall construction, perimeter foundation wall, and underside of floor slabs.
- B. Batt insulation in exterior wall construction.
- C. Foamed-in-Place insulation for:
 - 1. Filling exterior wall crevices.
 - 2. Filling perimeter window and door shim spaces.
 - 3. At junctions of dissimilar wall and roof materials.

1.02 RELATED REQUIREMENTS

- A. Section 03 30 00 - Cast-in-Place Concrete: coordination of insulation installation at perimeter foundation wall and underside of floor slabs.
- B. Section 07 27 00 - Air Barriers: Separate air barrier materials.
- C. Section 07 54 00 - Thermoplastic Membrane Roofing: Insulation specified as part of roofing system.

1.03 REFERENCE STANDARDS

- A. ASTM C578 - Standard Specification for Rigid, Cellular Polystyrene Thermal Insulation.
- B. ASTM C665 - Standard Specification for Mineral-Fiber Blanket Thermal Insulation for Light Frame Construction and Manufactured Housing.
- C. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
- D. ASTM E136 - Standard Test Method for Assessing Combustibility of Materials Using a Vertical Tube Furnace at 750°C.

1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide data on product characteristics, performance criteria, and product limitations.

1.05 FIELD CONDITIONS

- A. Do not install insulation adhesives when temperature or weather conditions are detrimental to successful installation.

PART 2 PRODUCTS

2.01 APPLICATIONS

- A. Insulation Under Concrete Slabs: Extruded polystyrene (XPS) board.
- B. Insulation at Perimeter of Foundation: Extruded polystyrene (XPS) board.
- C. Insulation Inside Masonry Cavity Walls: Extruded polystyrene (XPS) board.
- D. Insulation in Wood Framed Walls: Batt insulation with no vapor retarder.
- E. Insulation for filling joints, crevices and shim spaces: Foamed-in-place insulation.

2.02 FOAM BOARD INSULATION MATERIALS

- A. Extruded Polystyrene (XPS) Board Insulation: Comply with ASTM C578 with either natural skin or cut cell surfaces.
 - 1. Type and Compressive Resistance: Type IV, 25 psi (173 kPa), minimum.

2. Flame Spread Index (FSI): Class A - 0 to 25, when tested in accordance with ASTM E84.
3. Smoke Developed Index (SDI): 450 or less, when tested in accordance with ASTM E84.
4. Thermal Resistance, R-value: 5.0 (0.88) per 1 inch thickness at 75 degrees F mean temperature.
5. Board Edges: Square.
6. Water Absorption: 0.3 percent by volume, maximum, by total immersion.
7. Thickness:
 - a. Below grade: 2 inches, unless noted otherwise
 - b. Above grade: 2-1/2 inches, unless noted otherwise.
8. Products:
 - a. DiversiFoam
 - b. Dow Chemical Company; STYROFOAM SquareEdge: www.dow.com/sle.
 - c. Kingspan Insulation LLC; GreenGuard XPS: www.kingspan.com/#sle.
 - d. Owens Corning Corporation; FOAMULAR Extruded Polystyrene (XPS) Insulation: www.ocbuildingspec.com/#sle.
 - e. Pactiv Building Products: www.pactiv.com
 - f. Substitutions: See Section 01 60 00 - Product Requirements.

2.03 BATT INSULATION MATERIALS

- A. Provide one of the following:
- B. Flexible Glass Fiber Blanket Thermal Insulation: Preformed insulation, complying with ASTM C665; friction fit.
 1. Flame Spread Index: 75 or less, when tested in accordance with ASTM E84.
 2. Smoke Developed Index: 450 or less, when tested in accordance with ASTM E84.
 3. Combustibility: Non-combustible, when tested in accordance with ASTM E136.
 4. Facing: Aluminum foil, flame spread 25 rated; one side.
 5. Products:
 - a. CertainTeed Corporation: www.certainteed.com/#sle.
 - b. Johns Manville: www.jm.com/#sle.
 - c. Owens Corning Corporation; EcoTouch PINK FIBERGLAS Insulation: www.ocbuildingspec.com/#sle.
 - d. Substitutions: See Section 01 60 00 - Product Requirements.
- C. Mineral Wool Blanket Thermal Insulation: Flexible or semi-rigid preformed insulation, complying with ASTM C665.
 1. Flame Spread Index: 25 or less, when tested in accordance with ASTM E84.
 2. Smoke Developed Index: 450 or less, when tested in accordance with ASTM E84.
 3. Products:
 - a. Johns Manville; Mineral Wool TempControl Batts: www.jm.com/#sle.
 - b. ROCKWOOL; COMFORTBATT: www.rockwool.com/#sle.
 - c. Thermafiber, Inc; SAFB FF: www.thermafiber.com/#sle.
 - d. Substitutions: See Section 01 60 00 - Product Requirements.

2.04 FOAMED-IN-PLACE INSULATION

- A. Shim Space Insulation: Polyurethane type, single component spray foam system, reduced expansion spray foam system; semi-rigid; closed cell.
 - 1. Application: Fill shim spaces around openings, for sealing seams in board insulation within the joint, and joints greater than 1/8" between furring and insulation. NOT to be used at curtainwall shim space.
 - 2. Thermal Value (R), Minimum: 4.50 per inch, when tested in accordance with ASTM C 518.
 - 3. Density: 1.3 lb/cu ft, when tested in accordance with ASTM D 1622.
 - 4. Flame Spread: 20, when tested in accordance with UL 1715 Fire Test.
 - 5. Smoke Development: 25, when tested in accordance with UL 1715 Fire Test.
 - 6. Product:
 - a. Convenience Products: "Touch 'n Seal No-Warp Foam".
 - b. Hilti: "CF 812 Window and Door Pro Low-Pressure Filler Foam".
 - c. Substitutions: See Section 01 60 00 - Product Requirements.

2.05 ACCESSORIES

- A. Weather Barrier: See Section 07 27 00 - Air Barriers.
- B. Tape: Reinforced polyethylene film with acrylic pressure sensitive adhesive.
 - 1. Application: Sealing of interior circular penetrations, such as pipes or cables.
 - 2. Width: Are required for application.
 - 3. Temperature Resistance: Range of minus 40 to 212 degrees F.
- C. Tape joints of rigid insulation in accordance with insulation manufacturers' instructions.
- D. Insulation Fasteners: Appropriate for purpose intended and approved by manufacturer.
 - 1. Length as required for thickness of insulation material and penetration of substrate, with plastic washers.
- E. Adhesive: Type recommended by insulation manufacturer for application.
 - 1. Must show compatibility with adjacent products.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that substrate, adjacent materials, and insulation materials are dry and that substrates are ready to receive insulation and adhesive.
- B. Verify substrate surfaces are flat, free of honeycomb, fins, irregularities, or materials or substances that may impede adhesive bond.
- C. Verify substrate materials are compatible with insulation & adhesives.

3.02 PREPARATION

- A. Spray Foam:
 - 1. Mask and protect adjacent surfaces from over spray or dusting.
 - 2. Apply primer in accordance with manufacturer's instructions.

3.03 BOARD INSTALLATION AT FOUNDATION PERIMETER

- A. Apply adhesive to back of boards:
 - 1. Three continuous beads per board length.
- B. Install boards horizontally on foundation perimeter.
 - 1. Place boards to maximize adhesive contact.

2. Butt edges and ends tightly to adjacent boards and to protrusions.

C. Cut and fit insulation tightly to protrusions or interruptions to the insulation plane.

3.04 BOARD INSTALLATION AT CAVITY WALLS

- A. Secure impale fasteners to substrate at frequency recommended by manufacturer.
- B. Adhere a 6 inches wide strip of polyethylene sheet over expansion joints with double beads of adhesive each side of joint.
 1. Extend sheet full height of joint.
- C. Apply adhesive to back of boards:
 1. Three continuous beads per board length.
- D. Install boards to fit snugly between wall ties.
- E. Install boards horizontally on walls.
 1. Place boards to maximize adhesive contact.
 2. Install in running bond pattern.
 3. Butt edges and ends tightly to adjacent boards and protrusions.
 4. Place impale fastener locking discs.
- F. Cut and fit insulation tightly to protrusions or interruptions to the insulation plane.

3.05 BOARD INSTALLATION UNDER CONCRETE SLABS

- A. Place insulation under slabs on grade after base for slab has been compacted.
- B. Cut and fit insulation tightly to protrusions or interruptions to the insulation plane.
- C. Prevent insulation from being displaced or damaged while placing vapor retarder and placing slab.

3.06 SPRAY FOAM INSULATION

- A. Apply insulation in accordance with manufacturer's instructions.
- B. Apply insulation by spray method, to a uniform monolithic density without voids. Do not exceed manufacturer's recommended thickness per application.
- C. Where applied to voids and gaps assure space for expansion to avoid pressure on adjacent materials that may bind operable parts.
- D. Trim excess away for applied trim or remove as required for continuous sealant bead.

3.07 PROTECTION

- A. Do not permit installed insulation to be damaged prior to its concealment.

END OF SECTION

SECTION 07 27 00

AIR BARRIERS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Air barriers
 - 1. Fluid-applied, non-vapor-permeable.

1.02 RELATED REQUIREMENTS

- A. Section 04 20 00 - Unit Masonry: concrete block substrate.
- B. Section 06 10 00 - Rough Carpentry: Sheathing substrate under exterior cladding.
- C. Section 07 26 00 - Vapor Retarders: Interior vapor retarders.

1.03 DEFINITIONS

- A. Air Barrier: Airtight barrier made of material that is virtually air impermeable but water vapor permeable, both to amount as specified, with sealed seams and sealed joints to adjacent surfaces.

1.04 REFERENCE STANDARDS

- A. ASTM D1970/D1970M - Standard Specification for Self-Adhering Polymer Modified Bituminous Sheet Materials Used as Steep Roofing Underlayment for Ice Dam Protection.
- B. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
- C. ASTM E96/E96M - Standard Test Methods for Water Vapor Transmission of Materials.
- D. ASTM E2178 - Standard Test Method for Air Permeance of Building Materials.

1.05 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide data on material characteristics, performance criteria, and limitations.
- C. Shop Drawings: Provide drawings of special joint conditions.

1.06 QUALITY ASSURANCE

- A. Manufacturer Qualification: Use evaluated materials from a single manufacturer regularly engaged in air barrier material manufacture, and use secondary materials approved in writing by primary material manufacturer.
- B. Installer Qualifications: Company specializing in performing the work of this section.

1.07 FIELD CONDITIONS

- A. Maintain temperature and humidity recommended by materials manufacturers before, during, and after installation.

1.08 WARRANTY

- A. Product Warranty: To repair or replace weather barrier product that fails in materials within the specified warranty period.
 - 1. Warranty Period: 10 years

PART 2 PRODUCTS

2.01 AIR BARRIER MATERIALS (AIR IMPERMEABLE AND WATER VAPOR IMPERMEABLE)

- A. Air and Vapor Barrier, Fluid-Applied:
 - 1. Material: Latex-based elastomeric or Synthetic acrylic coating.
 - 2. Air Permeance: 0.004 cfm/sq ft, maximum, when tested in accordance with ASTM E2178.

3. Water Vapor Permeance: 0.1 perm, maximum, when tested in accordance with ASTM E96/E96M using Procedure A - Desiccant Method, at 73.4 degrees F.
4. Water Penetration Resistance Around Nails: Pass, when tested in accordance with ASTM D1970/D1970M.
5. Ultraviolet (UV) and Weathering Resistance: Approved in writing by manufacturer for up to 60 days of weather exposure.
6. Surface Burning Characteristics: Flame spread index of 25 or less, smoke developed index of 450 or less, Class A when tested in accordance with ASTM E84.
7. Seam and Perimeter Tape: As recommended by sheet manufacturer.
8. Products:
 - a. Carlisle Coatings and Waterproofing, Inc; Fire Resist Barritech NP: www.carlisleccw.com/#sle.
 - b. Carlisle Coatings and Waterproofing, Inc; Fire Resist Barritech NP-LT (Low Temperature): www.carlisleccw.com/#sle.
 - c. GCP Applied Technologies; Perm-A-Barrier NPL 10: www.gcpat.com/#sle.
 - d. Tremco Commercial Sealants & Waterproofing; ExoAir 130: www.tremcosealants.com/#sle.
 - e. Substitutions: See Section 01 60 00 - Product Requirements.

2.02 ACCESSORIES

- A. Sealants, Tapes, and Accessories for Sealing Air Barrier and Adjacent Substrates: As indicated or in compliance with air barrier manufacturer's installation instructions, to produce a complete air-barrier assembly and compatible with primary air-barrier material.
- B. Sealant for Cracks and Joints In Substrates: Resilient elastomeric joint sealant compatible with substrate and air barrier materials.
 1. Application: Apply at 30 to 40 mil, 0.030 to 0.040 inch, nominal thickness.
- C. Primer: Liquid applied polymer, as recommended for substrate by air-barrier manufacturer.
- D. Flexible Flashing: Self-adhesive sheet flashing complying with ASTM D1970/D1970M, except slip resistance requirement waived if not installed on roof, as recommended for substrate by air-barrier manufacturer.
 1. Composition: Modified bituminous sheet laminated to polyethylene sheet.
 2. Thickness: 30 mil, 0.030 inch (0.76 mm), minimum.
- E. Preformed Transition Membrane: Semirigid silicone or polyester composition, tapered edges, tear resistant.
 1. Products:
 - a. Dow; DOWSIL Silicone Transition Strip and System: www.dow.com/#sle.
 - b. Henry Company; Moistop Corner Shield: www.henry.com/#sle.
 - c. Momentive Performance Materials, Inc/GE Silicones; RF100 Reinforcing Fabric: www.siliconeforbuilding.com/#sle.
 - d. Pecora Corporation: www.pecora.com/#sle.
 - e. Tremco Commercial Sealants & Waterproofing; ProGlaze ETA System 1: www.tremcosealants.com/#sle.
 - f. Substitutions: See Section 01 60 00 - Product Requirements.
- F. Thinners and Cleaners: As recommended by material manufacturer.

PART 3 PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that surfaces and conditions are ready for work of this section.
- B. Where existing conditions are responsibility of another installer, notify Architect of unsatisfactory conditions.
- C. Do not proceed with this work until unsatisfactory conditions have been corrected.

3.02 PREPARATION

- A. Remove projections, protruding fasteners, and loose or foreign matter that might interfere with proper installation.
- B. Clean and prime substrate surfaces to receive adhesives and sealants in accordance with manufacturer's installation instructions.

3.03 INSTALLATION

- A. Install materials in accordance with manufacturer's installation instructions.
- B. Air Barriers: Install continuous airtight barrier over surfaces indicated, with sealed seams and with sealed joints to adjacent surfaces.
- C. Apply sealants and adhesives within recommended temperature range in accordance with manufacturer's installation instructions.
- D. Install accessory materials according to weather barrier manufacturer's written instructions and details to form a seal with adjacent construction and ensure continuity of water barrier.
- E. Fluid-Applied Coatings or Membranes:
 - 1. Prepare substrate in accordance with manufacturer's installation instructions; treat joints in substrate and between dissimilar materials as indicated.
 - 2. Apply bead or trowel coat of mastic sealant with minimum thickness of 1/4 inch along coating seams, rough cuts, and as recommended by manufacturer.
 - 3. Use flashing to seal to adjacent construction and to bridge joints in coating substrate.
 - 4. Overlap fluid-applied air barrier 2" onto self-adhering flashings typical.
- F. Openings and Penetrations in Exterior Air Barriers:
 - 1. Install flashing over sills, covering entire sill frame member, extending at least 5 inches onto air barrier and at least 6 inches up jambs; mechanically fasten stretched edges.
 - 2. At openings with frames having nailing flanges, seal head and jamb flanges using a continuous bead of sealant compressed by flange and cover flanges with sealing tape at least 4 inches wide; do not seal sill flange.
 - 3. At openings with nonflanged frames, seal air barrier to each side of framing at opening using flashing at least 9 inches wide, and covering entire depth of framing.
 - 4. At head of openings, install flashing under air barrier extending at least 2 inches beyond face of jambs; seal air barrier to flashing.
 - 5. At interior face of openings, seal gap between window/door frame and rough framing, using joint sealant over backer rod.
 - 6. Service and Other Penetrations: Form flashing around penetrating item and seal to air barrier surface.

3.04 FIELD QUALITY CONTROL

- A. See Section 01 40 00 - Quality Requirements for additional requirements.
- B. Do not cover installed air barriers until required inspections have been completed.
- C. Take digital photographs of each portion of installation prior to covering up air barriers.

3.05 PROTECTION

- A. Protect air-barrier system from damage during application and remainder of construction period, in accordance with manufacturer's written instructions.
 - 1. Protect air barrier from exposure to UV light and harmful weather exposure as recommended in writing by manufacturer. If exposed to these conditions for longer than recommended, remove and replace air barrier or install additional, full-thickness, air-barrier application after repairing and preparing the overexposed materials in accordance with air-barrier manufacturer's written instructions.
 - 2. Protect air barrier from contact with incompatible materials and sealants not approved by air-barrier manufacturer.
- B. Clean spills, stains, and soiling from construction that would be exposed in the completed work using cleaning agents and procedures recommended in writing by manufacturer of affected construction.
- C. Remove masking materials after installation.
- D. Do not leave materials exposed to weather longer than recommended by manufacturer.

END OF SECTION

SECTION 07 54 00
THERMOPLASTIC MEMBRANE ROOFING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Spot-adhered system with thermoplastic roofing membrane.
- B. Insulation, flat and tapered.
- C. Cover boards.
- D. Flashings.
- E. Roofing stack boots, roofing expansion joints, and walkway pads.

1.02 RELATED REQUIREMENTS

- A. Section 06 10 00 - Rough Carpentry: Wood nailers and curbs.
- B. Section 07 62 00 - Sheet Metal Flashing and Trim: Counterflashings, reglets and drainage components.

1.03 REFERENCE STANDARDS

- A. ASTM C1177/C1177M - Standard Specification for Glass Mat Gypsum Substrate for Use as Sheathing.
- B. ASTM C1289 - Standard Specification for Faced Rigid Cellular Polyisocyanurate Thermal Insulation Board.
- C. ASTM D6878/D6878M - Standard Specification for Thermoplastic Polyolefin Based Sheet Roofing.
- D. ASTM E1980 - Standard Practice for Calculating Solar Reflectance Index of Horizontal and Low-Sloped Opaque Surfaces.
- E. NRCA (RM) - The NRCA Roofing Manual.
- F. NRCA (WM) - The NRCA Waterproofing Manual.
- G. UL (FRD) - Fire Resistance Directory.

1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide data indicating membrane materials, flashing materials, insulation, vapor retarder, and fasteners.
- C. Shop Drawings: Indicate joint or termination detail conditions, conditions of interface with other materials, setting plan for tapered insulation, mechanical fastener layout, and roof pad layout.
- D. Warranty Documentation:
 - 1. Submit manufacturer warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.
 - 2. Submit installer's written verification that installation complies with warranty conditions for waterproof membrane.

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum ten years of documented experience.
- B. Installer Qualifications: Company specializing in performing the work of this section with at least five years of experience and approved by manufacturer.
- C. Provide adequate number of experienced workmen regularly engaged in this type of work who are skilled in the application techniques of the materials specified. Provide at least one

thoroughly trained and an experienced superintendent on the job at all times roofing work is in progress.

- D. Upon completion of the installation, the applicator shall arrange for an inspection to be made by a non-sales technical representative of the membrane manufacturer in order to determine whether or not corrective work will be required before the warranty will be issued. Notify the building owner seventy-two (72) hours prior to the manufacturer's final inspection.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials in manufacturer's original containers, dry and undamaged, with seals and labels intact, unless otherwise indicated.
- B. Store materials in weather protected environment, clear of ground and moisture.
- C. Ensure storage and staging of materials does not exceed static and dynamic load-bearing capacities of roof decking.
- D. Protect foam insulation from direct exposure to sunlight.

1.07 FIELD CONDITIONS

- A. Do not apply roofing membrane during unsuitable weather.
- B. Do not apply roofing membrane when ambient temperature is below 40 degrees F or above 100 degrees F.
- C. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
- D. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.
- E. Schedule applications so that no partially completed sections of roof are left exposed at end of workday.

1.08 WARRANTY

- A. See Section 01 78 00 - Closeout Submittals for additional warranty requirements.
- B. System Warranty: Provide manufacturer's system warranty agreeing to repair or replace roofing that leaks or is damaged due to wind or other natural causes.
 - 1. Warranty Term: 25 years.
 - 2. For repair and replacement include costs of both material and labor in warranty. No Dollar Limit.
 - 3. Exceptions are not Permitted:
 - a. Damage due to wind speeds up to 72 mph.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Thermoplastic Polyolefin (TPO) Membrane Roofing Materials:
 - 1. Carlisle Roofing Systems, Inc; Sure-Weld TPO: www.carlisle-syntec.com/sle.
 - 2. Elevate; UltraPly TPO Membrane: www.holcimelevate.com/#sle.
 - 3. GAF; EverGuard TPO: www.gaf.com/sle.
 - 4. GenFlex Roofing Systems, LLC; GenFlex TPO: www.genflex.com.
 - 5. Mule-Hide Products: www.mulehide.com
 - 6. Versico, a division of Carlisle Construction Materials Inc; VersiWeld TPO: www.versico.com/sle.
 - 7. Substitutions: See Section 01 60 00 - Product Requirements.
- B. Insulation:

1. Carlisle SynTec: www.carlisle-syntec.com/sle.
2. Dow Chemical Co: www.dow.com.
3. Elevate: ISO 95+ GL
4. GAF: www.gaf.com/sle.
5. Hunter Panels: www.hunterpanels.com/#sle.
6. Versico, a division of Carlisle Construction Materials Inc: www.versico.com/sle.
7. Substitutions: See Section 01 60 00 - Product Requirements.

2.02 ROOFING

- A. Thermoplastic Membrane Roofing: One ply membrane, spot adhered, over insulation.
 1. Method: induction welding
- B. Roofing Assembly Requirements:
 1. Solar Reflectance Index (SRI): 78, minimum, calculated in accordance with ASTM E1980.
 - a. Field applied coating may not be used to achieve specified SRI.
 2. Roof Covering External Fire Resistance Classification: UL (FRD) Class A.
 3. Uplift Pressures: as indicated in Structural Drawing Notes.
 4. Insulation Thermal Value (R), minimum: 30; provide insulation of thickness required.
 - a. Provide required thickness in a minimum of 2 layers.
 - b. Provide minimum R-value specified at roof drains in fully tapered areas.
- C. Acceptable Insulation Types - Constant Thickness Application:
 1. Minimum 2 layers of polyisocyanurate board.
- D. Acceptable Insulation Types - Tapered Application:
 1. Tapered polyisocyanurate board covered with uniform thickness polyisocyanurate board.
 2. Provide preformed saddles, crickets, tapered edge strips, and other insulation shapes where indicated for sloping to drain. Fabricate to slopes indicated.

2.03 MEMBRANE ROOFING AND ASSOCIATED MATERIALS

- A. Membrane Roofing Materials:
 1. TPO: Thermoplastic polyolefin (TPO) complying with ASTM D6878/D6878M, sheet contains reinforcing fabrics or scrims.
 - a. Thickness: 60 mil, 0.060 inch, minimum.
 2. Sheet Width: Factory fabricated into widest possible sheets.
 3. Color: White.
 4. Physical Properties:
 - a. Breaking Strength: 300 lbf; ASTM D 751, grab method.
 - b. Elongation at Break: 25 percent; ASTM D 751.
 - c. Tearing Strength: 55 lbf minimum; ASTM D 751, Procedure B.
 - d. Brittleness Point: Minus 40 deg F.
 - e. Ozone Resistance: No cracks after sample, wrapped around a 3-inch- diameter mandrel, is exposed for 166 hours to a temperature of 104 deg F and an ozone level of 100 pphm; ASTM D 1149.
 - f. Resistance to Heat Aging: 90 percent minimum retention of breaking strength, elongation at break, and tearing strength after 166 hours at 240 deg F; ASTM D 573.

- g. Water Absorption: Less than 4 percent mass change after 166 hours' immersion at 158 deg F; ASTM D 471.
- h. Linear Dimension Change: Plus or minus 1 percent; ASTM D 1204.
- B. Seaming Materials: As recommended by membrane manufacturer.
- C. Membrane Fasteners: As recommended and approved by membrane manufacturer.
- D. Flexible Flashing Material: Same material as membrane.

2.04 COVER BOARDS

- A. Cover Boards: Reinforced gypsum panels complying with ASTM C1177/C1177M.
 - 1. Thickness: 1/2 inch, fire-resistant.
 - 2. Products:
 - a. Georgia-Pacific; DensDeck: www.densdeck.com/#sle.
 - b. National Gypsum Company; DEXcell Glass Mat Roof Board: www.nationalgypsum.com.
 - c. Substitutions: See Section 01 60 00 - Product Requirements.

2.05 INSULATION

- A. Polyisocyanurate (ISO) Board Insulation: Rigid cellular foam, complying with ASTM C1289.
 - 1. Classifications:
 - a. Type II: Faced with either cellulosic facers or glass fiber mat facers on both major surfaces of the core foam.
 - i. Class 1 - Faced with glass fiber reinforced cellulosic facers on both major surfaces of the core foam.
 - ii. Compressive Strength: Classes 1-2-3, Grade 2 - 20 psi (138 kPa), minimum.
 - iii. Thermal Resistance, R-value: At 1-1/2 inch thick; Class 2 - 8.0 (1.41) at 75 degrees F.
 - 2. Board Size: 48 by 96 inches.
 - 3. Tapered Board: Slope as indicated; minimum thickness 1/4 inch; fabricate of fewest layers possible.
 - 4. Board Edges: Square.
- B. Prefabricated / Pre-Cut Crickets: hinged triangular one-piece pre-cut tapered and fill panels; made from closed-cell polyisocyanurate foam core integrally bonded to non-asphaltic, glass fiber reinforced organic felt or inorganic coated-glass facers.
 - 1. Contractor to select panels based on installation conditions.
 - 2. Product: Atlas Roofing Corporation: Gemini CKT or approved equal

2.06 ACCESSORIES

- A. Stack Boots: Prefabricated flexible boot and collar for pipe stacks through membrane; same material as membrane.
- B. Insulation Fasteners: Appropriate for purpose intended and approved by Factory Mutual and roofing manufacturer.
- C. Membrane Adhesive: As recommended by membrane manufacturer.
- D. Surface Conditioner for Adhesives: Compatible with membrane and adhesives.
- E. Thinners and Cleaners: As recommended by adhesive manufacturer, compatible with membrane.
- F. Termination Bars: Stainless steel or aluminum bars pre-punched for fastening to substrate.
- G. Sealants: As recommended by membrane manufacturer.

- H. Miscellaneous Accessories: Provide pourable sealers, preformed cone and vent sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, termination reglets, cover strips, slip sheet, and other accessories, as required for a complete installation.
- I. Walkway Pads: Suitable for maintenance traffic, contrasting color or otherwise visually distinctive from roof membrane.
 - 1. Composition: Roofing membrane manufacturer's standard, with embossed surface.
 - 2. Configuration: rolls
 - 3. Size: Manufacturers standard size.
 - 4. Surface Color: as selected by Architect from manufacturer's standard range.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements and other conditions affecting performance of roofing system:
 - 1. Verify that surfaces and site conditions are ready to receive work.
 - 2. Verify deck is supported and secure.
 - 3. Verify deck is clean and smooth, flat, free of depressions, waves, or projections, properly sloped and suitable for installation of roof system.
 - 4. Verify deck surfaces are dry and free of snow or ice.
 - 5. Verify that roof openings, curbs, and penetrations through roof are solidly set, and cant strips, nailing strips, and reglets are in place.

3.02 PREPARATION - METAL DECK

- A. Install deck sheathing on metal deck:
 - 1. Lay with long side at right angle to flutes; stagger end joints; provide support at ends.
 - 2. Cut sheathing cleanly and accurately at roof breaks and protrusions to provide smooth surface.
 - 3. Tape joints.
 - 4. Mechanically fasten sheathing to roof deck, in accordance with roofing manufacturer's instructions.

3.03 INSTALLATION, GENERAL

- A. Perform work in accordance with manufacturer's instructions, NRCA (RM), and NRCA (WM) applicable requirements.
- B. Do not apply roofing membrane during cold or wet weather conditions.
- C. Do not apply roofing membrane when ambient temperature is outside the temperature range recommended by manufacturer.
- D. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
- E. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.

3.04 VAPOR RETARDER AND INSULATION APPLICATION - UNDER MEMBRANE

- A. Attachment of Insulation: Mechanically fasten insulation to deck in accordance with roofing manufacturer's instructions.
- B. Lay subsequent layers of insulation with joints staggered minimum 6 inches from joints of preceding layer.
- C. Place tapered insulation to the required slope pattern in accordance with manufacturer's instructions.

- D. On metal deck, place boards parallel to flutes with insulation board edges bearing on deck flutes.
- E. Lay boards with edges in moderate contact without forcing. Cut insulation to fit neatly to perimeter blocking and around penetrations through roof.
- F. At roof drains, use factory-tapered boards to slope down to roof drains over a distance of 18 inches.
- G. Do not install more insulation than can be covered with membrane in same day.

3.05 COVER BOARD INSTALLATION

- A. Cover Boards: Mechanically fasten cover boards in accordance with roofing manufacturer's instructions
- B. Provide cover board over insulation or wood sheathing at backside of parapets.

3.06 INSTALLATION - MEMBRANE

- A. Roll out membrane, free from wrinkles or tears. Place sheet into place without stretching.
- B. Shingle joints on sloped substrate in direction of drainage.
- C. Spot Adhered Application: Mechanically fasten adhesion discs to substrate. Install adhesive to discs and bond membrane. Fully adhere one roll before proceeding to adjacent rolls.
- D. Overlap edges and ends and seal seams by heat welding, minimum 3 inches. Seal permanently waterproof. Apply uniform bead of sealant to joint edge.
- E. At intersections with vertical surfaces:
 - 1. Extend membrane up a minimum of 8 inches onto vertical surfaces.
 - 2. Fully adhere flexible flashing over membrane and up to nailing strip, reglet or termination bar as detailed.
- F. Around roof penetrations, seal flanges and flashings with flexible flashing.
- G. Coordinate installation of roof drains and scuppers and related flashings.
- H. Install roof membrane or flexible roof flashing to air barrier material in wall construction, lap and seal to provide continuity of the air barrier plane.

3.07 INSTALLATION - WALKWAY PROTECTION

- A. Install walkway pads. Space pad joints to permit drainage.
 - 1. Install walkway products at roof ladders, at hatches and doors to roof, around mechanical equipment; below downspouts, and in locations indicated. Adhere walkway products to substrate with compatible adhesive according to roofing system manufacturer's written instructions.
 - 2. Adhere walkway products to substrate with compatible adhesive according to roofing system manufacturer's written instructions.

3.08 CLEANING

- A. See Section 01 70 00 - Execution and Closeout Requirements for additional requirements.
- B. Remove bituminous markings from finished surfaces.
- C. In areas where finished surfaces are soiled by work of this section, consult manufacturer of surfaces for cleaning advice and comply with their documented instructions.
- D. Repair or replace defaced or damaged finishes caused by work of this section.

3.09 PROTECTION

- A. Protect installed roofing and flashings from construction operations.
- B. Where traffic must continue over finished roof membrane, protect surfaces using durable materials.

END OF SECTION

SECTION 07 62 00
SHEET METAL FLASHING AND TRIM

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Fabricated sheet metal items, including flashings, counterflashings, gutters, downspouts, and roof drainage components.
- B. Sealants for joints within sheet metal fabrications.

1.02 RELATED REQUIREMENTS

- A. Section 06 10 00 - Rough Carpentry: Wood nailers for sheet metal work.
- B. Section 07 71 00 - Roof Specialties: Manufactured copings, gravel stops, and expansion joint covers.
- C. Section 07 92 00 - Joint Sealants: Sealing non-lap joints between sheet metal fabrications and adjacent construction.

1.03 REFERENCE STANDARDS

- A. AAMA 2605 - Voluntary Specification, Performance Requirements and Test Procedures for Superior Performing Organic Coatings on Aluminum Extrusions and Panels (with Coil Coating Appendix).
- B. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
- C. ASTM A666 - Standard Specification for Annealed or Cold-Worked Austenitic Stainless Steel Sheet, Strip, Plate, and Flat Bar.
- D. ASTM C920 - Standard Specification for Elastomeric Joint Sealants.
- E. ASTM D226/D226M - Standard Specification for Asphalt-Saturated Organic Felt Used in Roofing and Waterproofing.
- F. SMACNA (ASMM) - Architectural Sheet Metal Manual.

1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Shop Drawings: Indicate material profile, jointing pattern, jointing details, fastening methods, flashings, terminations, and installation details.
- C. Samples: Submit two samples 3 by 5 inch in size illustrating metal finish color.

1.05 QUALITY ASSURANCE

- A. Perform work in accordance with SMACNA (ASMM) requirements and standard details, except as otherwise indicated.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Stack material to prevent twisting, bending, and abrasion, and to provide ventilation. Slope metal sheets to ensure drainage.
- B. Prevent contact with materials that could cause discoloration or staining.

1.07 WARRANTY

- A. Special Warranty on Finishes: Manufacturer agrees to repair finish or replace sheet metal flashing and trim that shows evidence of deterioration of factory-applied finishes within specified warranty period.
 - 1. Exposed Panel finish: Deterioration includes, but is not limited to, the following:
 - a. Color fading more than 5 Hunter units when tested according to ASTM D 2244.
 - b. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.

- c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
- 2. Finish Warranty Period: 20 years from date of Substantial Completion.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Sheet Metal Flashing and Trim:
 - 1. Coated Metals Group: ColorClad
 - 2. Hickman Edge Systems: www.hickmanedgesystems.com/#sle.
 - 3. Elevate; UnaClad: www.holcimelevate.com
 - 4. **BASIS OF DESIGN:** Petersen Aluminum Corporation; Pac-Clad: www.pac-clad.com/sle.
 - 5. Vincent Metals: Colorklad.
 - 6. Substitutions: See Section 01 60 00 - Product Requirements.

2.02 SHEET MATERIALS

- A. Pre-Finished Galvanized Steel: ASTM A653/A653M, with G90/Z275 zinc coating; minimum 24 gage, (0.0239) inch thick base metal, shop pre-coated with PVDF coating.
 - 1. Polyvinylidene Fluoride (PVDF) Coating: Superior performing organic powder coating, AAMA 2605; multiple coat, thermally cured fluoropolymer finish system.
 - 2. Color: As selected by Architect from manufacturer's full colors.
- B. Stainless Steel: ASTM A666, Type 304 alloy, soft temper, 26 gage, 0.0187 inch thick; smooth No. 4 - Brushed finish.

2.03 FABRICATION

- A. Shop fabricated systems per SMACNA Technical Resource Bulletin #1-08 (March 24, 2008) are approved.
 - 1. Products must meet ANSI/SPRI ES-1 and FM 4435 Requirements.
 - 2. Manufacturers written verification and test results will be required.
- B. Form sections true to shape, accurate in size, square, and free from distortion or defects.
- C. Fabricate cleats of same material as sheet, continuous, interlocking with sheet.
- D. Form pieces in longest possible lengths.
- E. Hem exposed edges on underside 1/2 inch; miter and seam corners.
- F. Form material with flat lock seams, except where otherwise indicated; at moving joints, use sealed lapped, bayonet-type or interlocking hooked seams.
- G. Fabricate corners from one piece with minimum 18-inch long legs; seam for rigidity, seal with sealant.
- H. Fabricate vertical faces with bottom edge formed outward 1/4 inch and hemmed to form drip.

2.04 GUTTERS AND DOWNSPOUTS

- A. Gutters: SMACNA (ASMM), Box profile.
- B. Downspouts: Rectangular profile.
- C. Gutters and Downspouts: Size for rainfall intensity determined by a storm occurrence of 1 in 10 years in accordance with SMACNA (ASMM).
- D. Accessories: Profiled to suit gutters and downspouts.
 - 1. Anchorage Devices: In accordance with SMACNA (ASMM) requirements.
 - 2. Downspout Supports: Brackets.
- E. Downspout Boots: Steel.

- F. Seal metal joints.

2.05 ACCESSORIES

- A. General: Provide materials and types of fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation.
- B. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolt, and other suitable fasteners designed to withstand design loads.
 - 1. Exposed Fasteners: Heads matching color of sheet metal by means of plastic caps or factory-applied coating.
 - 2. Fasteners for Flashing and Trim: Blind fasteners or self-drilling screws, gasketed with hex washer heads.
 - 3. Blind Fasteners: High-strength aluminum or stainless-steel rivets.
 - 4. Use fasteners of sizes that will penetrate substrate not less than 1-1/4 inches for nails and not less than 3/4 inch for wood screws. Use stainless steel fasteners.
- C. Underlayment: ASTM D226/D226M, organic roofing felt, Type I, No. 15.
- D. Primer Type: Zinc chromate.
- E. Protective Backing Paint: Zinc molybdate alkyl.
- F. Sealing Tape: Pressure-sensitive, 100 percent solids, polyisobutylene compound sealing tape with release-paper backing. Provide permanently elastic, nonsag, nontoxic, nonstaining tape.
- G. Concealed Sealants: Non-curing butyl sealant; ASTM C 1311, single-component, solvent-release butyl rubber sealant, polyisobutylene plasticized, heavy bodied for hooked-type expansion joints with limited movement.
 - 1. See 07 92 00 - Joint Sealants for additional product information.
- H. Exposed Sealants: ASTM C920; elastomeric sealant, with minimum movement capability as recommended by manufacturer for substrates to be sealed; color to match adjacent material.
 - 1. See 07 92 00 - Joint Sealants for additional product information.
- I. Reglets: Recessed type, galvanized steel.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify roof openings, curbs, pipes, sleeves, ducts, and vents through roof are solidly set, reglets in place, and nailing strips located.
- B. Verify roofing termination and base flashings are in place, sealed, and secure.

3.02 PREPARATION

- A. Install starter and edge strips, and cleats before starting installation.
- B. Install surface mounted reglets true to lines and levels, and seal top of reglets with sealant.
- C. Back paint concealed metal surfaces with protective backing paint to a minimum dry film thickness of 15 mil, 0.015 inch.

3.03 INSTALLATION

- A. Insert flashings into reglets to form tight fit; secure in place with plastic wedges; seal flashings into reglets with sealant.
- B. Secure flashings in place using concealed fasteners, and use exposed fasteners only where permitted.
- C. Fit flashings tight in place; make corners square, surfaces true and straight in planes, and lines accurate to profiles.
- D. Install coping caps with continuous front hook strip. Flash gravel stops into roofing system.

- E. Seal metal joints watertight.
- F. Secure downspouts in place using concealed fasteners.

3.04 SCHEDULE

- A. Coping, Cap, Parapet Flashings: See Section 07 71 00.
- B. Sill and Ledge Flashings: prefinished steel.
- C. Flashings and Counterflashings at facade: prefinished steel.
- D. Counterflashings at Roofing Terminations (over roofing base flashings): prefinished steel.
- E. Counterflashings at Curb-Mounted Roof Items: pre-finished steel.
- F. Roofing Penetration Flashings, for Pipes, Structural Steel, and Equipment Supports: Stainless Steel: 0.0187 inch thick.
- G. Roof-Drain Flashing: Stainless Steel: 0.0156 inch, unless heavier gauge is required for roofing warranty.

END OF SECTION

**SECTION 07 71 00
ROOF SPECIALTIES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Manufactured roof specialties, including copings, fascias, and gravel stops.

1.02 REFERENCE STANDARDS

- A. AAMA 2605 - Voluntary Specification, Performance Requirements and Test Procedures for Superior Performing Organic Coatings on Aluminum Extrusions and Panels (with Coil Coating Appendix).
- B. ANSI/SPRI/FM 4435/ES-1 - Test Standard for Edge Systems Used with Low Slope Roofing Systems.
- C. NRCA (RM) - The NRCA Roofing Manual.

1.03 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide data on shape of components, materials and finishes, anchor types and locations.
- C. Shop Drawings: Indicate configuration and dimension of components, adjacent construction, required clearances and tolerances, and other affected work.
- D. Samples: Submit two samples, 12 by 6 inches, illustrating component shape, finish, and color.

1.04 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in roof edge flashings work with five years of documented experience.
- B. Fabricate and install roof edge profiles to comply with ANSI/SPRI/FM 4435/ES-1 Wind Design Standard for Edge Systems Used with Low Slope Roofing Systems.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Stack material to prevent twisting, bending, and abrasion, and to provide ventilation. Slope metal sheets to ensure drainage.
- B. Prevent contact with materials that could cause discoloration or staining.

1.06 WARRANTY

- A. See Section 01 78 00 - Closeout Submittals, for additional warranty requirements.
- B. Finish Warranty: Provide 20-year manufacturer warranty against excessive degradation of exterior finish. Include provision for replacement of units with excessive fading, chalking, or flaking. Complete forms in Owner's name and register with warrantor.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Roof Edge Flashings and Copings:
 - 1. ATAS International, Inc: www.atas.com/#sle.
 - 2. Drexel Metals Inc: www.drexmet.com/#sle.
 - 3. Hickman Edge Systems: www.hickmanedgesystems.com/#sle.
 - 4. Metal-Era Inc: www.metalera.com/#sle.
 - 5. Metal Roofing Systems, Inc: www.metalroofingsystems.biz/#sle.
 - 6. **BASIS OF DESIGN:** Petersen Aluminum Corporation; Pac-Clad: www.pac-clad.com
 - 7. Substitutions: See Section 01 60 00 - Product Requirements.

2.02 COMPONENTS

- A. Roof Edge Flashings: Factory fabricated to sizes required; corners mitered; concealed fasteners.
 - 1. Configuration: Fascia, cant, and edge securement for roof membrane.
 - 2. Pull-Off Resistance: Tested in accordance with ANSI/SPRI/FM 4435/ES-1 using test methods RE-1 and RE-2 to positive and negative design wind pressure as defined by applicable local building code (and noted in Structural Drawings/Notes).
 - 3. Exposed Face Height: As indicated on drawings.
 - 4. Material: Extruded aluminum, 0.08 inch thick, minimum.
 - 5. Finish: 70 percent polyvinylidene fluoride.
 - 6. Color: As selected by Architect from manufacturer's full range.
- B. Copings: Factory fabricated to sizes required; corners mitered; concealed fasteners.
 - 1. Configuration: Concealed continuous hold down cleat at both legs; internal splice piece at joints of same material, thickness, and finish as cap; concealed stainless steel fasteners.
 - 2. Pull-Off Resistance: Tested in accordance with ANSI/SPRI/FM 4435/ES-1 using test method RE-3 to positive and negative design wind pressure as defined by applicable local building code (and noted in Structural Drawings/Notes).
 - 3. Wall Width: As indicated on drawings.
 - 4. Outside Face Height: As indicated on drawings.
 - 5. Inside Face Height: As indicated on drawings.
 - 6. Material: Formed aluminum sheet, 0.040 inch thick, minimum.
 - 7. Finish: 70 percent polyvinylidene fluoride.
 - 8. Color: As selected by Architect from manufacturer's full range.

2.03 FINISHES

- A. PVDF (Polyvinylidene Fluoride) Coating: Superior Performance Organic Finish, AAMA 2605; multiple coat, thermally cured fluoropolymer finish system; color as selected from manufacturer's standard colors.

2.04 ACCESSORIES

- A. Sealant for Joints in Linear Components: As recommended by component manufacturer.
- B. Adhesive for Anchoring to Roof Membrane: Compatible with roof membrane and approved by roof membrane manufacturer.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that deck, curbs, roof membrane, base flashing, and other items affecting work of this Section are in place and positioned correctly.
 - 1. See Section 07 72 00 for information on roofing related accessories.

3.02 INSTALLATION

- A. Install components in accordance with manufacturer's instructions and NRCA (RM) applicable requirements.
- B. Seal joints within components when required by component manufacturer.
- C. Anchor components securely.
- D. Comply with NRCA (RM) drawing details as noted:
- E. Coordinate installation of components of this section with installation of roofing membrane and base flashings.

- F. Coordinate installation of sealants and roofing cement with work of this section to ensure water tightness.
- G. Coordinate installation of flashing flanges into reglets.

END OF SECTION

SECTION 07 92 00
JOINT SEALANTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Nonsag gunnable joint sealants.
- B. Self-leveling pourable joint sealants.
- C. Joint backings and accessories.

1.02 RELATED REQUIREMENTS

- A. Section 08 71 00 - Door Hardware: Setting exterior door thresholds in sealant.

1.03 REFERENCE STANDARDS

- A. ASTM C661 - Standard Test Method for Indentation Hardness of Elastomeric-Type Sealants by Means of a Durometer.
- B. ASTM C834 - Standard Specification for Latex Sealants.
- C. ASTM C919 - Standard Practice for Use of Sealants in Acoustical Applications.
- D. ASTM C920 - Standard Specification for Elastomeric Joint Sealants.
- E. ASTM C1193 - Standard Guide for Use of Joint Sealants.
- F. ASTM C1248 - Standard Test Method for Staining of Porous Substrate by Joint Sealants.
- G. ASTM C1311 - Standard Specification for Solvent Release Sealants.
- H. ASTM D2240 - Standard Test Method for Rubber Property--Durometer Hardness.
- I. SCAQMD 1168 - South Coast Air Quality Management District Rule No.1168.

1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Product Data: Submit manufacturer's technical datasheets for each product to be used; include the following:
 - 1. Physical characteristics, including movement capability, VOC content, hardness, cure time, and color availability.
 - 2. List of backing materials approved for use with the specific product.
 - 3. Substrates that product is known to satisfactorily adhere to and with which it is compatible.
 - 4. Substrates the product should not be used on.
 - 5. Substrates for which use of primer is required.
 - 6. Substrates for which laboratory adhesion and/or compatibility testing is required.
 - 7. Installation instructions, including precautions, limitations, and recommended backing materials and tools.
 - 8. Sample product warranty.
 - 9. Certification by manufacturer indicating that product complies with specification requirements.
- C. Product Data for Accessory Products: Submit manufacturer's technical data sheet for each product to be used, including physical characteristics, installation instructions, and recommended tools.
- D. Color Cards for Selection: Where sealant color is not specified, submit manufacturer's color cards showing standard colors available for selection.
- E. Installation Log: Submit filled-out log for each length or instance of sealant installed.
- F. Executed warranty.

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum ten years documented experience.
- B. Installation Plan: Include schedule of sealed joints, including the following:
 - 1. Installation Log Form: Include the following data fields, with known information filled out.
 - a. Unique identification of each length or instance of sealant installed.
 - b. Location on project.
 - c. Substrates.
 - d. Sealant used.
 - e. Stated movement capability of sealant.
 - f. Primer to be used, or indicate no primer is used.
 - g. Size and actual backing material used.
 - h. Date of installation.
 - i. Name of installer.
 - j. Actual joint width; provide space to indicate maximum and minimum width.
 - k. Actual joint depth to face of backing material at centerline of joint.
 - l. Air temperature.

1.06 FIELD CONDITIONS

- A. Do not proceed with installation of joint sealants under the following conditions:
 - 1. When ambient and substrate temperature conditions are outside limits permitted by joint sealant manufacturer or below 40 deg F.
 - 2. When substrates are wet.
 - 3. Where joint widths are less than those allowed by joint sealant manufacturer for applications indicated.
 - 4. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.
- B. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

1.07 WARRANTY

- A. See Section 01 78 00 - Closeout Submittals for additional warranty requirements.
- B. Manufacturer Warranty: Provide 5-year manufacturer warranty for installed sealants and accessories that fail to achieve a watertight seal, exhibit loss of adhesion or cohesion, or do not cure. Complete forms in Owner's name and register with manufacturer.
 - 1. For silicone sealants within 20 years.

1.08 FIELD CONDITIONS

- A. Do not proceed with installation of joint sealants under the following conditions:
 - 1. When ambient and substrate temperature conditions are outside limits permitted by joint sealant manufacturer or below 40 deg F.
 - 2. When substrates are wet.
 - 3. Where joint widths are less than those allowed by joint sealant manufacturer for applications indicated.
 - 4. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

- B. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Nonsag Sealants:
 - 1. Adhesives Technology Corporation: www.atcepoxy.com.
 - 2. Bostik Inc: www.bostik-us.com.
 - 3. Dayton Superior Corporation: www.daytonsuperior.com
 - 4. Dow Corning Corporation: www.dowcorning.com/construction/sle.
 - 5. Hilti, Inc: www.us.hilti.com/#sle.
 - 6. Master Builders Solutions: www.master-builders-solutions.com/en-us/#sle.
 - 7. Momentive Performance Materials, Inc (formerly GE Silicones): www.momentive.com/sle.
 - 8. Pecora Corporation: www.pecora.com/?sle.
 - 9. Sherwin-Williams Company: www.sherwin-williams.com.
 - 10. Sika Corporation: www.usa-sika.com.
 - 11. Specified Technologies Inc: www.stifirestop.com/#sle.
 - 12. Tremco Commercial Sealants & Waterproofing: www.tremcosealants.com/#sle.
 - 13. W.R. Meadows, Inc: www.wrmeadows.com/sle.
 - 14. Substitutions: See Section 01 60 00 - Product Requirements.
- B. Self-Leveling Sealants:
 - 1. Adhesives Technology Corporation: www.atcepoxy.com.
 - 2. Bostik Inc: www.bostik-us.com.
 - 3. Dayton Superior Corporation: www.daytonsuperior.com.
 - 4. Dow Corning Corporation: www.dowcorning.com/construction/sle.
 - 5. Master Builders Solutions: www.master-builders-solutions.com/en-us/#sle.
 - 6. Pecora Corporation: www.pecora.com/?sle.
 - 7. Sherwin-Williams Company: www.sherwin-williams.com.
 - 8. Sika Corporation: www.usa-sika.com.
 - 9. Tremco Commercial Sealants & Waterproofing: www.tremcosealants.com/#sle.
 - 10. W.R. Meadows, Inc: www.wrmeadows.com/sle.
 - 11. Substitutions: See Section 01 60 00 - Product Requirements.

2.02 JOINT SEALANTS - GENERAL

- A. Sealants and Primers: Provide products having lower volatile organic compound (VOC) content than indicated in SCAQMD 1168.

2.03 NONSAG JOINT SEALANTS

- A. Type - General Purpose Exterior Sealant - Non-Staining Silicone Sealant: ASTM C920, Grade NS, Uses M, G, O and A; not expected to withstand continuous water immersion or traffic.
 - 1. Movement Capability: Plus and minus 25 percent, minimum.
 - 2. Nonstaining to Porous Stone: Nonstaining to light-colored natural stone when tested in accordance with ASTM C1248.
 - 3. Dirt Pick-Up: Reduced dirt pick-up compared to other silicone sealants.
 - 4. Hardness Range: 15 to 35, Shore A, when tested in accordance with ASTM C661.

5. Color: To be selected by Architect from manufacturer's standard range.
6. Products:
 - a. Dow; DOWSIL 756 SMS Building Sealant: www.dow.com/#sle.
 - b. Dow; DOWSIL 790 Silicone Building Sealant: www.dow.com/#sle.
 - c. Dow; DOWSIL 791 Silicone Weatherproofing Sealant: www.dow.com/#sle.
 - d. Dow; DOWSIL 795 Silicone Building Sealant: www.dow.com/#sle.
 - e. Pecora Corporation; Pecora 890 NST (Non-Staining Technology): www.pecora.com/#sle.
 - f. Pecora Corporation; Pecora 864 NST (Non-Staining Technology): www.pecora.com/#sle.
 - g. Sika Corporation; Sikasil WS-290: www.usa.sika.com/#sle.
 - h. Sika Corporation; Sikasil WS-295: www.usa.sika.com/#sle.
 - i. Sika Corporation; Sikasil 728NS: www.usa.sika.com/#sle.
 - j. Tremco Commercial Sealants & Waterproofing; Spectrem 1: www.tremcosealants.com/#sle.
 - k. Tremco Commercial Sealants & Waterproofing; Spectrem 2: www.tremcosealants.com/#sle.
 - l. Tremco Commercial Sealants & Waterproofing; Spectrem 3: www.tremcosealants.com/#sle.
 - m. Tremco Commercial Sealants & Waterproofing; Spectrem 4-TS: www.tremcosealants.com/#sle.
 - n. Tremco Commercial Sealants & Waterproofing; Tremsil 200: www.tremcosealants.com/#sle.
 - o. Tremco Commercial Sealants & Waterproofing; Tremsil 400: www.tremcosealants.com/#sle.
 - p. Tremco Commercial Sealants & Waterproofing; Tremsil 600: www.tremcosealants.com/#sle.
 - q. Substitutions: See Section 01 60 00 - Product Requirements.
7. Applications:
 - a. Wall expansion and control joints.
 - b. Joints between door, window, and other frames and adjacent construction.
 - c. Joints between different exposed materials.
 - d. Openings below ledge angles in masonry.
 - e. Control, expansion, and soft joints in masonry.
 - f. Joints between concrete and other materials.
- B. Type - Sanitary Sealant - Mildew-Resistant Silicone Sealant: ASTM C920, Grade NS, Uses M and A; single component, mildew resistant; not expected to withstand continuous water immersion or traffic.
 1. Color: White.
 2. Manufacturers:
 - a. BASF Building Systems; Omniplus.
 - b. Dow Corning Corporation; 786 Mildew Resistant.
 - c. GE Advanced Materials - Silicones; Sanitary SCS1700.

- d. Owens Corning Corp.; 786 Mildew Resistant.
 - e. Pecora Corporation: www.pecora.com.
 - f. Sika Corporation; Sikasil GP: www.usa.sika.com/#sle.
 - g. Tremco Incorporated; Tremsil 200 Sanitary..
 - h. Substitutions: See Section 01 60 00 - Product Requirements.
3. Applications:
- a. Joints between plumbing fixtures and floor and wall surfaces.
 - b. Joints between kitchen and bath countertops and wall surfaces.
- C. Type - Acoustical Sealant - Acrylic-Urethane Sealant: Water-based; ASTM C920, Grade NS, Uses M and A; single component; paintable; not expected to withstand continuous water immersion or traffic.
- 1. Movement Capability: Plus and minus 12-1/2 percent, minimum.
 - 2. Hardness Range: 15 to 40, Shore A, when tested in accordance with ASTM C661.
 - 3. Color: White.
 - 4. Products:
 - a. DAP Products Inc; DYNAFLEX 920 Sealant: www.dapspecline.com/#sle.
 - b. Everkem Diversified Products, Inc; AcuraSeal: www.everkemproducts.com/#sle.
 - c. Franklin International, Inc; Titebond UA 920 Sealant: www.titebond.com/#sle.
 - d. Sherwin-Williams Company; Shermax Urethanized Elastomeric Sealant: www.sherwin-williams.com/#sle.
 - e. Top Gun, a brand of PPG Architectural Coatings; Top Gun 400: www.ppgpaints.com/#sle.
 - f. Tower Sealants, Inc; AU-1 Commercial Construction Sealant: www.towersealants.com/#sle.
 - g. Substitutions: See Section 01 60 00 - Product Requirements.
 - 5. Applications:
 - a. In sound-rated wall assemblies, and where not indicated as fire-rated:
 - i. gaps between top stud runner and structure, between bottom stud track and floor, between gypsum wall board and floor, and between gypsum wall board and structure.
 - ii. gaps at electrical outlets, wiring devices, piping, and other openings; between wall/ceiling and other construction; and other flanking sound paths.
 - b. In floor assemblies over and under rooms with sound-rated wall assemblies, and where not indicated as fire-rated:
 - i. gaps around penetrations
- D. Type - General Purpose Interior Sealant - Acrylic Emulsion Latex: Water-based; ASTM C834, single component, non-staining, non-bleeding, non-sagging; not intended for exterior use.
- 1. Color: Standard colors matching finished surfaces, Type OP (opaque).
 - 2. Grade: ASTM C834; Grade - NF.
 - 3. Products:
 - a. BASF Building Systems; Sonolac.
 - b. Bostik, Inc.; Chem-Calk 600.

- c. Master Builders Solutions; MasterSeal NP 520: www.master-builders-solutions.com/en-us/#sle.
 - d. Pecora Corporation; AC-20 +Silicone: www.pecora.com/#sle.
 - e. Sherwin-Williams Company; White Lightning 3006 Siliconized Acrylic Latex Caulk: www.sherwin-williams.com/#sle.
 - f. Sherwin-Williams Company; 850A Acrylic Latex Caulk: www.sherwin-williams.com/#sle.
 - g. Sherwin-Williams Company; 950A Siliconized Acrylic Latex Caulk: www.sherwin-williams.com/#sle.
 - h. Tremco Commercial Sealants & Waterproofing; Tremflex 834: www.tremcosealants.com/#sle.
 - i. Substitutions: See Section 01 60 00 - Product Requirements.
4. Applications:
- a. Interior wall and ceiling control joints in non-wet areas.
 - b. Joints between door, window, and other frames and adjacent construction.
 - c. Other interior joints for which no other type of sealant is indicated.
- E. Type - Moving Joint Sealant - Non-Curing Butyl Sealant: Solvent-based; ASTM C1311; single component, non-sag, non-skinning, non-hardening, non-bleeding; vapor-impermeable; intended for fully concealed applications.
1. Products:
- a. C.R. Laurence; CRL 777 Butyl Rubber Sealant.
 - b. Pecora Corporation; Pecora BA-98 Non-Skinning Butyl Sealant: www.pecora.com/#sle.
 - c. Tremco Commercial Sealants & Waterproofing; General Purpose Butyl Sealant: www.tremcosealants.com/#sle.
 - d. Substitutions: See Section 01 60 00 - Product Requirements.
2. Applications:
- a. Lap Joints in Sheet Metal Fabrications
 - b. Lap Joints between Manufactured Metal Panels

2.04 SELF-LEVELING JOINT SEALANTS

- A. Type 7 - Exterior Pavement Sealant - Self-Leveling Polyurethane Sealant: ASTM C920, Grade P, Uses M and A; single or multi-component; explicitly approved by manufacturer for traffic exposure; not expected to withstand continuous water immersion .
- 1. Movement Capability: Plus and minus 25 percent, minimum.
 - 2. Hardness Range: 35 to 55, Shore A, when tested in accordance with ASTM C661.
 - 3. Color: Gray.
 - 4. Service Temperature Range: Minus 40 to 180 degrees F.
 - 5. Applications:
 - a. Control and Expansion Joints in Concrete Paving
- B. Type - Interior Slabs (unpolished) - Semi-Rigid Self-Leveling Epoxy Joint Filler: Epoxy or epoxy/polyurethane copolymer; intended for filling cracks and control joints not subject to significant movement; rigid enough to support concrete edges under traffic.
- 1. Composition: Single or multi-component, 100 percent solids by weight.
 - 2. Durometer Hardness: Minimum of 85 for Type A or 35 for Type D, after seven days when tested in accordance with ASTM D2240.
 - 3. Color: To be selected by Architect from manufacturer's standard colors.

4. Joint Width, Minimum: 1/8 inch.
5. Joint Width, Maximum: 1/4 inch.
6. Joint Depth: Provide product suitable for joints from 1/8 inch to 2 inches in depth including space for backer rod.
7. Products:
 - a. Dayton Superior Corporation: www.daytonsuperior.com/#sle.
 - b. Euclid Chemical Company; EUCO 700: www.euclidchemical.com/#sle.
 - c. Nox-Crete Inc; DynaFlex 502: www.nox-crete.com/#sle.
 - d. W.R. Meadows, Inc; Rezi-Weld Flex: www.wrmeadows.com/#sle.
 - e. Substitutions: See Section 01 60 00 - Product Requirements.

2.05 ACCESSORIES

- A. Backer Rod: Cylindrical cellular foam rod with surface that sealant will not adhere to, compatible with specific sealant used, and recommended by backing and sealant manufacturers for specific application.
 1. Closed Cell and Bi-Cellular: 25 to 33 percent larger in diameter than joint width.
 2. Products:
 - a. Adfast USA Inc; Adseal BR-2600 Backer Rod: www.adfastcorp.com/#sle.
 - b. Nomaco, Inc; HBR or SOF Rod: www.nomaco.com/#sle.
 - c. Substitutions: See Section 01 60 00 - Product Requirements.
- B. Backing Tape: Self-adhesive polyethylene tape with surface that sealant will not adhere to and recommended by tape and sealant manufacturers for specific application.
- C. Masking Tape: Self-adhesive, nonabsorbent, nonstaining, removable without adhesive residue, and compatible with surfaces adjacent to joints and sealants.
- D. Joint Cleaner: Noncorrosive and nonstaining type, type recommended by sealant manufacturer; compatible with joint forming materials.
- E. Primers: Type recommended by sealant manufacturer to suit application; nonstaining.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that substrates and joints are ready to receive work.
- B. Verify that backing materials are compatible with sealants.
- C. Verify that backer rods are of the correct size.

3.02 PREPARATION

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Clean joints, and prime as necessary, in accordance with manufacturer's instructions.
- C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- D. Mask elements and surfaces adjacent to joints from damage and disfigurement due to sealant work; be aware that sealant drips and smears may not be completely removable.
- E. Concrete Floor Joints That Will Be Exposed in Completed Work: Test joint filler in an inconspicuous area to verify that it does not stain or discolor slab.

3.03 INSTALLATION

- A. Install sealant as indicated in drawings and at all dissimilar materials.
- B. Install this work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.

- C. Provide joint sealant installations complying with ASTM C1193.
- D. Install acoustical sealant application work in accordance with ASTM C919.
- E. Measure joint dimensions and size joint backers to achieve the following, unless otherwise indicated:
 - 1. Width/depth ratio of 2:1.
 - 2. Neck dimension no greater than 1/3 of the joint width.
 - 3. Surface bond area on each side not less than 75 percent of joint width.
- F. Install bond breaker backing tape where backer rod cannot be used.
- G. Install sealant free of air pockets, foreign embedded matter, ridges, and sags, and without getting sealant on adjacent surfaces.
- H. Do not install sealant when ambient temperature is outside manufacturer's recommended temperature range, or will be outside that range during the entire curing period, unless manufacturer's approval is obtained and instructions are followed.
- I. Do not seal the following types of joints.
 - 1. Intentional weepholes in masonry.
 - 2. Joints indicated to be treated with manufactured expansion joint cover or some other type of sealing device.
 - 3. Joints where sealant is specified to be provided by manufacturer of product to be sealed.
 - 4. Joints where installation of sealant is specified in another section.
 - 5. Joints between suspended panel ceilings/grid and walls.
 - 6. Through-penetrations in sound-rated assemblies that are also fire-rated assemblies.
- J. Nonsag Sealants: Tool surface concave, unless otherwise indicated; remove masking tape immediately after tooling sealant surface.
- K. Concrete Floor Joint Filler: After full cure, shave joint filler flush with top of concrete slab.

3.04 CLEANING

- A. Clean adjacent soiled surfaces.

3.05 PROTECTION OF FINISHED WORK

- A. Protect sealants until cured.

3.06 POST-OCCUPANCY

- A. Post-Occupancy Inspection: Perform visual inspection of entire length of project sealant joints at a time that joints have opened to their greatest width, i.e., at low temperature in thermal cycle. Report failures immediately and repair them.

END OF SECTION

SECTION 08 11 13
HOLLOW METAL DOORS AND FRAMES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Thermally insulated hollow metal doors with frames.

1.02 RELATED REQUIREMENTS

- A. Section 07 92 00 - Joint Sealants.
- B. Section 08 71 00 - Door Hardware.
- C. Section 09 91 13 - Exterior Painting: Field painting.
- D. Section 09 91 23 - Interior Painting: Field painting.

1.03 ABBREVIATIONS AND ACRONYMS

- A. ANSI: American National Standards Institute.
- B. SDI: Steel Door Institute.

1.04 REFERENCE STANDARDS

- A. ADA Standards - Americans with Disabilities Act (ADA) Standards for Accessible Design.
- B. ANSI/SDI A250.4 - Test Procedure and Acceptance Criteria for Physical Endurance for Steel Doors, Frames and Frame Anchors.
- C. ANSI/SDI A250.6 - Recommended Practice for Hardware Reinforcing on Standard Steel Doors and Frames.
- D. ANSI/SDI A250.8 - Specifications for Standard Steel Doors and Frames (SDI-100).
- E. ANSI/SDI A250.10 - Test Procedure and Acceptance Criteria for Prime Painted Steel Surfaces for Steel Doors and Frames.
- F. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
- G. ASTM A1008/A1008M - Standard Specification for Steel, Sheet, Cold-Rolled, Carbon, Structural, High-Strength Low-Alloy, High-Strength Low-Alloy with Improved Formability, Solution Hardened, and Bake Hardenable.
- H. ASTM A1011/A1011M - Standard Specification for Steel, Sheet and Strip, Hot-Rolled, Carbon, Structural, High-Strength Low-Alloy, High-Strength Low-Alloy with Improved Formability, and Ultra-High Strength.
- I. ASTM C143/C143M - Standard Test Method for Slump of Hydraulic-Cement Concrete.
- J. ASTM C476 - Standard Specification for Grout for Masonry.
- K. ASTM E330/E330M - Standard Test Method for Structural Performance of Exterior Windows, Doors, Skylights and Curtain Walls by Uniform Static Air Pressure Difference.
- L. BHMA A156.115 - American National Standard for Hardware Preparation in Steel Doors and Steel Frames.
- M. FEMA P-361 - Safe Rooms for Tornadoes and Hurricanes: Guidance for Community and Residential Safe Rooms.
- N. ICC 500 - ICC/NSSA Standard for the Design and Construction of Storm Shelters; National Storm Shelter Association.
- O. ICC A117.1 - Accessible and Usable Buildings and Facilities.
- P. ITS (DIR) - Directory of Listed Products.
- Q. NAAMM HMMA 830 - Hardware Selection for Hollow Metal Doors and Frames.

- R. NAAMM HMMA 831 - Hardware Locations for Hollow Metal Doors and Frames.
- S. NAAMM HMMA 840 - Guide Specifications for Installation and Storage of Hollow Metal Doors and Frames.
- T. NAAMM HMMA 861 - Guide Specifications for Commercial Hollow Metal Doors and Frames.
- U. NFPA 80 - Standard for Fire Doors and Other Opening Protectives.
- V. NFPA 105 - Standard for Smoke Door Assemblies and Other Opening Protectives.
- W. NFPA 252 - Standard Methods of Fire Tests of Door Assemblies.
- X. SDI 117 - Manufacturing Tolerances for Standard Steel Doors and Frames.
- Y. UL (DIR) - Online Certifications Directory.
- Z. UL 10C - Standard for Positive Pressure Fire Tests of Door Assemblies.
- AA. UL 1784 - Standard for Air Leakage Tests of Door Assemblies.

1.05 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Product Data: Materials and details of design and construction, hardware locations, reinforcement type and locations, anchorage and fastening methods, and finishes.
- C. Shop Drawings: Details of each opening, showing elevations, glazing, frame profiles, and any indicated finish requirements.

1.06 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum ten years documented experience.
- B. Installer Qualifications: Company specializing in performing work of the type specified.

1.07 DELIVERY, STORAGE, AND HANDLING

- A. Comply with NAAMM HMMA 840 or ANSI/SDI A250.8 (SDI-100) in accordance with specified requirements.
- B. Protect with resilient packaging; avoid humidity build-up under coverings; prevent corrosion and adverse effects on factory applied painted finish.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Hollow Metal Doors and Frames:
 - 1. Ceco or Curries, an Assa Abloy Group company: www.assaabloydss.com.
 - 2. Krieger Specialty Products: www.kriegerproducts.com/#sle.
 - 3. Mesker, dormakaba Group: www.meskeropeningsgroup.com/#sle.
 - 4. Republic Doors, an Allegion brand: www.republicdoor.com/#sle.
 - 5. Steelcraft, an Allegion brand: www.allegion.com/sle.
 - 6. Technical Glass Products: www.tgpamerica.com.
 - 7. Substitutions: See Section 01 60 00 - Product Requirements.
- B. Tornado-Resistant Hollow Metal Doors and Frames:
 - 1. Any of those listed above meeting the requirements noted.
 - 2. Premier Steel Doors and Frames; Severe Windstorm Rated Doors & Frames: www.trustpremier.com/#sle.
 - 3. Substitutions: See Section 01 60 00 - Product Requirements.

2.02 PERFORMANCE REQUIREMENTS

A. Requirements for Hollow Metal Doors and Frames:

1. Steel Sheet: Comply with one or more of the following requirements; galvanized steel complying with ASTM A653/A653M, cold-rolled steel complying with ASTM A1008/A1008M, or hot-rolled pickled and oiled (HRPO) steel complying with ASTM A1011/A1011M, commercial steel (CS) Type B, for each.
2. Accessibility: Comply with ICC A117.1 and ADA Standards.
3. Exterior Door Top Closures: Flush end closure channel, with top and door faces aligned.
4. Door Edge Profile: Beveled, both sides.
5. Typical Door Face Sheets: Flush. Smooth, seamless, joints mitered, interlocked, welded and ground smooth.
6. Hardware Preparations, Selections and Locations: Comply with NAAMM HMMA 830 and NAAMM HMMA 831 or BHMA A156.115 and ANSI/SDI A250.8 (SDI-100) in accordance with specified requirements.
 - a. Steel Door and Frame Reinforcing:
 - i. Minimum 7 gauge steel of equivalent thread depth for hinges.
 - ii. Minimum 12 gauge steel for other hardware.
7. Zinc Coating for Typical Interior and/or Exterior Locations: Provide metal components zinc-coated (galvanized) and/or zinc-iron alloy-coated (galvannealed) by the hot-dip process in accordance with ASTM A653/A653M, with manufacturer's standard coating thickness, unless noted otherwise for specific hollow metal doors and frames.
 - a. Based on SDI Standards: Provide at least A40/ZF120 (galvannealed) when necessary, coating not required for typical interior door applications, and at least A60/ZF180 (galvannealed) for corrosive locations.

- B. Combined Requirements: If a particular door and frame unit is indicated to comply with more than one type of requirement, comply with the specified requirements for each type; for instance, an exterior door that is also indicated as being sound-rated must comply with the requirements specified for exterior doors and for sound-rated doors; where two requirements conflict, comply with the most stringent.

2.03 HOLLOW METAL DOORS

A. Exterior Doors: Thermally insulated.

1. Based on SDI Standards: ANSI/SDI A250.8 (SDI-100).
 - a. Level 3 - Extra Heavy-duty.
 - b. Physical Performance Level A, 1,000,000 cycles; in accordance with ANSI/SDI A250.4.
 - c. Model 1 - Full Flush.
 - d. Door Face Metal Thickness: 20 gauge, 0.032 inch, minimum.
 - e. Zinc Coating: A60/ZF180 galvannealed coating; ASTM A653/A653M.
2. Core Material: Polyurethane, 1.8 lbs/cu ft minimum density.
3. Door Thermal Resistance: R-Value of 8.7, minimum, for installed thickness of polyurethane.
4. Door Thickness: 1-3/4 inches, nominal.
5. Weatherstripping: Refer to Section 08 71 00.
6. Door Finish: Factory primed and field finished.

2.04 HOLLOW METAL FRAMES

- A. Comply with standards and/or custom guidelines as indicated for corresponding door in accordance with applicable door frame requirements.

- B. Frame Finish: Factory primed and field finished.
- C. General:
 - 1. Comply with the requirements of grade specified for corresponding door.
 - a. ANSI A250.8 Level 2 Doors: 18 gage frames.
 - i. Doors over 4'-0" wide: 16 gauge frames.
 - b. ANSI A250.8 Level 3 Doors: 16 gage frames.
 - 2. Frame Profile: Double rabbet, unless otherwise indicated.
 - 3. Face Width: 2 inches, unless otherwise indicated.
 - 4. Frame Depth: As indicated in door schedule. Contractor to verify wall thicknesses.
 - a. Provide extra deep frames where indicated.
 - 5. Hospital / Terminated Stops: not required
 - 6. Knock-down frames are prohibited.
- D. Exterior Door Frames: Full profile/continuously welded type. Thermally-broken.
 - 1. Galvanizing: Components hot-dipped zinc-iron alloy-coated (galvannealed) in accordance with ASTM A653/A653M, with A40/ZF120 coating.
 - 2. Frame Metal Thickness: 16 gauge, 0.053 inch, minimum.
 - 3. Weatherstripping: Separate, see Section 08 71 00.

2.05 FINISHES

- A. Primer: Rust-inhibiting, complying with ANSI/SDI A250.10, door manufacturer's standard.
- B. Bituminous Coating: Cold-applied asphalt mastic, compounded for 15 mil, 0.015 inch dry film thickness (DFT) per coat; provide inert-type noncorrosive compound free of asbestos fibers, sulfur components, and other deleterious impurities.

2.06 ACCESSORIES

- A. Frame Anchors:
 - 1. Masonry Type: Adjustable strap and stirrup or T-shaped anchors to suit frame size, not less than 0.042 inches thick, with corrugated or perforated straps not less than 2 inches wide by 10 inches long; or wire anchors not less than 0.177 inch thick.
- B. Mechanical Fasteners for Concealed Metal-to-Metal Connections: Self-drilling, self-tapping, steel with electroplated zinc finish.
- C. Grout for Frames: Mortar grout complying with ASTM C476 with maximum slump of 4 inches as measured in accordance with ASTM C143/C143M for hand troweling in place; plaster grout and thinner pumpable grout are prohibited.
- D. Silencers: Resilient rubber, fitted into drilled hole; provide three on strike side of single door, three on center mullion of pairs, and two on head of pairs without center mullions.
 - 1. Coordinate with painter so that silencers are not painted.
- E. Temporary Frame Spreaders: Provide for factory- or shop-assembled frames.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify existing conditions before starting work.
- B. Verify that opening sizes and tolerances are acceptable.
- C. Verify that finished walls are in plane to ensure proper door alignment.

3.02 PREPARATION

- A. Coat inside of non-rated frames to be installed in concrete, masonry or to be grouted, with bituminous coating, prior to installation.

3.03 INSTALLATION

- A. Install doors and frames in accordance with manufacturer's instructions and related requirements of specified door and frame standards or custom guidelines indicated.
- B. Install fire rated units in accordance with NFPA 80.
- C. Coordinate frame anchor placement with wall construction.
- D. Install spray foam insulation at frames at exterior walls.
- E. Grout frames in masonry construction, using hand trowel methods; brace frames so that pressure of grout before setting will not deform frames.
- F. Install door hardware as specified in Section 08 71 00.
 - 1. Comply with recommended practice for hardware placement of doors and frames in accordance with ANSI/SDI A250.6 or NAAMM HMMA 861.
- G. Comply with glazing installation requirements of Section 08 80 00.
- H. Coordinate installation of electrical connections to electrical hardware items.
- I. Touch up damaged factory finishes.

3.04 TOLERANCES

- A. Clearances Between Door and Frame: Comply with related requirements of specified frame standards or custom guidelines indicated in accordance with SDI 117 or NAAMM HMMA 861.
- B. Maximum Diagonal Distortion: 1/16 inch measured with straight edge, corner to corner.

3.05 ADJUSTING

- A. Adjust for smooth and balanced door movement.

3.06 SCHEDULE

- A. Refer to Door and Frame Schedule on the drawings.

END OF SECTION

SECTION 09 21 16
GYPSUM BOARD ASSEMBLIES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Gypsum wallboard.
- B. Joint treatment and accessories.
- C. Textured finish system.

1.02 RELATED REQUIREMENTS

- A. Section 01 50 00 - Construction Facilities and Temporary Controls: temporary partition requirements
- B. Section 06 10 00 - Rough Carpentry: Wood blocking product and execution requirements.
- C. Section 07 92 00 - Joint Sealants: Sealing acoustical gaps in construction other than gypsum board or plaster work.
- D. Section 09 91 23 - Interior Painting: Field painting.

1.03 REFERENCE STANDARDS

- A. AISI S100 - North American Specification for the Design of Cold-Formed Steel Structural Members.
- B. AISI S201 - North American Standard for Cold-Formed Steel Framing - Product Data.
- C. AISI S220 - North American Standard for Cold-Formed Steel Nonstructural Framing.
- D. AISI S240 - North American Standard for Cold-Formed Steel Structural Framing.
- E. ASTM A36/A36M - Standard Specification for Carbon Structural Steel.
- F. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
- G. ASTM A1003/A1003M - Standard Specification for Steel Sheet, Carbon, Metallic- and Nonmetallic-Coated for Cold-Formed Framing Members.
- H. ASTM C1007 - Standard Specification for Installation of Load Bearing (Transverse and Axial) Steel Studs and Related Accessories.
- I. ASTM C475/C475M - Standard Specification for Joint Compound and Joint Tape for Finishing Gypsum Board.
- J. ASTM C754 - Standard Specification for Installation of Steel Framing Members to Receive Screw-Attached Gypsum Panel Products.
- K. ASTM C840 - Standard Specification for Application and Finishing of Gypsum Board.
- L. ASTM C954 - Standard Specification for Steel Drill Screws for the Application of Gypsum Panel Products or Metal Plaster Bases to Steel Studs From 0.033 in. (0.84 mm) to 0.112 in. (2.84 mm) in Thickness.
- M. ASTM C1002 - Standard Specification for Steel Self-Piercing Tapping Screws for Application of Gypsum Panel Products or Metal Plaster Bases to Wood Studs or Steel Studs.
- N. ASTM C1047 - Standard Specification for Accessories For Gypsum Wallboard and Gypsum Veneer Base.
- O. ASTM C1396/C1396M - Standard Specification for Gypsum Board.
- P. ASTM D3273 - Standard Test Method for Resistance to Growth of Mold on the Surface of Interior Coatings in an Environmental Chamber.
- Q. ASTM E90 - Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements.

- R. ASTM E413 - Classification for Rating Sound Insulation.
- S. GA-216 - Application and Finishing of Gypsum Panel Products.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination: Coordinate the installation of gypsum board assemblies with size, location, and installation of service utilities.
- B. Sequencing: Install service utilities in an orderly and expeditious manner.

1.05 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide data on metal framing, gypsum board, accessories, and joint finishing system.
 - 1. Provide manufacturer's data on partition head to structure connectors, showing compliance with requirements.
- C. Shop Drawings: Indicate special details associated with acoustic seals.

1.06 QUALITY ASSURANCE

- A. Designer Qualifications: Perform design under direct supervision of a Professional Engineer experienced in design of this type of work and licensed in the State in which the Project is located.
- B. Installer Qualifications: Company specializing in performing work of the type specified and with at least three years of documented experience.
- C. Perform in accordance with ASTM C 840. Comply with requirements of GA-600 for fire-rated assemblies.

1.07 DELIVERY, STORAGE, AND HANDLING

- A. Store gypsum products and accessories indoors and keep above freezing. Elevate boards above floor, on nonwicking supports, in accordance with manufacturer's recommendations.
- B. Store metal products to prevent corrosion, under cover and above grade.

PART 2 PRODUCTS

2.01 GYPSUM BOARD ASSEMBLIES

- A. Provide completed assemblies complying with ASTM C840 and GA-216.
 - 1. See PART 3 for finishing requirements.

2.02 BOARD MATERIALS

- A. Manufacturers - Gypsum-Based Board:
 - 1. American Gypsum Company: www.americangypsum.com.
 - 2. CertainTeed Corporation: www.certainteed.com.
 - 3. Continental Building Products: www.continental-bp.com.
 - 4. Georgia-Pacific Gypsum: www.gpgypsum.com.
 - 5. National Gypsum Company: www.nationalgypsum.com.
 - 6. PABCO Gypsum: www.pabcogypsum.com.
 - 7. USG Corporation: www.usg.com.
 - 8. Substitutions: See Section 01 60 00 - Product Requirements.
- B. Gypsum Wallboard: Paper-faced gypsum panels as defined in ASTM C1396/C1396M; sizes to minimize joints in place; ends square cut.
 - 1. Application: Use for vertical surfaces and ceilings, unless otherwise indicated.
 - 2. Mold Resistance: Score of 10, when tested in accordance with ASTM D3273.

- a. Mold-resistant board is required whenever board is being installed before the building is enclosed and conditioned.
 - b. Mold resistant board is required at inside face of exterior walls.
- 3. Thickness:
 - a. Vertical Surfaces: 5/8 inch.
 - b. Ceilings: 5/8 inch.
- 4. Paper-Faced Products:
 - a. American Gypsum Company; LightRoc Gypsum Wallboard: www.americangypsum.com/#sle.
 - b. American Gypsum Company; FireBloc Type X Gypsum Wallboard: www.americangypsum.com/#sle.
 - c. American Gypsum Company; FireBloc Type C Gypsum Wallboard: www.americangypsum.com/#sle.
 - d. CertainTeed Corporation; Type C Drywall: www.certainteed.com/#sle.
 - e. CertainTeed Corporation; Type X Drywall: www.certainteed.com/#sle.
 - f. Georgia-Pacific Gypsum; ToughRock: www.gpgypsum.com/#sle.
 - g. Georgia-Pacific Gypsum; ToughRock Fireguard X: www.gpgypsum.com/#sle.
 - h. Georgia-Pacific Gypsum; ToughRock Fireguard C: www.gpgypsum.com/#sle.
 - i. Gold Bond Building Products, LLC provided by National Gypsum Company; Gold Bond Fire-Shield Gypsum Board: www.goldbondbuilding.com/#sle.
 - j. Gold Bond Building Products, LLC provided by National Gypsum Company; Gold Bond Fire-Shield C 5/8" Gypsum Board: www.goldbondbuilding.com/#sle.
 - k. USG Corporation; Sheetrock Brand EcoSmart Panels Firecode X 5/8 in. (15.9 mm): www.usg.com/#sle.
 - l. USG Corporation; Sheetrock Brand Firecode X Panels 5/8 in. (15.9 mm): www.usg.com/#sle.
 - m. USG Corporation; Sheetrock Brand UltraLight Panels Firecode ULIX 5/8 in. (15.9 mm): www.usg.com/#sle.
 - n. Substitutions: See Section 01 60 00 - Product Requirements.

2.03 GYPSUM BOARD ACCESSORIES

- A. Beads, Joint Accessories, and Other Trim: ASTM C1047, rigid plastic, galvanized steel, or rolled zinc, unless noted otherwise.
 - 1. Types: As detailed or required for finished appearance.
 - 2. Special Shapes: In addition to conventional corner bead and control joints, provide U-bead at exposed panel edges.
 - 3. Corner Beads: Low profile, for 90 degree outside corners.
 - 4. Control Joints:
 - a. Type: V-shaped metal with factory-installed protective tape.
 - b. Products:
 - i. Clark Dietrich: #093 Zinc Control Joint (ZNCJ)
 - ii. Substitutions: See Section 01 60 00 - Product Requirements.
- B. Joint Materials: ASTM C475/C475M and as recommended by gypsum board manufacturer for project conditions.
 - 1. Fiberglass Tape: 2 inch wide, coated glass fiber tape for joints and corners.

2. Paper Tape: 2 inch wide, creased paper tape for joints and corners.
3. Joint Compound: Drying type, vinyl-based, ready-mixed.
4. Joint Compound: Setting type, field-mixed.
- C. Textured Finish Materials: Latex-based compound; plain.
- D. Screws for Fastening of Gypsum Panel Products to Cold-Formed Steel Studs Less than 0.033 inches in Thickness and Wood Members: ASTM C1002; self-piercing tapping screws, corrosion-resistant.
- E. Screws for Fastening of Gypsum Panel Products to Steel Members from 0.033 to 0.112 inch in Thickness: ASTM C954; steel drill screws, corrosion-resistant.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that project conditions are appropriate for work of this section to commence.

3.02 FRAMING INSTALLATION

- A. Studs: Space studs as permitted by standard unless noted more restrictively on Drawings.
 1. Extend partition framing to structure where indicated and to ceiling in other locations.
 2. Partitions Terminating at Ceiling: Attach ceiling runner securely to ceiling track in accordance with manufacturer's instructions.
 3. Partitions Terminating at Structure: Attach top runner to structure, maintain clearance between top of studs and structure, and connect studs to track using specified mechanical devices in accordance with manufacturer's instructions; verify free movement of top of stud connections; do not leave studs unattached to track.
- B. Openings: Reinforce openings as required for weight of doors or operable panels, using not less than double studs at jambs.
- C. Blocking: Install wood blocking for support of:
 1. Framed openings.

3.03 BOARD INSTALLATION

- A. Comply with ASTM C840, GA-216, and manufacturer's instructions. Install to minimize butt end joints, especially in highly visible locations.
- B. Single-Layer Nonrated: Install gypsum board in most economical direction, with ends and edges occurring over firm bearing.

3.04 INSTALLATION OF TRIM AND ACCESSORIES

- A. Control Joints: Place control joints consistent with lines of building spaces and as indicated.
 1. Not more than 30 feet apart on walls and ceilings over 50 feet long.
- B. Corner Beads: Install at external corners, using longest practical lengths.
- C. Edge Trim: Install at locations where gypsum board abuts dissimilar materials.

3.05 JOINT TREATMENT

- A. Paper Faced Gypsum Board: Use paper joint tape, embed with drying type joint compound and finish with drying type joint compound.
- B. Finish gypsum board in accordance with levels defined in ASTM C840, as follows:
 1. Level 1.
- C. Tape, fill, and sand exposed joints, edges, and corners to produce smooth surface ready to receive finishes.
 1. Feather coats of joint compound so that camber is maximum 1/32 inch.
 2. Taping, filling, and sanding are not required at base layer of double-layer applications.

3.06 TOLERANCES

- A. Maximum Variation of Finished Gypsum Board Surface from True Flatness: 1/8 inch in 10 feet in any direction.

3.07 PROTECTION

- A. Protect installed gypsum board assemblies from subsequent construction operations.

END OF SECTION

SECTION 09 91 13
EXTERIOR PAINTING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Surface preparation.
- B. Field application of paints.
- C. Scope: Finish exterior surfaces exposed to view, unless fully factory-finished and unless otherwise indicated.
 - 1. Exposed surfaces of steel lintels and ledge angles, hollow metal doors, and bollards.
- D. Do Not Paint or Finish the Following Items:
 - 1. Items factory-finished unless otherwise indicated; materials and products having factory-applied primers are not considered factory finished.
 - 2. Items indicated to receive other finishes.
 - 3. Items indicated to remain unfinished.
 - 4. Fire rating labels, equipment serial number and capacity labels, and operating parts of equipment.
 - 5. Stainless steel, anodized aluminum, bronze, terne-coated stainless steel, zinc, and lead.
 - 6. Floors, unless specifically indicated.
 - 7. Brick, glass unit masonry, architectural concrete, cast stone, integrally colored plaster and stucco.

1.02 RELATED REQUIREMENTS

- A. Section 05 50 00 - Metal Fabrications: Shop-primed items.
- B. Section 08 11 13 - Hollow Metal Doors and Frames: Shop-primed items for field painting.

1.03 DEFINITIONS

- A. Comply with ASTM D16 for interpretation of terms used in this section.

1.04 REFERENCE STANDARDS

- A. 40 CFR 59, Subpart D - National Volatile Organic Compound Emission Standards for Architectural Coatings; U.S. Environmental Protection Agency.
- B. ASTM D16 - Standard Terminology for Paint, Related Coatings, Materials, and Applications.
- C. MPI (APSM) - Master Painters Institute Architectural Painting Specification Manual.
- D. SSPC-SP 1 - Solvent Cleaning.
- E. SSPC-SP 2 - Hand Tool Cleaning.
- F. SSPC-SP 6 - Commercial Blast Cleaning.

1.05 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide complete list of products to be used, with the following information for each:
 - 1. Manufacturer's name, product name and/or catalog number, and general product category (e.g. "alkyd enamel").
 - 2. Cross-reference to specified paint system(s) product is to be used in; include description of each system.
- C. Samples: Submit two paper "draw down" samples, 8-1/2 by 11 inches in size, illustrating range of colors available for each finishing product specified.

1. Where sheen is specified, submit samples in only that sheen.
2. Where sheen is not specified, discuss sheen options with Architect before preparing samples, to eliminate sheens not required.

1.06 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified, with minimum five years documented experience.
- B. Applicator Qualifications: Company specializing in performing the type of work specified with minimum three years experience.

1.07 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.
- B. Container Label: Include manufacturer's name, type of paint, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions for mixing and reducing.
- C. Paint Materials: Store at minimum ambient temperature of 45 degrees F and a maximum of 90 degrees F, in ventilated area, and as required by manufacturer's instructions.

1.08 FIELD CONDITIONS

- A. Do not apply materials when surface and ambient temperatures are outside the paint product manufacturer's temperature ranges.
- B. Follow manufacturer's recommended procedures for producing best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.
- C. Do not apply exterior paint and finishes during rain or snow, or when relative humidity is outside the humidity ranges required by the paint product manufacturer.
- D. Minimum Application Temperatures for Latex Paints: 50 degrees F for exterior; unless required otherwise by manufacturer's instructions.
- E. Provide lighting level of 80 ft candles measured mid-height at substrate surface.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Provide paints and finishes from the same manufacturer to the greatest extent possible.
 1. If a single manufacturer cannot provide specified products, minor exceptions will be permitted provided approval by Architect is obtained using the specified procedures for substitutions.
 2. Substitution of other products by the same manufacturer is preferred over substitution of products by a different manufacturer.
 3. Substitution of a different paint system using MPI-approved products by the same manufacturer will be considered.
- B. Paints:
 1. Benjamin Moore & Co: www.benjaminmoore.com.
 2. Diamond Vogel Paints: www.diamondvogel.com/#sle.
 3. PPG Paints: www.ppgpaints.com/#sle.
 4. Sherwin-Williams Company: www.sherwin-williams.com/#sle.
- C. Primer Sealers: Same manufacturer as top coats.
- D. Substitutions: See Section 01 60 00 - Product Requirements.

2.02 PAINTS AND FINISHES - GENERAL

- A. Paints and Finishes: Ready-mixed, unless required to be a field-catalyzed paint.

1. Provide paints and finishes of a soft paste consistency, capable of being readily and uniformly dispersed to a homogeneous coating, with good flow and brushing properties, and capable of drying or curing free of streaks or sags.
 2. Provide materials that are compatible with one another and the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
 3. For opaque finishes, tint each coat including primer coat and intermediate coats, one-half shade lighter than succeeding coat, with final finish coat as base color.
 4. Supply each paint material in quantity required to complete entire project's work from a single production run.
 5. Do not reduce, thin, or dilute paint or finishes or add materials unless such procedure is described explicitly in manufacturer's product instructions.
- B. Volatile Organic Compound (VOC) Content:
1. Provide paints and finishes that comply with the most stringent requirements specified in the following:
 - a. 40 CFR 59, Subpart D--National Volatile Organic Compound Emission Standards for Architectural Coatings.
 - b. Architectural coatings VOC limits of the State in which the Project is located.
 2. Determination of VOC Content: Testing and calculation in accordance with 40 CFR 59, Subpart D (EPA Method 24), exclusive of colorants added to a tint base and water added at project site; or other method acceptable to authorities having jurisdiction.
- C. Sheens: Provide the sheens specified; where sheen is not specified, sheen will be selected later by Architect from the manufacturer's full line.
- D. Colors: As indicated in drawings.
1. Allow for same number of colors indicated in Finish Schedule, plus three additional samples, without additional cost to Owner.
 2. Extend colors to surface edges; colors may change at any edge as directed by Architect.

2.03 PAINT SYSTEMS - EXTERIOR

- A. Galvanized Metals, Alkyd, 3 Coat:
1. One coat galvanize primer. Applied to result in a dry film thickness of not less than 2.0 mils.
 - a. Benjamin Moore; Super Spec Acrylic Metal Primer P04
 - b. Diamond Vogel: Vers-Acryl 300 Acrylic Maintenance Primer/Finish.
 - c. PPG Paints; 6-209 SpeedHide Interior/Exterior Galvanized Steel Primer.
 - d. Sherwin-Williams; Galvite HS Paint B50WZ30.
 2. Semi-gloss: Two coats of alkyd enamel. Applied to result in a dry film thickness of not less than 2.0 mil per coat.
 - a. Benjamin Moore; Super Spec HP "D.T.M. Alkyd Semi-Gloss P24.
 - b. Diamond Vogel: CoteAll Multi-Purpose Alkyd Semi Gloss
 - c. PPG Paints; Dev-Guard Semi-Gloss Enamel. 4306.
 - d. Sherwin-Williams; Industrial Enamel B-54 Series.

2.04 ACCESSORY MATERIALS

- A. Accessory Materials: Provide primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials as required for final completion of painted surfaces.
- B. Patching Material: Latex filler.
- C. Fastener Head Cover Material: Latex filler.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Do not begin application of paints and finishes until substrates have been properly prepared.
- B. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
- C. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially effect proper application.
- D. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- E. Test shop-applied primer for compatibility with subsequent cover materials.

3.02 PREPARATION

- A. Clean surfaces thoroughly and correct defects prior to application.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Remove or mask surface appurtenances, including electrical plates, hardware, light fixture trim, escutcheons, and fittings, prior to preparing surfaces for finishing.
- D. Seal surfaces that might cause bleed through or staining of topcoat.
- E. Remove mildew from impervious surfaces by scrubbing with solution of tetra-sodium phosphate and bleach. Rinse with clean water and allow surface to dry.
- F. Galvanized Surfaces:
 - 1. Remove surface contamination and oils and wash with solvent according to SSPC-SP 1.
 - 2. Prepare surface according to SSPC-SP 2.
- G. Ferrous Metal:
 - 1. Solvent clean according to SSPC-SP 1.
 - 2. Shop-Primed Surfaces: Sand and scrape to remove loose primer and rust. Feather edges to make touch-up patches inconspicuous. Clean surfaces with solvent. Prime bare steel surfaces. Re-prime entire shop-primed item.
 - 3. Remove rust, loose mill scale, and other foreign substances using methods recommended in writing by paint manufacturer and blast cleaning according to SSPC-SP 6 "Commercial Blast Cleaning". Protect from corrosion until coated.
- H. Metal Doors to be Painted: Prime metal door top and bottom edge surfaces.

3.03 APPLICATION

- A. Remove unfinished louvers, grilles, covers, and access panels on mechanical and electrical components and paint separately.
- B. Apply products in accordance with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual".
- C. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
- D. Apply each coat to uniform appearance.
- E. Dark Colors and Deep Clear Colors: Regardless of number of coats specified, apply additional coats until complete hide is achieved.
- F. Sand metal surfaces lightly between coats to achieve required finish.
- G. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust and particles just prior to applying next coat.

3.04 CLEANING

- A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.

3.05 PROTECTION

- A. Protect finishes until completion of project.
- B. Touch-up damaged finishes after Substantial Completion.

END OF SECTION

DRAFT AIA® Document A105® – 2017

Standard Short Form of Agreement Between Owner and Contractor

AGREEMENT made as of the « » day of « » in the year « »
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

« »
« »
« »
« »

and the Contractor:
(Name, legal status, address and other information)

« »
« »
« »
« »

for the following Project:
(Name, location and detailed description)

« »
« »
« »

The Architect:
(Name, legal status, address and other information)

« »
« »
« »
« »

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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ARTICLE 1 THE CONTRACT DOCUMENTS

The Contractor shall complete the Work described in the Contract Documents for the Project. The Contract Documents consist of

- .1 this Agreement signed by the Owner and Contractor;
- .2 the drawings and specifications prepared by the Architect, dated « », and enumerated as follows:

Drawings:

Number	Title	Date

Specifications:

Section	Title	Pages

- .3 addenda prepared by the Architect as follows:

Number	Date	Pages

- .4 written orders for changes in the Work, pursuant to Article 10, issued after execution of this Agreement; and

.5 other documents, if any, identified as follows:

« »

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 2.1 The Contract Time is the number of calendar days available to the Contractor to substantially complete the Work.

§ 2.2 Date of Commencement:

Unless otherwise set forth below, the date of commencement shall be the date of this Agreement.

(Insert the date of commencement if other than the date of this Agreement.)

« »

§ 2.3 Substantial Completion:

Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion, as defined in Section 12.5, of the entire Work:

(Check the appropriate box and complete the necessary information.)

[« »] Not later than « » (« ») calendar days from the date of commencement.

[« »] By the following date: « »

§ 2.4 Final Completion:

Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Final Completion, as defined in Section 12.6, of the entire Work:

(Check the appropriate box and complete the necessary information.)

[« »] Not later than « » (« ») calendar days from the date of commencement.

[« »] By the following date: «November 14, 2024»

ARTICLE 3 CONTRACT SUM

§ 3.1 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work. Subject to additions and deductions in accordance with Article 10, the Contract Sum is:

« » (\$ « »)

ARTICLE 4 PAYMENTS

§ 4.1 Provided that an Application for Payment is received by the Architect and forwarded to the Owner not later than the 1st day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the last day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than thirty days after the Architect receives the Application for Payment and forwards the same to the Owner.

§ 4.2 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at one percent per annum.

ARTICLE 5 INSURANCE

§ 5.1 The Contractor shall maintain the following types and limits of insurance until the expiration of the period for correction of Work as set forth in Section 14.2, subject to the terms and conditions set forth in this Section 5.1:

§ 5.1.1 Commercial General Liability insurance for the Project, written on an occurrence form, with policy limits of not less than « » (\$ « ») each occurrence, « » (\$ « ») general aggregate, and « » (\$ « ») aggregate for products-completed operations hazard.

§ 5.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than « » (\$ « ») per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 5.1.3 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided that such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Section 5.1.1 and 5.1.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 5.1.4 Workers' Compensation at statutory limits.

§ 5.1.5 Employers' Liability with policy limits not less than Iowa legal limits.

§ 5.1.6 The Contractor shall provide builder's risk insurance to cover the total value of the entire Project on a replacement cost basis.

§ 5.1.7 Other Insurance Provided by the Contractor

§ 5.2 The Contractor shall ensure the Owner is named as an additional insured on the policies required to be carried by the Contractor under this Article 5. The Contractor's Insurance shall contain a Non-Waiver of Governmental Immunities Endorsement pursuant to Chapter 670.4 of the Iowa Code.

§ 5.3 The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance and shall provide property insurance to cover the value of the Owner's property. The Contractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner's property insurance.

§ 5.4 The Contractor shall obtain an endorsement to its Commercial General Liability insurance policy to provide coverage for the Contractor's obligations under Section 8.12.

§ 5.5 Prior to commencement of the Work, each party shall provide certificates of insurance showing their respective coverages.

§ 5.6 Unless specifically precluded by the Owner's property insurance policy, the Owner and Contractor waive all rights against (1) each other and any of their subcontractors, suppliers, agents, and employees, each of the other; and (2) the Architect, Architect's consultants, and any of their agents and employees, for damages caused by fire or other causes of loss to the extent those losses are covered by property insurance or other insurance applicable to the Project, except such rights as they have to the proceeds of such insurance.

ARTICLE 6 GENERAL PROVISIONS

§ 6.1 The Contract

The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a written modification in accordance with Article 10. The Contract shall be signed by the Owner and Contractor. No Contract shall be formed between the parties until all Contract Documents are approved by the City Council and executed by both parties.

§ 6.2 The Work

The term "Work" means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment, and services provided, or to be provided, by the Contractor to fulfill the Contractor's obligations.

§ 6.3 Intent

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

§ 6.4 Ownership and Use of Architect's Drawings, Specifications and Other Documents

Documents prepared by the Architect are instruments of the Architect's service for use solely with respect to this Project. For the purposes of this Agreement only, the Architect shall retain all common law, statutory, and other reserved rights, including the copyright. The Contractor, subcontractors, sub-subcontractors, and suppliers are authorized to use and reproduce the instruments of service solely and exclusively for execution of the Work. The instruments of service may not be used for other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Architect.

§ 6.5 Electronic Notice

Written notice under this Agreement may be given by one party to the other by email as set forth below.
(Insert requirements for delivering written notice by email such as name, title, and email address of the recipient, and whether and how the system will be required to generate a read receipt for the transmission.)

« »

ARTICLE 7 OWNER

§ 7.1 Information and Services Required of the Owner

§ 7.1.1 If requested by the Contractor, the Owner shall furnish all necessary surveys and a legal description of the site. The Contractor shall not be entitled to rely on the accuracy of information furnished by the Owner. The Contractor shall compare information furnished by the Owner and the Contract Documents and shall report to the Owner and Architect any conflicts, errors, or omissions. Contractor shall be responsible for any additional costs, delays, or damages resulting from the Contractor's failure to immediately report any such errors, inconsistencies, or omissions.

§ 7.1.2 Except for permits and fees under Section 8.7.1 that are the responsibility of the Contractor, the Owner shall obtain and pay for other necessary approvals, easements, assessments, and charges.

§ 7.1.3 Prior to commencement of the Work, at the written request of the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence.

§ 7.2 Owner's Right to Stop the Work

If the Contractor fails to correct Work which is not in accordance with the Contract Documents, the Owner may direct the Contractor in writing to stop the Work until the correction is made.

§ 7.3 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, the Architect may withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the cost of correction, provided the actions of the Owner and amounts charged to the Contractor were approved by the Architect.

§ 7.4 Owner's Right to Perform Construction and to Award Separate Contracts

§ 7.4.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project.

§ 7.4.2 The Contractor shall coordinate and cooperate with the Owner's own forces and separate contractors employed by the Owner.

ARTICLE 8 CONTRACTOR

§ 8.1 Review of Contract Documents and Field Conditions by Contractor

§ 8.1.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents. In no case shall the Contractor proceed with any portion of the Work if there is any uncertainty.

§ 8.1.2 The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies, or omissions discovered to the Architect.

§ 8.2 Contractor's Construction Schedule

The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work.

§ 8.3 Supervision and Construction Procedures

§ 8.3.1 The Contractor shall supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work.

§ 8.3.2 The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner, through the Architect, the names of subcontractors or suppliers for each portion of the Work. The Contractor shall not contract with any subcontractor or supplier to whom the Owner or Architect have made a timely and reasonable objection.

§ 8.4 Labor and Materials

§ 8.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Work required by the Contract Documents to be performed after working hours or work the Contractor elects to perform after hours shall be completed at no additional cost to the Owner.

§ 8.4.2 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 8.5 Warranty

The Contractor warrants to the Owner and Architect that: (1) materials and equipment furnished under the Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents. Any material or equipment warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 12.5.

§ 8.6 Taxes

A sales tax exemption certificate will be available for all material purchased for incorporation in the project. The Contractor shall not incur, or charge the Owner, for any sales tax related to the Work.

§ 8.7 Permits, Fees and Notices

§ 8.7.1 The Contractor shall obtain and pay for the building permit and other permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work.

§ 8.7.2 The Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs. The Contractor shall promptly notify the Architect in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules, and regulations.

§ 8.8 Submittals

The Contractor shall promptly review, approve in writing, and submit to the Architect shop drawings, product data, samples, and similar submittals required by the Contract Documents. Shop drawings, product data, samples, and similar submittals are not Contract Documents.

§ 8.9 Use of Site

The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents, and the Owner.

§ 8.10 Cutting and Patching

The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.

§ 8.11 Cleaning Up

The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, the Contractor shall remove its tools, construction equipment, machinery, and surplus material; and shall properly dispose of waste materials.

§ 8.12 Indemnification

The Contractor shall indemnify and hold the Owner and Architect harmless against any liabilities, damages, loss and expenses, including but not limited to attorneys' fees, related to the Contractor's performance of the Work.

ARTICLE 9 ARCHITECT

§ 9.1 The Architect will provide administration of the Contract as described in the Contract Documents. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 9.2 The Architect will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work, or as otherwise outlined in the Agreement between Owner and Architect.

§ 9.3 The Architect will not have control over or charge of, and will not be responsible for, construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. The Architect will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

§ 9.4 Based on the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor.

§ 9.5 The Architect has authority to reject Work that does not conform to the Contract Documents with notice provided to Owner.

§ 9.6 The Architect will promptly review and approve or take appropriate action upon Contractor's submittals, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 9.7 On written request from either the Owner or Contractor, the Architect will promptly interpret and decide matters concerning performance under, and requirements of, the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon, in writing, or otherwise with reasonable promptness.

§ 9.8 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from the Contract Documents, and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either and will not be liable for results of interpretations or decisions rendered in good faith.

§ 9.9 The Architect's duties, responsibilities, and limits of authority as described in the Contract Documents shall not be changed without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

ARTICLE 10 CHANGES IN THE WORK

§ 10.1 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract, consisting of additions, deletions or other revisions, and the Contract Sum and Contract Time shall be adjusted accordingly, in writing. No claim for an adjustment to the Contract Sum shall be effective unless a written change order is prepared, approved, and signed by the Owner.

§ 10.2 The Architect may authorize or order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Such authorization or order shall be in writing and shall be binding on the Owner and Contractor. The Contractor shall proceed with such minor changes promptly.

§ 10.3 If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment.

ARTICLE 11 TIME

§ 11.1 Time limits stated in the Contract Documents are of the essence of the Contract.

§ 11.2 If the Contractor is delayed at any time in progress of the Work by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond the Contractor's control, the Contract Time shall be subject to equitable adjustment.

§ 11.3 A time adjustment under subsection 11.2 shall be Contractor's sole remedy for a delay in the Work.

ARTICLE 12 PAYMENTS AND COMPLETION

§ 12.1 Contract Sum

The Contract Sum stated in this Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 12.2 Applications for Payment

§ 12.2.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment for Work completed in accordance with the values stated in this Agreement. The Application shall be supported by data substantiating the Contractor's right to payment as the Owner or Architect may reasonably require, such as evidence of payments made to, and waivers of liens from, subcontractors and suppliers. Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 12.2.2 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or other encumbrances adverse to the Owner's interests.

§ 12.3 Certificates for Payment

The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner in writing of the Architect's reasons for withholding certification in part; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole. If certification or notification is not made within such seven day period, the Contractor may, upon seven additional days' written notice to the Owner and Architect, stop

the Work until payment of the amount owing has been received. The Contract Time and the Contract Sum shall be equitably adjusted due to the delay.

§ 12.4 Progress Payments

§ 12.4.1 After the Architect has issued a Certificate for Payment and released it to the Owner, the Owner shall pay the certified amount as required by the Contract Documents and Iowa Code Chapter 573.

§ 12.4.2 The Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the Owner, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.

§ 12.4.3 Neither the Owner nor the Architect shall have responsibility for payments to a subcontractor or supplier.

§ 12.4.4 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

§ 12.4.5 Payment to the Contractor will be made by the Owner from cash on hand from sources as may be legally available.

§ 12.5 Substantial Completion

§ 12.5.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use, subject only to completion of minor punch list items, the absence of completion of which does not interfere with the Owner's intended use of the project. The Contractor assumes the responsibility for notifying the Architect in writing when ready for final review of Contract. This letter to the Architect shall include the date after which the Contractor will be ready for final review of Contract. Designated portions of the Work will be reviewed separately.

§ 12.5.2 When the Contractor believes that the Work or designated portion thereof is substantially complete, it will notify the Architect and the Architect will make an inspection to determine whether the Work is substantially complete. When the Architect determines that the Work is substantially complete, the Architect shall prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, establish the responsibilities of the Owner and Contractor, and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 12.6 Final Completion and Final Payment

§ 12.6.1 Upon receipt of a final Application for Payment, the Architect will inspect the Work. When the Architect finds the Work acceptable and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment.

§ 12.6.2 Final payment will be paid by the Owner in accordance with Iowa Code Chapter 573.

§ 12.6.3 Acceptance of final payment by the Contractor, a subcontractor or supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

§ 12.6.4 The Contractor shall reimburse the Owner for any additional architectural or attorney's fees incurred by the Owner because of the Contractor's failure to Finally Complete the Work within the time outlined in the Contract Documents or within sixty days after the date specified in the Contract Documents for Substantial Completion, whichever occurs first.

ARTICLE 13 PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees on the Work and other persons who may be affected thereby, the Work and materials and equipment to be incorporated therein, and other property at the site or

adjacent thereto. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, or by anyone for whose acts the Contractor may be liable.

ARTICLE 14 CORRECTION OF WORK

§ 14.1 The Contractor shall promptly correct Work rejected by the Architect as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement, and additional testing.

§ 14.2 In addition to the Contractor's other obligations including warranties under the Contract, the Contractor shall, for a period of one year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents.

§ 14.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 7.3.

§ 14.4 If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable.

ARTICLE 15 MISCELLANEOUS PROVISIONS

§ 15.1 Assignment of Contract

Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

§ 15.2 Tests and Inspections

§ 15.2.1 At the appropriate times, the Contractor shall arrange and bear cost of tests, inspections, and approvals of portions of the Work required by the Contract Documents or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 15.2.2 If the Architect requires additional testing, the Contractor shall perform those tests.

§ 15.2.3 The Owner shall bear cost of tests, inspections, or approvals that do not become requirements until after the Contract is executed. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 15.3 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

ARTICLE 16 TERMINATION OF THE CONTRACT

§ 16.1 Termination by the Contractor

If the Work is stopped under Section 12.3 for a period of 14 days through no fault of the Contractor, the Contractor may, upon seven additional days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed including reasonable overhead and profit, and costs incurred by reason of such termination.

§ 16.2 Termination by the Owner for Cause

§ 16.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the subcontractors;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 is otherwise guilty of substantial breach of a provision of the Contract Documents.

§ 16.2.2 When any of the above reasons exist, the Owner, after consultation with the Architect, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may

- .1 take possession of the site and of all materials thereon owned by the Contractor, and
- .2 finish the Work by whatever reasonable method the Owner may deem expedient.

§ 16.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 16.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 16.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the Contract.

§ 16.3 Termination by the Owner for Convenience

The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. The Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

ARTICLE 17 OTHER TERMS AND CONDITIONS

§ 17.1 Submission by Contractor of Performance and Payment Bonds

Within three days of the approval of this Contract by the Owner, the Contractor shall submit performance and payment bonds in the full amount of the Contract Sum, as required by Iowa law.

§ 17.2 Compliance by Contractor of All Laws

The Contractor shall comply with all laws in performing the Work. Contractor shall take all necessary precautions to keep the site and Work in compliance with the safety and health regulations for construction issued by the Bureau of Labor Standards of the U.S. Department of Labor and the Occupational Safety and Health Standards, as amended and as enforced by the State of Iowa.

§ 17.3 Compliance by Contractor of All State and Federal Civil Rights Laws

The Contractor shall conform in all respects with the provisions of the Federal Civil Rights Act, the Code of Iowa, Chapter 216 Civil Rights Commission and the rules and regulations adopted thereto by the Iowa Civil Rights Commission. The Contractor shall not discriminate against any employee or applicant because of race, age, creed, color, sex, national origin, religion, marital status, parental status, sexual orientation, gender identity, or any other protected class under state or federal law. The Contractor will select qualified applicants with disabilities who can perform the essential functions of the job or position with or without reasonable accommodations. The Contractor shall comply with all applicable federal, state, and local laws, rules, regulations, ordinances, policies, and procedures, and the Iowa Smoke Free Air Act. The Contractor shall require similar clauses in all its subcontracts for service or materials.

§ 17.4 Resolution of Claims or Disputes by Litigation in Court

A claim or dispute arising under this Contract shall be resolved by litigation in a court of competent jurisdiction. If the Owner is the prevailing party in such an action, the Owner shall be entitled to the recovery of its actual attorney's fees and court costs incurred.

This Agreement entered into as of the day and year first written above.

(If required by law, insert cancellation period, disclosures or other warning statements above the signatures.)

« »

OWNER (Signature)

« »« »

(Printed name and title)

CONTRACTOR (Signature)

« »« »

(Printed name and title)

LICENSE NO.:

JURISDICTION:

DESIGN CODES & LOADS:

THE STRUCTURAL DESIGN OF THIS PROJECT SHALL BE IN ACCORDANCE WITH THE "2018 INTERNATIONAL BUILDING CODE" (IBC). "MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES" (ASCE/SEI 7-16), AND APPLICABLE REFERENCED STANDARDS. ALL LOADS REQUIRED FOR DESIGN BY OTHERS AND NOT LISTED BELOW SHALL BE IN ACCORDANCE WITH THESE REQUIREMENTS.

OCCUPANCY CATEGORY: "I"

ROOF LIVE LOADS:
GROUND SNOW Pg = 30 psf
EXPOSURE FACTOR Ce = 1.0
IMPORTANCE FACTOR I = 1.0
THERMAL FACTOR Ct = 1.0
MINIMUM ROOF SNOW LOAD Pt = 25 psf
*DRIFTING & UNBALANCED LOADS SHALL BE IN ACCORDANCE WITH ASCE/SEI 7 CALCULATED WITH PI AND Pg SPECIFIED

WIND LOADS:
ULTIMATE WIND SPEED (3 SEC GUST) 115 MPH
IMPORTANCE FACTOR I = 1.0
EXPOSURE CATEGORY B
INTERNAL PRESSURE COEFFICIENT ± 0.18

SEISMIC LOADS:
SITE CLASS D
DESIGN CATEGORY B
IMPORTANCE FACTOR I = 1.0
MAPPED SPECTRAL RESPONSE Ss = 0.062

GENERAL NOTES:

ELEVATIONS NOTED THUS + (17'-8") ARE TO TOP OF SLABS, BEAMS OR OTHER STRUCTURAL FEATURES WITH REFERENCE TO THE FINISHED FIRST LEVEL FLOOR SLAB = (0'-0").

FIELD VERIFY ALL EXISTING CONDITIONS, DIMENSIONS, AND ELEVATIONS PRIOR TO FABRICATION AND/ OR CONSTRUCTION OF ANY ITEMS. REPORT ANY DISCREPANCIES TO OWNER AND ENGINEER.

STRUCTURAL DRAWINGS SHALL BE COORDINATED WITH SITE, ARCHITECTURAL, MECHANICAL, AND ELECTRICAL DRAWINGS AND BETWEEN DRAWINGS AND SPECIFICATIONS. REPORT ANY DISCREPANCIES AND/ OR INTERFERENCE PROBLEMS TO OWNER AND ENGINEER.

VERIFY SIZE AND LOCATION OF ALL OPENINGS OR INSERTS AS REQUIRED BY MECHANICAL, ELECTRICAL OR PLUMBING CONTRACTORS. ANY OPENINGS OR INSERTS SHOWN ON STRUCTURAL DRAWINGS ARE FOR GENERAL INFORMATION ONLY AND SHALL BE VERIFIED PRIOR TO FRAMING.

NO BEAMS, JOISTS, COLUMNS OR SLABS SHALL BE FIELD CUT OR MODIFIED WITHOUT THE STRUCTURAL ENGINEER'S WRITTEN APPROVAL.

SHOP DRAWINGS, MIX DESIGNS, PRODUCT DATA, AND CALCULATIONS SCHEDULED BELOW SHALL BE SUBMITTED FOR APPROVAL OF ALL STRUCTURAL COMPONENTS PRIOR TO FABRICATION AND/ OR CONSTRUCTION. SEE SPECIFICATIONS FOR SUBMITTAL REQUIREMENTS.

1. CONCRETE & REINFORCEMENT
 - A. CONCRETE MIX DESIGN
 - B. REINFORCING STEEL DRAWINGS
 - C. SLAB-ON-GRADE JOINT LAYOUT
2. WOOD TRUSSES
 - A. STRUCTURAL CALCULATIONS
 - B. TRUSS LAYOUT AND PROFILES

ANY ENGINEERING DESIGN PROVIDED BY OTHERS AND SUBMITTED FOR REVIEW OR RECORD SHALL BEAR THE STAMP AND SIGNATURE OF A PROFESSIONAL ENGINEER LICENSED IN THE STATE WHERE THE PROJECT IS LOCATED.

CONTRACTOR IS RESPONSIBLE TO CHECK SHOP DRAWINGS, ETC. PRIOR TO SUBMITTAL TO ARCHITECT OR ENGINEER. SHOP DRAWINGS NOT CHECKED WILL BE RETURNED. CONTRACTOR SHALL VERIFY DIMENSIONS, QUANTITIES, AND COORDINATE WITH ALL OTHER TRADES.

SPECIAL-INSPECTIONS & TESTING SCHEDULE:

A SPECIAL INSPECTION AND TESTING PROGRAM SHALL BE PERFORMED IN ACCORDANCE WITH CHAPTER 17 OF THE IBC AND THE PROJECT MANUAL.

A SPECIAL INSPECTION AND TESTING PROGRAM REVIEW MEETING IS REQUIRED PRIOR TO CONSTRUCTION. THE STRUCTURAL ENGINEER, SPECIAL INSPECTOR, CITY INSPECTOR, GENERAL CONTRACTOR, AND ALL SUBCONTRACTORS PERFORMING STRUCTURAL WORK SHALL BE IN ATTENDANCE.

THE FOLLOWING ITEMS SHALL BE INCLUDED IN THE SPECIAL INSPECTION AND TESTING PROGRAM:

1. SPECIAL GRADING, EXCAVATION AND FILLING
 - A. SUBGRADE PREPARATION
 - B. VERIFY COMPACTION OF FILL MATERIAL
 - C. VERIFY DESIGN BEARING CAPACITY
 - D. EXPANSIVE SOIL CHARACTERISTICS
2. STEEL REINFORCEMENT
 - A. PLACEMENT INSPECTION
 - B. WELDED REINFORCEMENT
3. CONCRETE
 - A. AIR TESTS
 - B. SLUMP TESTS
 - C. CONCRETE TEMPERATURE
 - D. COMPRESSION TESTS
 - E. POST INSTALLED ANCHORS
4. BOLTS INSTALLED IN CONCRETE
 - A. PRIOR TO AND DURING CONCRETE PLACEMENT

AS PRESCRIBED IN SECTION 1705.7.2) OF THE IBC, SPECIAL INSPECTIONS ARE NOT REQUIRED FOR STRUCTURAL STEEL FABRICATION PROVIDED THAT THE WORK IS DONE ON THE PREMISES OF A FABRICATOR THAT IS AISC CERTIFIED.

CONSTRUCTION PROCEDURES & SAFETY REQUIREMENTS:

COMPLY WITH ALL APPLICABLE CITY, COUNTY, STATE, AND FEDERAL LAWS, INCLUDING THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) AND REGULATIONS ADOPTED PURSUANT THERETO.

THE STRUCTURAL CONTRACT DOCUMENTS REPRESENT THE FINISHED STRUCTURE. THEY DO NOT INDICATE THE MEANS AND METHODS OF CONSTRUCTION, UNLESS NOTED OR INDICATED OTHERWISE.

ENGAGE PROPERLY QUALIFIED PERSONS TO DETERMINE WHERE AND HOW TEMPORARY PRECAUTIONARY MEASURES SHALL BE USED.

PROVIDE ALL MEASURES NECESSARY TO PROTECT THE WORKERS AND ALL OTHER PERSONS DURING CONSTRUCTION. PROVIDE ALL NECESSARY MEASURES TO AVOID EXCESSIVE STRESSES AND TO HOLD THE STRUCTURAL ELEMENTS IN PLACE DURING CONSTRUCTION. SUCH MEASURES SHALL INCLUDE, BUT NOT BE LIMITED TO: BRACING, SHORING FOR CONSTRUCTION EQUIPMENT, SHORING FOR EARTH BANKS, FORMS, SCAFFOLDING, PLANKING, SAFETY NETS, SUPPORT AND BRACING FOR CRANES AND HOISTS, GUYING, ETC...

SUPERVISE AND DIRECT THE WORK SO AS TO MAINTAIN SOLE RESPONSIBILITY FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES.

OBSERVATION VISITS TO THE SITE BY STRUCTURAL ENGINEER'S FIELD REPRESENTATIVES SHALL NOT INCLUDE ABOVE NOTED ITEMS.

CONCRETE AND REINFORCEMENT:

CONCRETE WORK SHALL BE IN ACCORDANCE WITH "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS (ACI 301)" AND "BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE (ACI 318)" UNLESS NOTED OTHERWISE.

PROVIDE CONCRETE WITH MINIMUM 28 DAY COMPRESSIVE STRENGTH (F'c) AS SHOWN BELOW:
FOOTINGS 3,500 psi
FOUNDATION WALLS 4,000 psi
ALL OTHER CONCRETE 4,000 psi

PROVIDE CONCRETE WITH MAXIMUM WATER/CEMENT RATIO AS SHOWN BELOW:
3,500 psi 0.50
4,000 psi 0.45
5,000 psi 0.40

CONTRACTOR SHALL SUBMIT CONCRETE MIX DESIGNS FOR EACH CLASS OF CONCRETE TO ENGINEER FOR WRITTEN APPROVAL MINIMUM OF 14 DAYS PRIOR TO PLACING CONCRETE.

CONCRETE SHALL CONSIST OF THE FOLLOWING:
PORTLAND CEMENT ASTM C150, TYPE I/II
NORMAL WEIGHT AGGREGATES ASTM C33
POTABLE WATER ASTM C94

REPLACEMENT OF PORTLAND CEMENT WITH FLY ASH SHALL NOT EXCEED 15% OF ALL CEMENTITIOUS MATERIALS.

MAXIMUM AGGREGATE SIZE SHALL BE 1".

ALL CONCRETE EXPOSED TO EARTH OR WEATHER SHALL HAVE AN AIR CONTENT AT POINT OF PLACEMENT OF 4% TO 6%.

WATER REDUCING ADMIXTURES (PLASTICIZERS AND SUPER PLASTICIZERS) MAY BE USED WHEN INCLUDED IN THE APPROVED CONCRETE MIX DESIGN.

NO MATERIAL CONTAINING CALCIUM CHLORIDE, SALT OR ANTIFREEZE AGENTS IS PERMITTED FOR USE IN CONCRETE.

SLUMP SHALL BE 3" TO 5" MAXIMUM FOR CONCRETE MIXES WITHOUT WATER REDUCING ADMIXTURES AND 6" TO 8" MAXIMUM WHEN WATER REDUCING ADMIXTURES ARE INCLUDED IN THE MIX DESIGN. REFER TO SPECIFICATIONS.

HOT WEATHER CONCRETE OPERATIONS SHALL BE IN ACCORDANCE WITH ACI 305.

COLD WEATHER CONCRETE OPERATIONS SHALL BE IN ACCORDANCE WITH ACI 306.

REINFORCING SHALL BE DETAILED AND PLACED IN ACCORDANCE WITH "DETAILS AND DETAILING OF CONCRETE REINFORCEMENT" (ACI 315), UNLESS DETAILED OR NOTED OTHERWISE.

REINFORCING SHALL CONFORM TO THE FOLLOWING:
DEFORMED BARS ASTM A615, GRADE 60
WELDED DEFORMED BARS ASTM A796, GRADE 60
WELDED WIRE FABRIC (MATS ONLY) ASTM A185

REINFORCING STEEL SHALL BE SECURELY WIRED IN PLACE AND SUPPORTED PRIOR TO PLACING CONCRETE.

LAP ALL REINFORCING SPICES THE GREATER OF 48 BAR DIAMETERS OR 2'-0" IN FOOTINGS & FOUNDATIONS AND SLABS-ON-GRADE UNLESS NOTED OTHERWISE. REINFORCING SPICES AT ALL OTHER LOCATIONS SHALL HAVE CLASS B TENSION SPICES.

SPICES IN VERTICAL REINFORCING ARE NOT PERMITTED, UNLESS NOTED OTHERWISE.

SLEEVES IN CONCRETE BEAMS ARE NOT PERMITTED EXCEPT WHERE NOTED OR DETAILED ON DRAWINGS. OBTAIN WRITTEN APPROVAL OF THE STRUCTURAL ENGINEER FOR SLEEVES AT OTHER LOCATIONS.

PROVIDE MINIMUM CONCRETE COVER OVER REINFORCING AS FOLLOWS:
CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH = 3"
EXPOSED TO EARTH OR WEATHER = 2"
NOT EXPOSED TO EARTH OR WEATHER OR IN CONTACT WITH THE GROUND = 2"

PROVIDE 3/4" CHAMFER ON ALL EXPOSED EDGES OF CONCRETE.

WOOD FRAMING:

ALL WOOD CONSTRUCTION TO BE DONE ACCORDING TO CHAPTER 23 OF THE IBC AND NATIONAL DESIGN SPECIFICATION FOR WOOD CONSTRUCTION (NDS 2018).

WALL STUD FRAMING: PROVIDE LUMBER AND MATERIALS MEETING OR EXCEEDING THE FOLLOWING STANDARDS OF QUALITY AND MINIMUM BASE DESIGN VALUES: VISUALLY GRADED DOUGLAS FIR-LARCH OR SPRUCE-PINE-FIR NO. 2 OR BETTER:
875 psi EXTREME FIBER STRESS IN BENDING (SINGLE): Fb
1,150 psi COMPRESSION PARALLEL TO GRAIN: Fc
1,400,000 psi MODULUS OF ELASTICITY: E

SAWN LUMBER HEADERS, BEAMS, AND JOISTS: PROVIDE LUMBER AND MATERIALS MEETING OR EXCEEDING THE FOLLOWING STANDARDS OF QUALITY AND MINIMUM BASE DESIGN VALUES: VISUALLY GRADED DOUGLAS FIR-LARCH NO. 2 OR BETTER:
900 psi EXTREME FIBER STRESS IN BENDING: Fb
1,350 psi COMPRESSION PARALLEL TO GRAIN: Fc
1,400,000 psi MODULUS OF ELASTICITY: E
ALL HEADERS, BEAMS, AND JOISTS SHALL BE FREE FROM SPLITS, CHECKS AND SHAKES.

PRESERVATIVE PRESSURE TREATED FRAMING LUMBER: PROVIDE LUMBER AND MATERIALS MEETING OR EXCEEDING THE FOLLOWING STANDARDS OF QUALITY AND MINIMUM BASE DESIGN VALUES: VISUALLY GRADED SOUTHERN PINE NO. 2 OR BETTER:
975 psi EXTREME FIBER STRESS IN BENDING (SINGLE): Fb
1,450 psi COMPRESSION PARALLEL TO GRAIN: Fc
1,400,000 psi MODULUS OF ELASTICITY: E

ALL PRESERVATIVE PRESSURE TREATED LUMBER SHALL CONFORM TO AWPA STANDARDS.

LAMINATED VENEER LUMBER (LVL) HEADERS AND BEAMS: PROVIDE LUMBER AND MATERIALS MEETING OR EXCEEDING THE FOLLOWING STANDARDS OF QUALITY AND MINIMUM BASE DESIGN VALUES:
2,400 psi FLEXURAL STRESS: Fb
2,510 psi COMPRESSION PARALLEL TO GRAIN: Fc
1,900,000 psi MODULUS OF ELASTICITY: E
118,750 psi SHEAR MODULUS OF ELASTICITY: G

ALL FASTENERS TO BE GALVANIZED IN AREAS DIRECTLY EXPOSED TO EXTERIOR ELEMENTS OR PRESERVATIVE PRESSURE TREATED MATERIAL.

ALL NAILED AND GLUED MEMBERS TO BE IN CLEAN AND DRY CONDITION PRIOR TO GLUING. ADHESIVE SHALL COMPLY WITH ANSI/AITC A190.1-1983.

PLYWOOD AND BUILT UP BEAMS TO BE IN COMPLIANCE WITH IBC STD.#25-18.

ALL WOOD FRAMING MEMBERS TO HAVE A MOISTURE CONTENT NOT TO EXCEED 19%.

ALL ROOF AND WALL SHEATHING TO BE 5/8" APA RATED UNLESS NOTED OTHERWISE.

SHEATHING ON WALLS TO HAVE STAGGERED VERTICAL JOINTS.

ALL MANUFACTURED FLOOR JOISTS SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS.

PROVIDE SOLID WOOD BLOCKING IN FLOOR SYSTEM WHERE CONCENTRATED LOADS OCCUR SO AS TO TRANSFER LOAD TO FRAMED WALL, BEAM, HEADER, OR FOUNDATION WALL BELOW.

NAILS AND STAPLES SHALL CONFORM TO REQUIREMENTS OF ASTM F 1667.

CONNECTIONS AND FASTENERS: NUMBER AND SIZE SHALL NOT BE LESS THAN THAT SET FORTH IN TABLE 2304.10.1 OF THE IBC.

ALL LAG SCREW CONNECTIONS TO BE PRE-DRILLED.

ALL GIRDSERS, BEAMS, AND HEADERS TO BE SUPPORTED BY A MIN. OF 3 STUDS (2 CRIPPLE, 1 KING)

ALL MULTI-PLY MEMBERS ARE TO BE CONNECTED TOGETHER ACCORDING TO MANUFACTURER'S SPECIFICATIONS TO ACT AS ONE SOLID MEMBER.

PREFABRICATED WOOD TRUSSES:

ALL TRUSS DESIGN TO BE DONE ACCORDING TO CHAPTER 23 OF THE IBC.

DESIGN TRUSSES UNDER THE DIRECT PERSONAL SUPERVISION OF A PROFESSIONAL ENGINEER EXPERIENCED IN DESIGN OF THIS WORK AND LICENSED IN THE STATE WHERE THE PROJECT IS LOCATED.

DESIGN TRUSSES FOR THE FOLLOWING LOADS:

TOP CHORD LIVE = 60 PSF*
TOP CHORD DEAD = 10 PSF
BOTTOM CHORD DEAD = 10 PSF
*DRIFTING & UNBALANCED LOADS SHALL BE IN ACCORDANCE WITH ASCE/SEI 7 OR AS SHOWN ON DRAWINGS.

TRUSS LAYOUT IS SCHEMATIC ONLY. TRUSS MANUFACTURER SHALL BE RESPONSIBLE FOR THE DESIGN (INCLUDING SPACING) OF ALL TRUSSES AND SHALL SUBMIT SHOP DRAWING (SEALED BY A REGISTERED ENGINEER) FOR APPROVAL BY BUILDER.

ROOF SHEATHING: APA RATED SHEATHING EXP 1, 2/40 SPAN RATING.

FLOOR SHEATHING: 3/4" T&G APA RATED FLOOR SHEATHING, 24"O.C. SPAN RATING (GLUE AND NAIL TO FLOOR FRAMING MEMBERS.)

ALL CONNECTOR PLATES SHALL BE IN COMPLIANCE WITH THE TRUSS PLATE INSTITUTE SPECIFICATION TPI-91.

DO NOT SUSPEND MECHANICAL OR ELECTRICAL ITEMS FROM LOWER CHORD OF TRUSS.

WIND CLIPS TO BE SIMPSON "H-2.5" TYPE HURRICANE CLIPS, UNLESS REQ'D OTHERWISE BY PROJECT ENGINEER OR MANUFACTURER.

PROVIDE WOOD TRUSSES ABLE TO SUSTAIN THE STATED LOADS FOR THE SPANS, PROFILES AND ARRANGEMENT SHOWN ON DRAWINGS.

FLOOR TRUSS TO BE PRESENT UNDER INTERIOR PARTITION WALLS.

SERVICEABILITY: TRUSS DEFLECTIONS SHALL NOT EXCEED THE LIMITATIONS OF SECTION 1604.3.1 OF THE IBC, UNLESS NOTED OTHERWISE ON DRAWINGS.

DEMOLITION PROCEDURES & SAFETY REQUIREMENTS:

COMPLY WITH ALL APPLICABLE CITY, COUNTY, STATE, AND FEDERAL LAWS, INCLUDING THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) AND REGULATIONS ADOPTED PURSUANT THERETO.

UNLESS NOTED OR INDICATED OTHERWISE, DEMOLITION NOTES WITHIN THE STRUCTURAL CONTRACT DOCUMENTS DO NOT INDICATE THE MEANS AND METHODS OF DEMOLITION AND ONLY REPRESENT THE PORTIONS OF THE EXISTING STRUCTURE TO BE EITHER FULLY OR PARTIALLY REMOVED.

ENGAGE PROPERLY QUALIFIED PERSONS TO DETERMINE WHERE AND HOW SAFE DEMOLITION MEASURES SHALL BE USED.

PROVIDE ALL MEASURES NECESSARY TO PROTECT THE WORKERS AND ALL OTHER PERSONS DURING DEMOLITION. PROVIDE ALL NECESSARY MEASURES TO AVOID EXCESSIVE STRESSES AND TO HOLD THE EXISTING STRUCTURAL ELEMENTS TO REMAIN IN PLACE DURING DEMOLITION. SUCH MEASURES SHALL INCLUDE, BUT NOT BE LIMITED TO: BRACING, SHORING FOR EQUIPMENT, SHORING FOR EARTH BANKS, FORMS, SCAFFOLDING, PLANKING, SAFETY NETS, SUPPORT AND BRACING FOR CRANES AND HOISTS, GUYING, ETC...

SUPERVISE AND DIRECT THE WORK SO AS TO MAINTAIN SOLE RESPONSIBILITY FOR ALL DEMOLITION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES.

OBSERVATION VISITS TO THE SITE BY STRUCTURAL ENGINEER'S FIELD REPRESENTATIVES SHALL NOT INCLUDE ABOVE NOTED ITEMS.

PROTECT ALL COMMON OR ADJACENT STRUCTURAL BEARING WALLS, COLUMNS, AND SUPPORT BEAMS.

DURING REMOVAL OF HISTORIC BRICK, CAREFULLY REMOVE FACADE WYTHES FOR USE IN RECONSTRUCTION.

ALL EXCAVATIONS REQUIRED FOR DEMOLITION OF EXISTING STRUCTURES TO BE COMPLETED BY MEANS THAT ENSURE NO DAMAGE TO NEIGHBORING OR ADJACENT STRUCTURES IS INCURRED.

DISCONNECT ALL UTILITIES AND PLUG SEWER SYSTEMS PER ANY CITY REQUIREMENT.

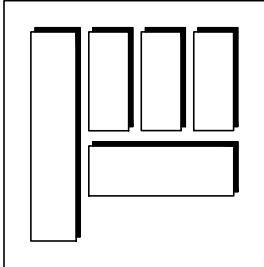
CONTINUOUS FOOTING SCHEDULE

MARK	SIZE	DEPTH	REINFORCING
CF8	8" CONT.	4'-0"	2 @ #4 TOP & BOTTOM w/ #4 VERTICAL @ 24" O.C.

WOOD COLUMN SCHEDULE

MARK	SIZE	BASE PLATE w/ANCHOR RODS
P4	TREATED 4x4 WOOD POST	SIMPSON POST BASE
P6	TREATED 6x6 WOOD POST	SIMPSON POST BASE

TOMETICH ENGINEERING, INC.
10501 Buena Vista Court Urbandale, IA 50322
(p) 515.280.8022 (f) 515.727.9124
http://www.tometichengineering.com

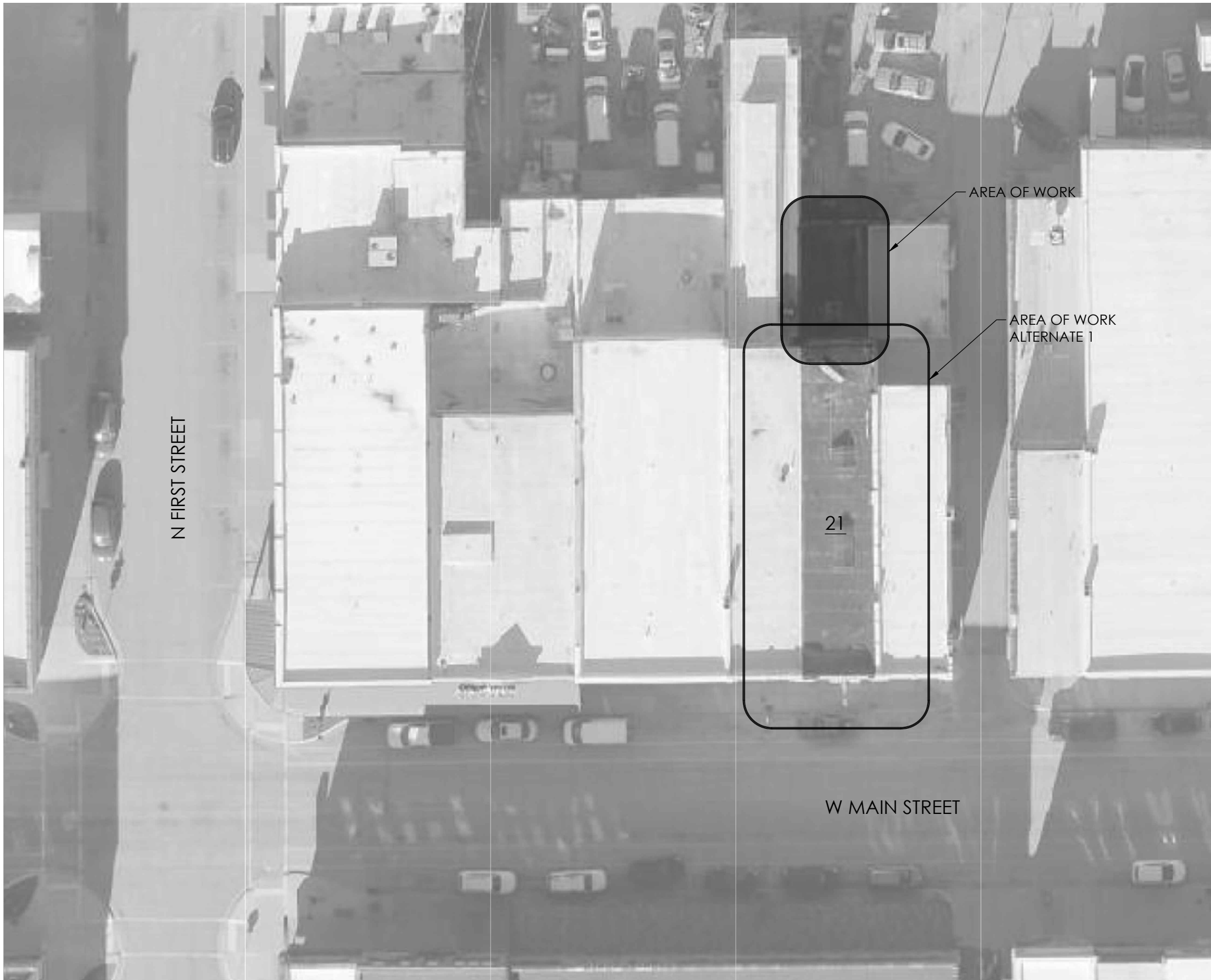


BACK OF BUILDING DOG HOUSE REBUILD
21 W MAIN STREET
MARSHALLTOWN, IOWA

No.	ISSUE / REVISION		Date
	Description	FOR APPROVAL	
			07-07-2025

DATE: 7/7/25
FILE: U25-150
ENG: LUL DSN: CJA

S1

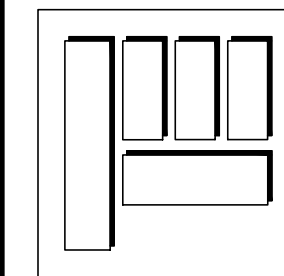


KEY PLAN

SCALE: N.T.S.



FOR APPROVAL



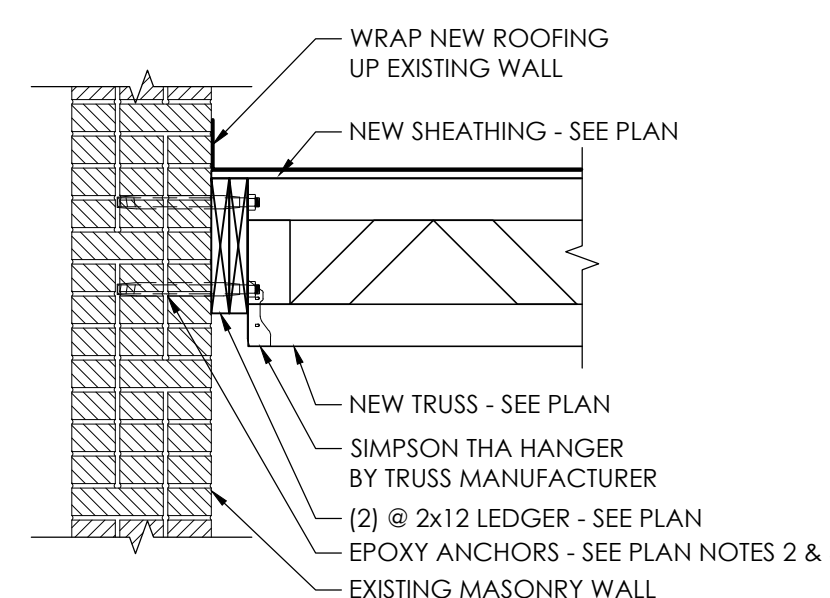
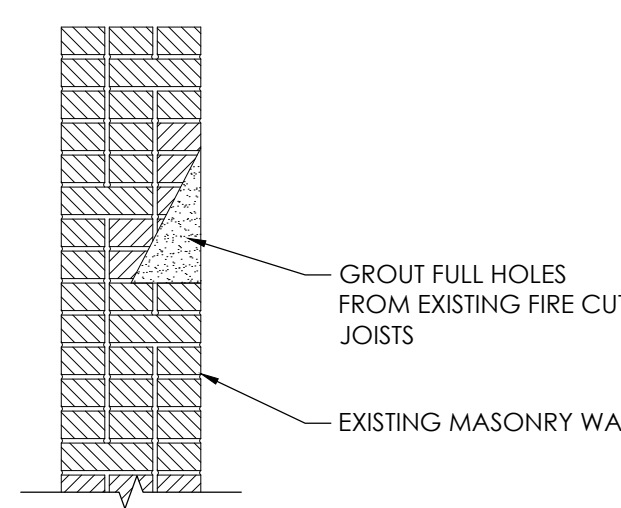
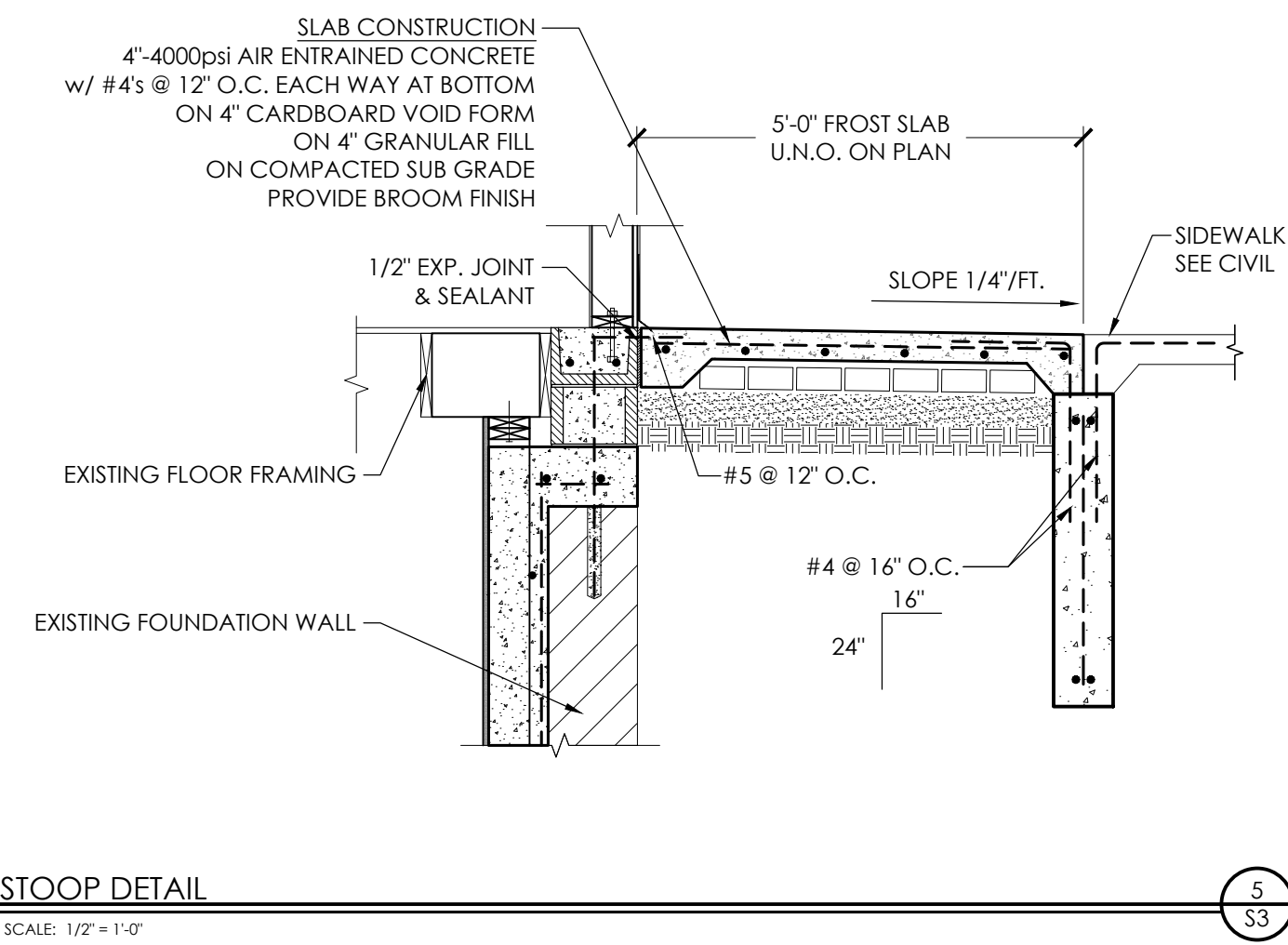
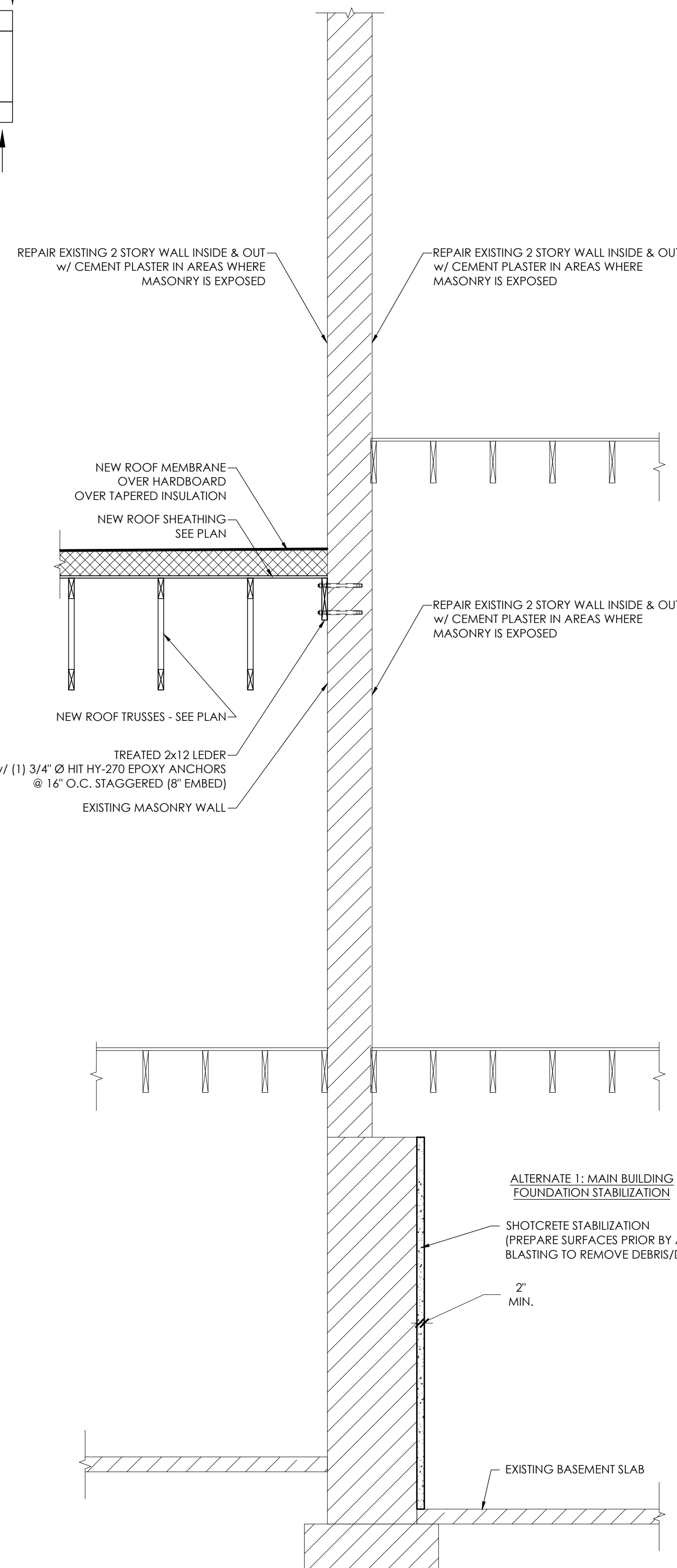
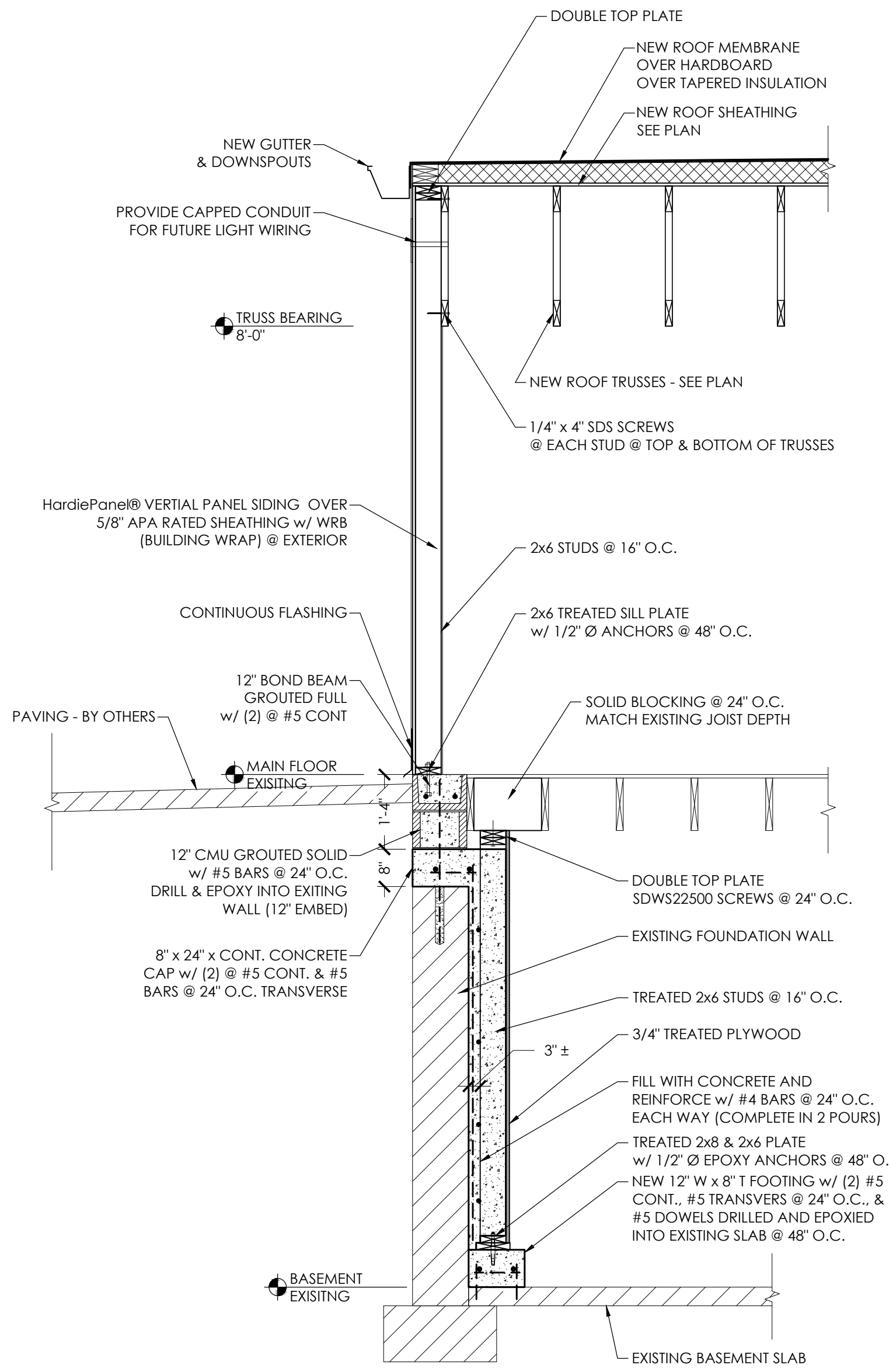
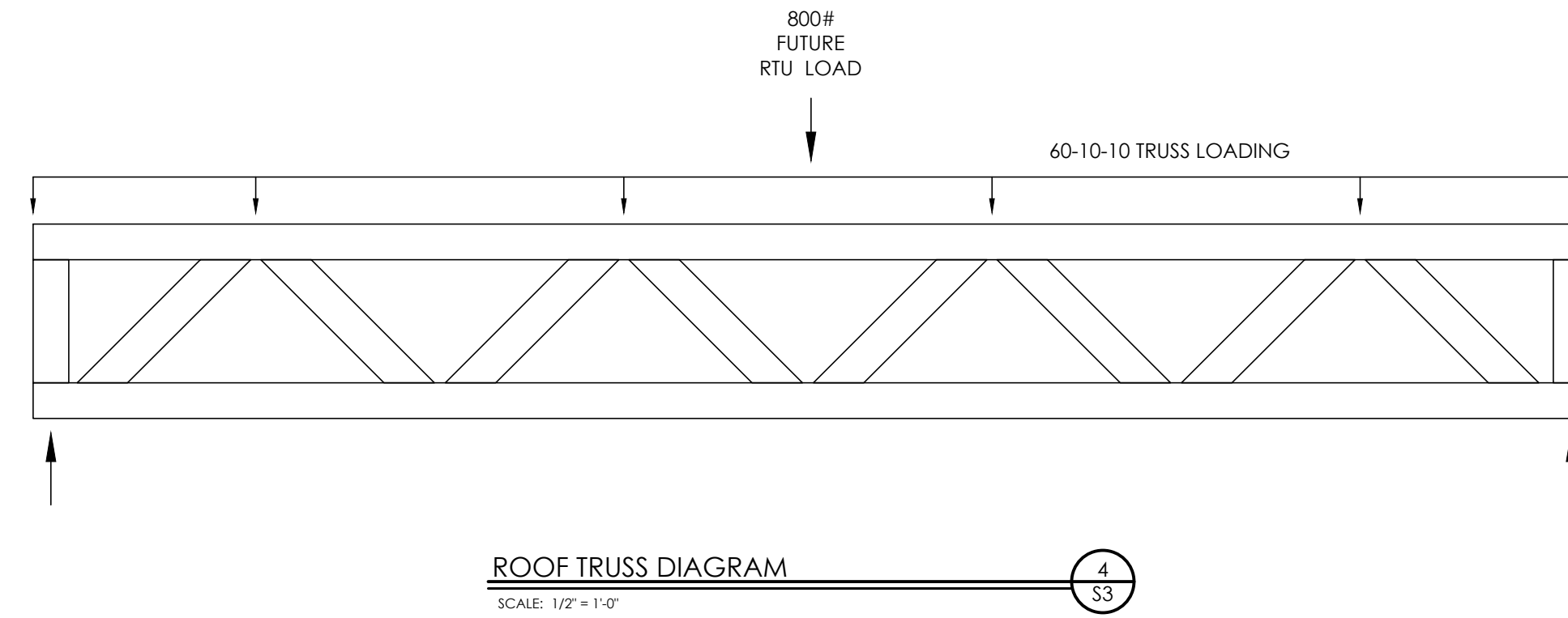
BACK OF BUILDING DOG HOUSE REBUILD
21 W MAIN STREET
MARSHALLTOWN, IOWA

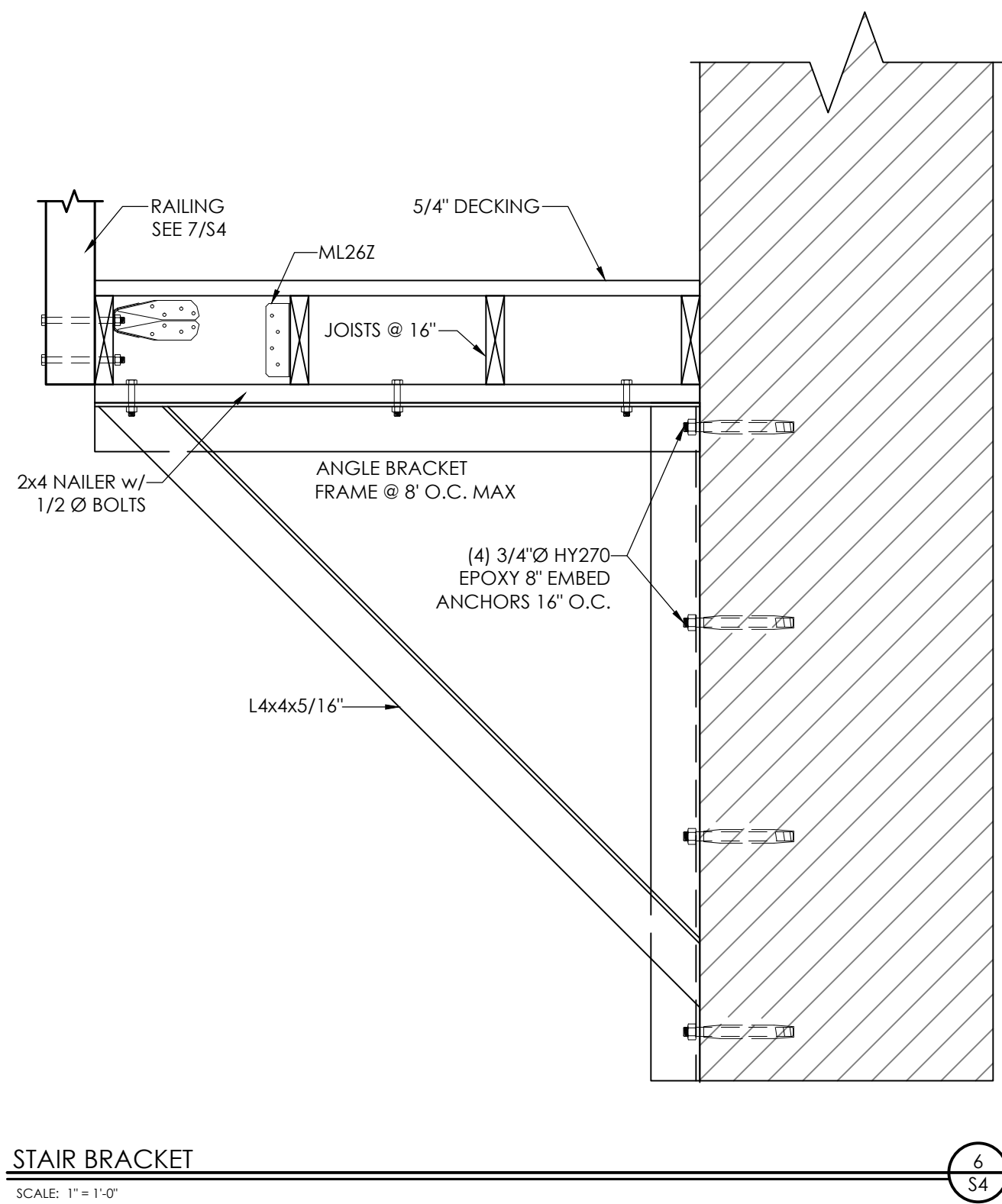
No.	Description	Date
	FOR APPROVAL	07-07-2025

DATE: 7/7/25
FILE: U25-150
ENG: LJJ DSN: CJA

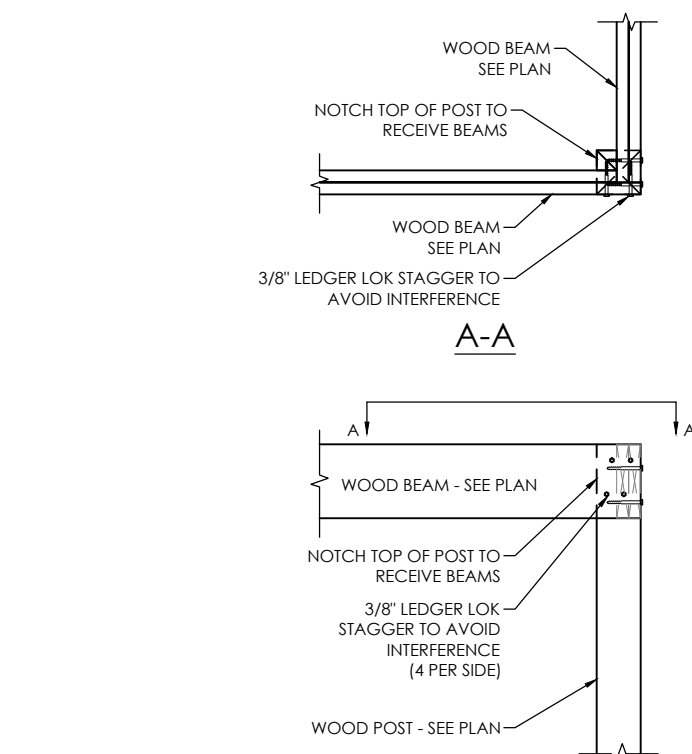
S3

FOR APPROVAL

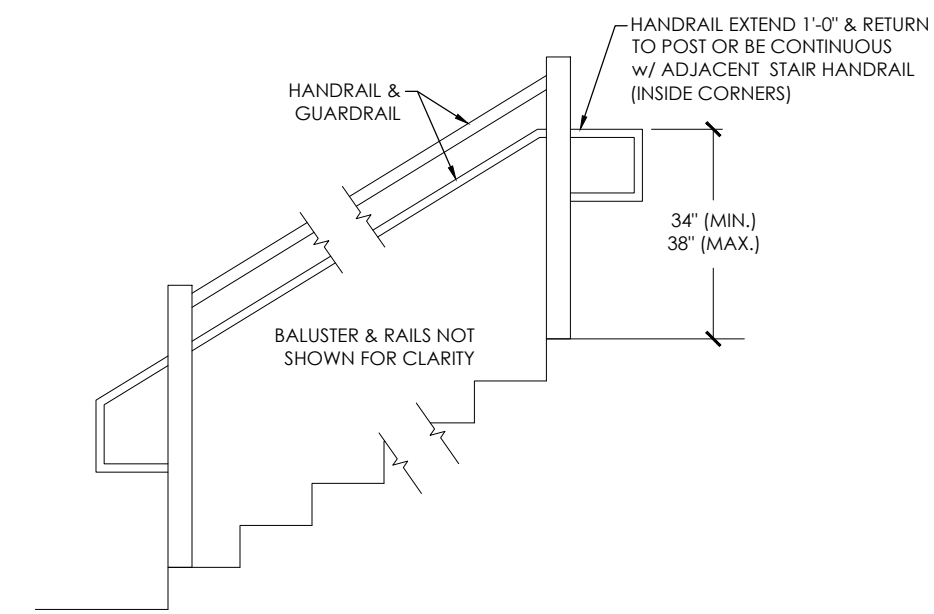




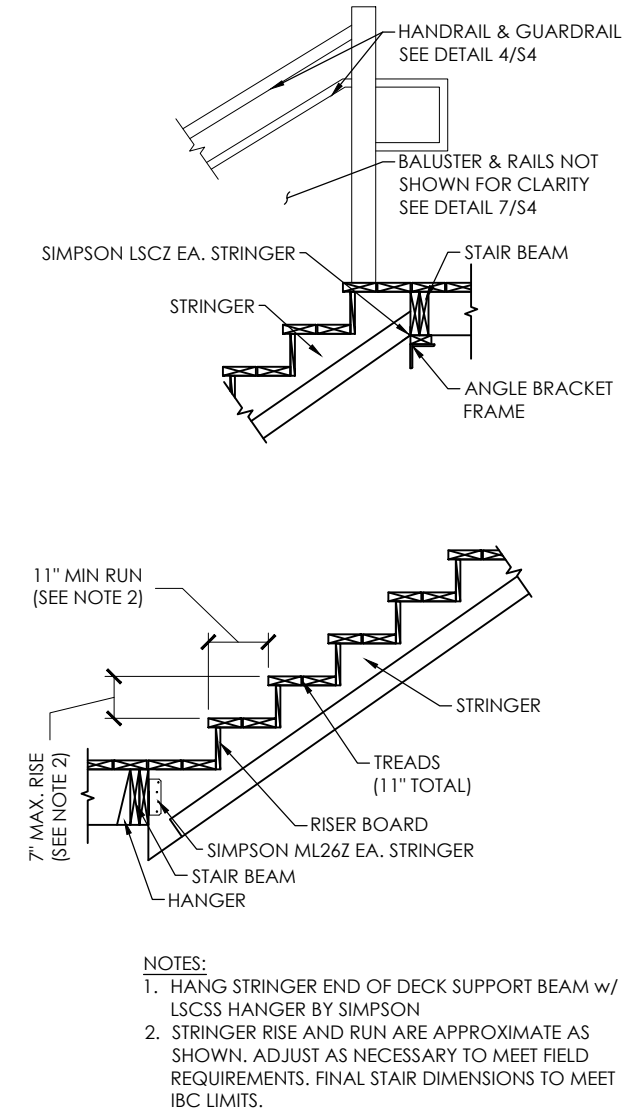
STAIR BRACKET
SCALE: 1" = 1'-0"



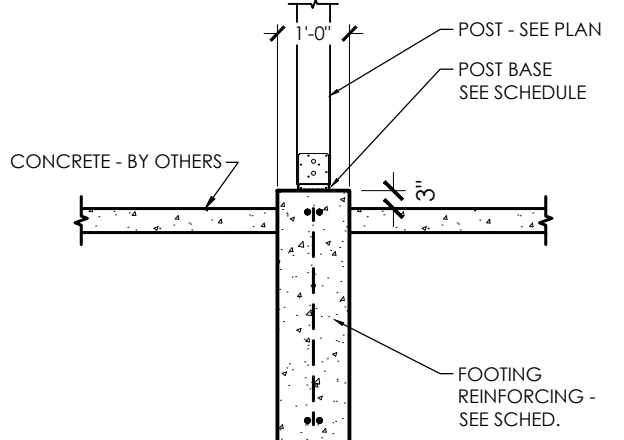
BEAM ATTACHMENT TO POST @ CORNER
SCALE: 1/2" = 1'-0"



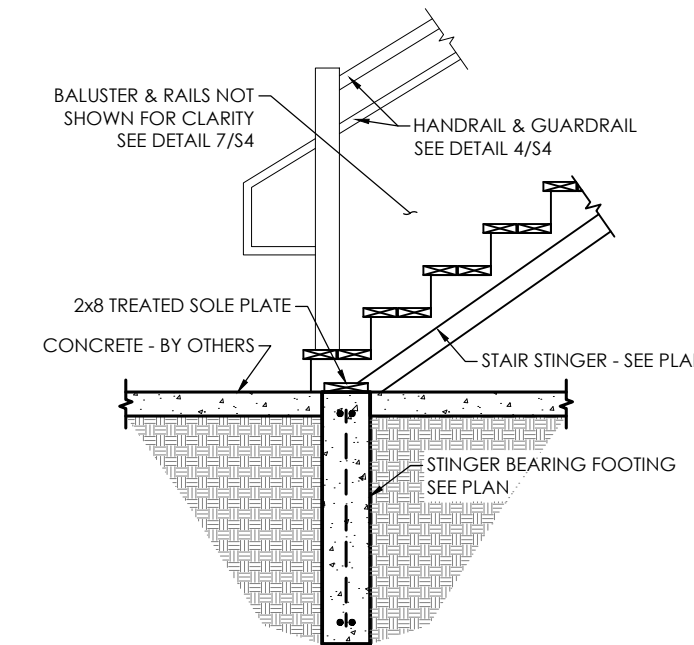
HANDRAIL EXTENSION DETAIL
SCALE: 3/8" = 1'-0"



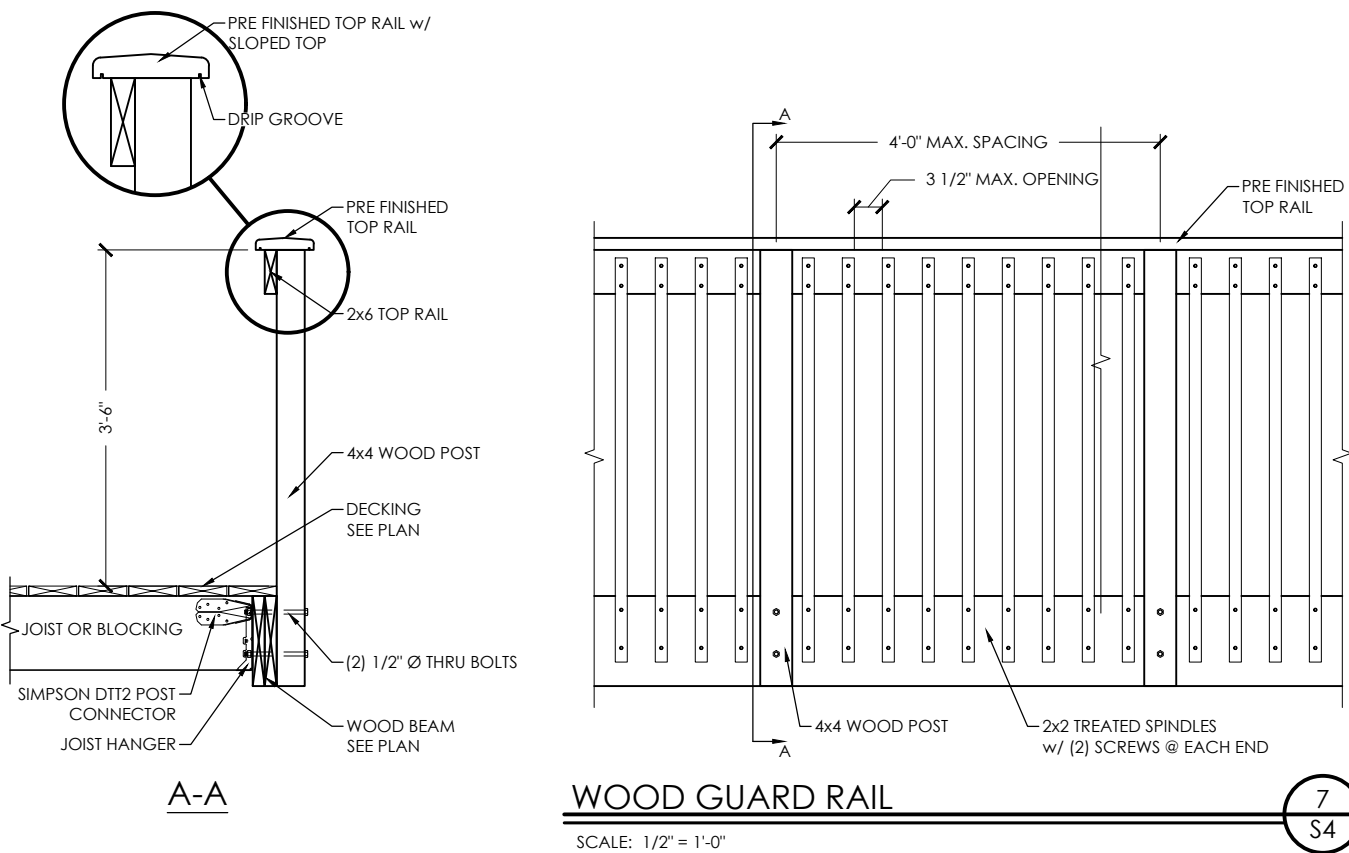
TYPICAL STRINGER CONSTRUCTION
SCALE: 3/8" = 1'-0"



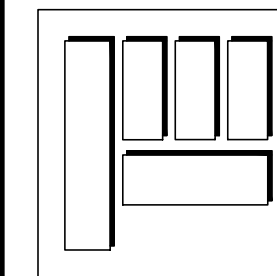
POST FOOTING DETAIL
SCALE: 3/8" = 1'-0"



STRINGER BEARING SECTION
SCALE: 3/8" = 1'-0"



WOOD GUARD RAIL
SCALE: 1/2" = 1'-0"



BACK OF BUILDING DOG HOUSE REBUILD
21 W MAIN STREET
MARSHALLTOWN, IOWA

No.	Description	Date	
		FOR APPROVAL	07-07-2025

DATE: 7/7/25
FILE: U25-150
ENG: LJJ DSN: CJA

S4

FOR APPROVAL



Tometch Engineering, Inc.

consulting structural engineers

10501 Buena Vista Court, Urbandale, Iowa 50322

7-Jul-25

Attn: Debbie Millizer
City of Marshalltown
dmillizer@marshalltown-ia.gov
Marshalltown, IA

TE Job # U25-150

The below breakdown and cost estimate is for the back of building dog house repairs and rebuild at 21 W Main Street in Marshalltown, Iowa.

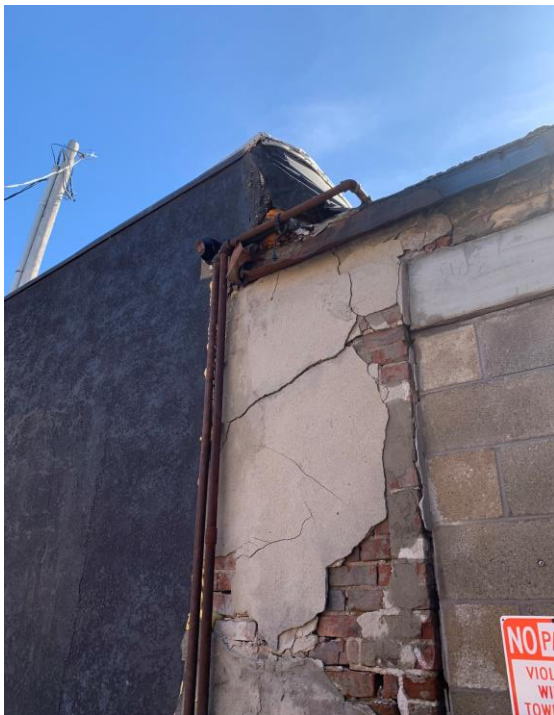
Demolition of 2nd Story Roof & Back Wall	\$7,106
Back Foundation Wall Framing - green treated	\$5,808
Concrete Reinforcement of Back Foundation Wall	\$8,250
Doghouse Wood Framing Material	\$11,967
Frame New Back wall and Siding	\$9,108
Install New Ledger and Roof Trusses	\$7,260
Install New Roofing	\$26,400
New Windows and Door at Back Main Wall	\$10,000
Cement Plaster of Main Back Wall w/ Local Tuckpointing as Req'd	\$12,400
New Fire Escape	\$20,000
Equipment Mobilization	\$6,600
Asbestos Removal and Disposal (Lower Roof and Parapet: 21-65)	\$3,500
Assumed Profit and Overhead	\$21,000
Total:	\$149,399

Alternate 1: Main Building Foundation Stabilization (Shotcrete)	\$32,670
Total w/ Alternate 1:	\$182,069
Alternate 2: Doghouse Sidewall Fnd. Stabilization (Shotcrete)	\$8,860
Total w/ Alternate 1 & 2:	\$190,929

Estimate of repairs and rebuild are for the construction scope outlined above.
Asbestos testing has been completed (see Cleanup Plan for additional requirements)
Interior finishes are not included in estimate.
Please contact me if you have questions.

Sincerely,

Jim Tometch, P.E.
Tometch Engineering Inc.



NO P
VIOL
WIT
TOWE



19 W
Main

21 W
Main

23 W
Main

21 W
Main St
Rear



RESOLUTION APPROVING ACKNOWLEDGEMENT OF CONSTRUCTION TERMS FOR 21 WEST MAIN STREET AND 23 WEST MAIN STREET AS PART OF THE DOWNTOWN REVITALIZATION GRANT AND COMMITTING COUNCIL- DESIGNATED LOCAL OPTION SALES TAX FOR THE OWNER CONTRIBUTIONS

WHEREAS, the City of Marshalltown has received a \$500,000 Downtown Revitalization Grant from the Iowa Economic Development Authority for façade repairs on selected buildings in the Marshalltown Central Business District; and

WHEREAS, the City of Marshalltown owns two of the buildings in the proposed Downtown Revitalization Project, 21 and 23 West Main Street; and

WHEREAS, the City of Marshalltown has been presented with the following bid information on both properties:

	21 West Main Street	23 West Main Street
Base Bid	\$332,517	\$161,824
Alternate 1	\$0 - Rejected	\$0 - Rejected
Alternate 3	N/A	\$49,882
Alternate 4	\$6,647	N/A
TOTAL	\$339,164	\$211,706

WHEREAS, the City of Marshalltown would like to accept the base bid for both properties as well Alternate 4 for 21 West Main Street and Alternate 3 for 23 West Main Street, rejecting Alternate 1 for both projects; and

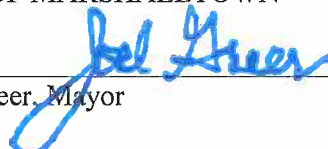
WHEREAS, the City has a 20 percent owner contribution for the base bids on both properties and a 100 percent contribution for the alternates, which would require a City obligation of \$73,150 for 21 West Main Street and \$82,247 for 23 West Main Street;

NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF MARSHALLTOWN, the Property Owner Acknowledgement of Terms of Construction are hereby accepted and the Mayor and City Clerk are authorized to execute the documents for 21 and 23 West Main Street; and

BE IT FURTHER RESOLVED, the City of Marshalltown hereby commits an amount not-to- exceed \$200,000 in Council-designated Local Option Sales Tax to cover the base bid and alternate and any additional change orders up to \$44,603.

Passed this 24th day of April 2023 and signed this 25th day of April 2023.

CITY OF MARSHALLTOWN


Joel Greer, Mayor

ATTEST:


Alicia Hunter, City Clerk

**RESOLUTION APPROVING AN EMPLOYMENT AGREEMENT
AMENDMENT FOR CITY ADMINISTRATOR CAROL WEBB**

WHEREAS, the Council approved an employment agreement with Carol Webb and appointed Webb as City Administrator on July 11, 2024 by Resolution 2024-162; and

WHEREAS, the Council has completed its annual evaluation as required by the agreement and recommends amendment; and

WHEREAS, the Council has found this action is in the best interest of the city of Marshalltown, Iowa.

THEREFORE, IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA AS FOLLOWS:

Section 1. The following Employment Agreement amendment of _____ for City Administrator Carol Webb is hereby fully approved in all respects.

Section 2. The Human Resources Director is hereby authorized and directed to implement the amendment effective her anniversary date of August 28, 2025.

Passed on this 8th day of September, 2025, and signed on this _____ day of September, 2025.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk



**MARSHALLTOWN
MORE THAN EVER**

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Christopher Jones, Police Chief
Meeting Date: September 8, 2025
Re: Ordinance 15110 to Amend the Code of Ordinances, City of Marshalltown, Iowa by Amending Chapter 73: Recreational Vehicles, Bicycles and Skateboards, and Associated Code References - Third Reading

Strategic Plan Objective:

Continually improve and sustain the City's infrastructure, organization, and services.

Recommended:

Staff recommends changes and updates to the Marshalltown ordinance that defines and regulates the use of bicycles and skateboards.

Budget Impact:

N/A

Description/Background:

With contemporary improvements in wheeled recreational transportation, city staff are recommending changes to the City's ordinance governing bicycles, skateboards, and similar wheeled devices to clarify definitions for the public and enhance enforcement of wheeled transportation regulations. Within the proposed new ordinance, bicycles, skateboards, and wheeled devices are more clearly defined. The ordinance also stipulated the maximum capacities, separating small motorized electric devices from motorized transportation designed to be licensed and operated only on roadways.

Second Reading: The council recommended adding all recreational courts to the list of prohibited uses, rather than just tennis courts, as stated in the existing code. This change was made to Section 73.017, Prohibited Use.

Attachments:

1. 2025-09-08_ORD 15110_Amend CH 73 Recreational Vehicles-Bicycles and Skateboards

ORDINANCE 15110

**ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF
MARSHALLTOWN, IOWA BY AMENDING CHAPTER 73: RECREATIONAL
VEHICLES FOR BICYCLES AND SKATEBOARDS, AND ASSOCIATED CODE
REFERENCES**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. The Code of Ordinances, City of Marshalltown Chapter 73 subchapter titled “Bicycles” shall be repealed and replaced with the following:

BICYCLES AND SKATEBOARDS

§ 73.015 DEFINITIONS.

BICYCLE (OR OTHER LIKE INSTRUMENT). Any instrument containing handlebars and/or a seat either powered by the force of the rider or with a motor having a displacement no greater than 50 cubic centimeters or output not to exceed 750 watts or not capable of operating at a speed in excess of 28 mph on level ground unassisted by human power. Any ordinance specifically applying to motorized bicycles shall apply to bicycles equipped with a motor as defined above.

SKATEBOARD (OR OTHER LIKE INSTRUMENT). Any instrument used to transport a person by means of wheel(s) or roller(s) not containing handlebars or a seat with an output not to exceed 750 watts or not capable of operating at a speed in excess of 28 mph on level ground unassisted by human power.

BUSINESS DISTRICT. For the purposes of this subchapter only, the business district includes the following streets: Main Street from 2nd Street to 3rd Avenue; 2nd Street from State Street to Church Street; 1st Street from State Street to Church Street; Center Street from State Street to Church Street; 1st Avenue from State Street to Church Street; 2nd Avenue from State Street to Church Street.

PUBLIC PLACE. Alleys, parking lots, buildings owned or occupied by the City, the Iowa Veterans Home, and terraces or parkades adjacent to roadways.

§ 73.016 OBSERVING TRAFFIC LAWS.

Every person, including peace officers, riding a bicycle upon any street, alley or sidewalk within the city shall observe and obey the traffic laws and traffic signals of the city and of the state, so far as the laws and signals apply to the riding of bicycles and, specifically and without limitations, shall include traffic rules relating to traffic lights and highway stop signs, and every such person riding a bicycle must signal any change of direction in the course of travel and must travel on the right-hand side of the center of the street and shall not turn to the right or left in traffic, except at the regular street intersections and shall not weave in and out of the line of traffic.

§ 73.017 PROHIBITED USE.

It shall be unlawful for any person to ride any bicycle or skateboard, at any time, on a public sidewalk in any business district of the city with the exception of a bike lane.

- (A) It shall be unlawful to drive, propel, or ride a bicycle, skateboard, or a similar wheeled contrivance upon any recreational sports court or playground surfacing owned by the public or dedicated to public use.
- (B) No person shall use, operate or permit the use or operation of any skateboard or like instrument on any street in the city or at the Iowa Veterans Home with the exception of a bike lane.

§ 73.018 EQUIPMENT REQUIRED.

- (A) It shall be unlawful for any person to ride or operate a bicycle within the city limits without having the bicycle properly equipped with workable and safe brakes.
- (B) Every bicycle shall be equipped with a lamp on the front exhibiting a white light, at the times specified in I.C.A. § 321.384, visible from a distance of at least 300 feet to the front and with a lamp on the rear exhibiting a red light visible from a distance of 300 feet to the rear; except that, a red reflector may be used in lieu of a rear light. A peace officer riding a police bicycle is not required to use either front or rear lamps if duty so requires.

Penalty, see § 73.999

§ 73.019 PROPER USE OF A BICYCLE OR SKATEBOARD.

- (A) A person propelling a bicycle on the highway shall not ride other than upon or astride a permanent and regular seat attached to the bicycle if equipped.
- (B) A person shall not use a bicycle on the highway to carry more persons at one time than the number of persons for which the bicycle is designed and equipped.
- (C) This section does not apply to the use of a bicycle in a parade authorized by proper permit from local authorities.
- (D) Any person who shall use, operate or permit to be used or operated any such skateboard or like instrument shall do so in a careful and prudent manner and not in a manner so as to cause or be likely to cause danger or injury to any person or property.
- (E) The user or passenger of any such skateboard or like instrument shall give the right-of-way to any pedestrian, motor vehicle or any other user of the sidewalk or public place and shall not interfere with the proper use of any sidewalk or public place by any other person.

Section 2. The Code of Ordinances, City of Marshalltown sections 130.005 and 130.006 are hereby repealed.

Section 3. The Code of Ordinances, City of Marshalltown section 70.001 definition for “Motorized Bicycle or Motor Bicycle” is hereby repealed and replaced with the following:

BICYCLE (OR OTHER LIKE INSTRUMENT). Any instrument containing handlebars and/or a seat either powered by the force of the rider or with a motor having a displacement no greater than 50 cubic centimeters or output not to exceed 750 watts or not capable of operating at a speed in excess of 28 mph on level ground unassisted by human power. Any ordinance specifically applying to motorized bicycles shall apply to bicycles equipped with a motor as defined above.

Section 4. The Code of Ordinances of the City of Marshalltown section 71.092 Motor Vehicle Licenses is hereby repealed to remove reference to “motor scooters and motorized bicycles” and replaced with the following:

- (A) Operators of all motor vehicles operated on the public streets are required to be properly licensed in accordance with the Code of Iowa, except:
- (1) Motorized wheel chairs, three- or four-wheel, may be operated for the purpose of transporting the disabled;
 - (2) Lawn mowers operated for the purpose of mowing the grass may use the public street to take the most direct route from one residence to another;
 - (3) Farm equipment may be operated for the purpose of agriculture; and
 - (4) Golf cars may be operated and licensed as provided in Chapter 73 Recreational Vehicles.
- (B) The operation of all motorized vehicles is prohibited on public sidewalks with the exception of motorized wheel chairs, three or four wheels, may operate on a public sidewalk for the purpose of transporting the disabled.
- (C) All motor vehicles operated on the public streets must be properly licensed and insured in accordance with the Code of Iowa.

Section 5. The Code of Ordinances of the City of Marshalltown is hereby amended and all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 6. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

Section 7. This ordinance shall be in effect after its final passage, approval, and publication as provided by law.

Passed this ____ day of _____, 2025, and signed this ____ day of _____, 2025.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, CMC, City Clerk

I, Alicia Hunter, City Clerk of the City of Marshalltown, Iowa, do hereby certify that the foregoing ORDINANCE was passed and approved by the City Council of the City of Marshalltown, Iowa, on the ____ day of _____, 2025, and was published in the Marshalltown Times-Republican, a newspaper of general circulation in the City of Marshalltown, Iowa, on the ____ day of _____, 2025.

Alicia Hunter, City Clerk



**MARSHALLTOWN
MORE THAN EVER**

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Carol Webb, City Administrator
Meeting Date: September 8, 2025
Re: Technology Master Plan

Strategic Plan Objective:

Develop a Technology Master Plan

Recommended:

Staff recommends moving the plan forward for formal adoption

Budget Impact:

There is a cost to some of the recommendations in the plan, including the implementation of new technologies. Estimated costs are outlined in the planning document.

Description/Background:

The City of Marshalltown's Technology Master Plan is the result of a comprehensive review of our current technology environment, developed through surveys and input from all City departments. The plan addresses system integration challenges, outdated or unsupported technologies, inconsistent training, fragmented asset management, and the need for improved communication tools.

The Plan outlines short-term (1–2 years), mid-term (2–4 years), and long-term (3–5 years) initiatives, focusing on:

- **System Modernization:** Replacement of legacy software, implementation of centralized document management (Laserfiche), and integration of capital planning and asset management tools with Tyler Technologies.
- **Training & Standardization:** Citywide onboarding and foundational training for major enterprise systems, including Tyler, CivicPlus, Plan-IT, and social media platforms.
- **Infrastructure & Mobility:** Expansion of GIS access, VPN stabilization, field technology deployment, and regular hardware refresh cycles.
- **Citizen Engagement & Transparency:** Improved public meeting software, expanded online service request capabilities, and enhanced website content management.
- **Cybersecurity & IT Governance:** Implementation of advanced security measures, IT

governance policy adoption, and creation of an IT Steering Committee.

PRIORITIES & EXAMPLES OF KEY PROJECTS

Short-Term (1–2 years):

- Launch Laserfiche document management system for Clerk and Housing & Community Development, with scalable expansion.
- Upgrade audiovisual systems in Council Chambers.
- Develop a citywide software inventory matrix.
- Replace Energov with Granicus SmartGov for permitting and business licensing.
- Implement an asset inventory management system for technology equipment.

Mid-Term (2–4 years):

- Integrate or replace Plan-IT with a Tyler-compatible CIP module.
- Adopt a unified communication and collaboration platform.
- Launch a citywide Human Resources Information System (HRIS).
- Implement procurement management software.

Long-Term (3–5 years):

- Consolidate asset management systems.
- Expand GIS mobile data collection capabilities across departments.
- Evaluate emerging AI tools for police report automation and other operational efficiencies.

RECOMMENDATION

Staff recommends City Council adopt the Technology Master Plan as presented, providing a strategic framework for technology investments that will enhance efficiency, transparency, and service delivery. Adoption will allow staff to pursue implementation in alignment with budget priorities and operational needs, with annual progress updates to Council.

Attachments:

1. Technology Master Plan final 08.18.25



**MARSHALLTOWN
MORE THAN EVER**



City of Marshalltown

TECHNOLOGY PLAN

SEPTEMBER 2025

Introduction

The City of Marshalltown's Technology Plan is a strategic framework for evaluating, improving, and expanding the City's use of information technology (IT). Drawing from surveys submitted by each department, this plan identifies current assets, challenges, and future needs, aiming to align technology investments with service delivery, staff efficiency, compliance, and public transparency. This plan includes the City Administrator's priorities for each department based off information submitted by department heads; departments may have other needs not addressed in this document.

Executive Summary

The Technology Plan serves as the City of Marshalltown's strategic roadmap for modernizing its IT infrastructure, addressing department-specific technology needs, and improving digital service delivery to residents. The plan reflects input from detailed departmental surveys and identifies key challenges including lack of integration between systems, inconsistent training, legacy technologies, and fragmented asset tracking.

The plan outlines initiatives in three timeframes—short-term, mid-term, and long-term—and provides cost estimates and implementation strategies. Key priorities include replacing legacy software, implementing centralized records and asset management systems, enhancing GIS integration, upgrading email and communications platforms, and establishing comprehensive training programs.

An IT Governance framework and performance metrics are introduced to monitor implementation and ensure accountability. This plan positions the City for scalable growth and improved efficiency across all departments.

Key Challenges Summary

- Fragmented IT systems with limited integration between Tyler, GIS, permitting, and asset management platforms.
- Inconsistent or insufficient training on enterprise systems, resulting in underuse and inefficiencies.
- Legacy systems (e.g., Plan-It, ALLMAX, Watchguard) that are outdated, unsupported, or overly complex.
- Difficulty managing and tracking hardware assets across departments.
- Lack of standardized onboarding or training documentation for new hires.
- Inadequate VPN stability for critical mobile operations in public safety departments.
- Challenges with transitioning user credentials and Apple IDs during staff turnover.

Project Objectives

The City of Marshalltown offers a wide range of municipal services, including public safety, public works, parks and recreation, community development, and general government functions. As technology continues to evolve, the City recognizes the need to enhance our IT infrastructure and software to meet the growing expectations of our residents and to improve operational efficiencies.



The primary objectives of the Technology Plan are to:

- Align IT Initiatives with the City's strategic goals and community needs.
- Improve service delivery through effective use of technology.
- Enhance operational efficiency by streamlining processes and leveraging automation.
- Protect sensitive data and critical infrastructure.
- Plan for future growth by adopting scalable and sustainable technology solutions.

IT Infrastructure Overview

The City currently contracts with an outside firm, BDH Technologies, to provide IT services. Basic services provided include:

- General network maintenance and troubleshooting for the internet, local area network, wide area network, VPN connection, including modems, routers, switches, etc.
- Server diagnostics and remote monitoring including check of server logs for errors and remote monitoring of all critical systems.
- Performance of hardware and software upgrades as needed.
- General troubleshooting for all computer systems including operating system and application installation and assistance.
- Other additional services as negotiated.

The contract with BDH has been generally effective as the staff are knowledgeable and professional and can provide a broad array of services at a cost lower than hiring in house staff with the same skillset. Some challenges with the contract model include:

- Middleman Issue: Staff often act as intermediaries between the third-party IT provider and software vendors without having the technical expertise to do so effectively. Or vice-versa, BDH is the intermediary.
- Limited Knowledge: BDH, not being end users, cannot always provide the necessary information to vendors, leading to delays and inefficiencies.
- Some software requires admin rights or direct access to BDH-managed servers, complicating updates and troubleshooting.
- Staff have difficulty obtaining necessary permissions or files in a timely manner.

- Lack of Clarity in Device Inventory: Some departments find it challenging to understand BDH's equipment reports and manage devices across multiple locations.

Other hardware challenges noted by departments include:

- Legacy systems (e.g., radio repeaters) are no longer supported, but replacement costs are high and technical needs unclear.
- Device Tracking: Difficulty identifying and managing city-owned technology assets.
- Apple IDs & Authentication: Staff turnover disrupts access to Apple devices due to unresolved login credential transitions.
- Microsoft Office Maintenance: Confusion over update cycles and troubleshooting responsibilities for standard tools.

IT infrastructure needs are documented in the City's 5-year capital improvement plan (CIP). The City budgets annually for replacement of staff computers and servers on an as needed basis. Software updates for the City's Enterprise System, Tyler Technologies, are also included in the City's CIP. All City computers will be upgraded to Windows 11 in 2025. Support for Windows 10 ends in October.

In years past BDH has conducted technology review meetings with various departments. BDH recommends re-initiating this effort to ensure ongoing support and assistance from the BDH team.

Audiovisual Technology

The City's audiovisual technology is essential in supporting a transparent government, enhancing collaboration, and ensuring effective communication between in-person and remote participants in meetings and events. Because the City streams its Council meetings to the public, it is critical that the A/V systems are operational and of high quality. The current systems are generally dated and should be updated.

Software and Systems Inventory

Enterprise Resource Planning (ERP) Systems

An ERP (Enterprise Resource Planning) system is a comprehensive software platform that helps cities manage and integrate their core business processes in one centralized system. ERP systems typically support functions across finance, human resources, payroll, procurement, and budgeting and can often integrate with other types of software. The City relies on ERP Systems to conduct operations effectively and are core to managing city operations.

Finance & Accounting

The City utilizes Tyler Technologies for its accounting software. The software supports Finance, budgeting, HR, payroll, cashiering, accounts payable, accounts receivable, general ledger, reporting, project accounting, fixed asset information, a module for the preparation of our Annual Comprehensive Financial Report, and parking ticket management. The software also allows online payments for AR and parking invoices. The software also has a content management feature to upload documents. Tyler AR and Cashiering are not as robust as staff would like as it is difficult to look up transactions when needed. Tyler Courts worked with prior city staff on an automated parking registration hold upgrade however current staff have not been able to make it function properly and are manually processing parking registration holds. The budgeting module does not interface with project accounting. Excel is still used to develop the annual payroll budgets and then information is imported into the budget. Servers are used to store data as it costs more to store data in the cloud.

Human Resources

The City currently utilizes Tyler ESS (Employee Self Service) for personnel information management, payroll timesheet entries and approvals, benefits enrollment and tracking, and leave requests. The City does not have a Human Resources Information system (HRIS) that helps automate core HR functions. HRIS systems serve as a centralized hub to manage employee records, payroll and compensation, benefits administration, time and attendance, recruitment and onboarding, performance, and training. All of the core HR functions are currently conducted manually.

Capital Improvement Planning (CIP)

The City utilizes Plan-It as its capital improvement planning software. Plan-It is a digital tool designed to help manage the City's long-term CIP. Plan-It allows organization of current and proposed projects with cost estimates, funding sources, and timelines. The software supports multi-year planning and allows multiple departments or users to input and review capital project requests in a standardized format. While Plan-It can integrate with finance systems, it does not integrate with Tyler Incode.

Planning & Community Development

The City currently uses Tyler EP&L (formerly Energov) as its software for tracking community development, permitting, & code enforcement activities. Business licensing functions are currently conducted manually. Staff indicated that Energov software is antiquated, is not browser-based, does not integrate with other software, and staff have limited knowledge about how to troubleshoot any issues. An RFP was issued in March 2025 to acquire a new software system for community development and business licensing purposes. City Council approved a contract with the new system, Granicus (SmartGov) in May 2025. Implementation is in progress.

Geographic Information Systems (GIS) and Asset Management



The City of Marshalltown's Public Works Department currently utilizes ArcGIS Pro and ArcGIS Online for its GIS and utility mapping needs. This has been a significant improvement over the previously used MicroStation system, which did not meet the City's needs. While GIS efforts have expanded with the recent hiring of a GIS and Asset Records Coordinator in August 2024, progress is constrained by limited time and resources. The department sees tremendous potential in further developing GIS capabilities to support infrastructure planning, levee maintenance, street signage, and broader spatial analysis. However, integration between GIS and other operational systems—such as permitting and asset management—remains limited, which affects the City's ability to fully leverage geographic data for operational efficiency and decision-making.

In terms of asset and work order management, Public Works primarily uses Central Square (formerly Lucity/GBA) and ALLMAX Antero. While Central Square is being expanded to other divisions beyond sanitary and stormwater, its user interface is seen as complex and training-intensive. ALLMAX software, particularly Antero and Operator10, has long been used but is criticized for being outdated, difficult to modify, and costly to maintain. Divisions like Water Pollution Control (WPC) are actively exploring alternatives.

Beacon is currently used by the City of Marshalltown's Public Works Department to access Marshall County's online property records, including ownership information, parcel data, and legal descriptions. It serves as a critical reference tool when planning infrastructure projects, researching easements, or verifying site-specific information.

While Beacon provides valuable static property data, it has notable limitations when it comes to real-time integration with other city systems. For example, stormwater and sanitary utility billing is currently outsourced to Marshalltown Water Works and is reportedly disconnected from accurate parcel data, contributing to billing errors. Additionally, Marshall County does not map easements, which creates a gap in spatial property records that impacts departments responding to development or utility access questions.

Email Platforms

The City primarily uses Zimbra for its email system. Zimbra is an open-source email and collaboration platform used by governments, businesses, and educational institutions as an alternative to systems like Microsoft Exchange or Google Workspace. Zimbra is significantly cheaper than other enterprise email solutions. Zimbra also enables users to integrate Zimbra functionalities with Outlook. Some users within the City take advantage of this integration and use Outlook as their primary email system. Some issues with Zimbra include:



- Spam filtering is ineffective: Multiple users noted that Zimbra's spam filter is inadequate, leading to unwanted emails and requiring additional workarounds.
- Search functionality issues: The email search within Zimbra is not user-friendly, making it difficult for staff to locate past communications efficiently.
- Connector and integration problems: The Zimbra/Outlook connector is unreliable, particularly on Microsoft Surface devices. This complicates email access and degrades user experience.
- Limited support and training: Like other systems, Zimbra lacks structured onboarding and training, which makes troubleshooting and advanced use more difficult for less tech-savvy employees.
- Employee frustration: Departments highlighted user confusion and dissatisfaction with multiple email tools and protocols, suggesting Zimbra contributes to broader communication inefficiencies.
- Backend administrative search functions are limited for public records requests.
- Email formatting has lots of bugs and lacks functionality.

Video Conferencing and Online Meetings

- The City uses GoTo Meeting as its web-based video conferencing and online meeting platform. Go-To meeting is used on a day-to-day basis to host various online meetings. It is also used as the online meeting platform for City Council meetings. GoTo meeting is dated compared to other online meeting platforms and has fewer built-in collaboration features. Other platforms, such as Zoom, have functions such as breakout rooms, whiteboarding, webinar support, and better integrations with Microsoft and Google tools.

Citizen Engagement Platforms

Website Development and Management

CivicPlus Municipal Websites Central is the City's website content management solution. It's part of a suite of digital tools used to communicate with residents and manage our online presence. City departments can manage their website content through this system. The solution also allows the city to issue news alerts, publish calendars, and send email/text notification to keep residents informed. Staff are generally happy with this tool and feel it meets our needs.

Service Request/Reporting Portals

Request Tracker is a module within the CivicPlus Municipal Websites that allows the City to manage, track, and respond to service requests from residents. While functional, the tool has limited reporting and data analytics capabilities. Other solutions on the market, such as SeeClickFix, allow geolocation, two-way communication with citizens, automated workflow routing, and data reporting tools.

Public Meeting Software and Agenda Management

City Council recently approved the purchase of CivicClerk and Live Meeting Manager for public meeting and agenda management. CivicClerk is a tool to create, edit, and publish agendas, easily reorder agenda items, manage automated workflows, and capture roll call, motions, and votes during meetings. Live Meeting Manager is an add-on feature that displays voting results in real-time, organizes and manages speaker information, and includes integrated timers.

The City broadcasts its meetings via YouTube. CivicPlus offers CivicMedia, which integrates live broadcasting directly into CivicClerk, however due to the cost the City Council decided not to pursue this option. CivicClerk does accommodate embedding a link to the YouTube video directly in the agenda portal.

Online Codification

The City currently uses American Legal Publishing but will switch to Municode when an ADA compliant self-publishing software is available. Self-publishing capabilities allow us to amend changes in code more quickly as compared to sending our updates to the publisher a few times a year. We've had significant issues with accurate updates being integrated with American Legal Publishing that has caused delay and inaccurate ordinance amendments, especially as it relates to Public Works schedules.

Document Management & Records Retention

CivicPlus contains a built-in feature, Document Center, that allows departments to upload, categorize, and share public documents. CivicClerk stores City Council meeting related documents like agenda, packets, minutes, resolutions, and attachments. Residents can browse and search meeting records by date and topic.

The City does not have an enterprise content management system to manage all city documents, digitize records, and automate records management workflows. The City Clerk currently utilizes a system of Windows folders to manage records. Each department, and sometimes each staff member, has their own system that may not be similar to others. This causes issues in cross training and handling employee turnover.

Social Media

The City of Marshalltown leverages social media as a key tool for community outreach and engagement. Many city departments actively use Facebook to share important updates, promote events, and provide timely information to residents. In addition to Facebook, the City has expanded its presence to Instagram and TikTok, reaching a broader and more diverse audience through visual and creative content. This multi-platform approach helps ensure that residents stay informed, connected, and engaged with their local government.

Civic Rec

Civic Rec is used for activity registration, building rentals, concessions and admissions point-of-sale, fitness membership tracking and youth and adult league scheduling. The customer-facing website allows residents to view transaction history, register online, reserve rental buildings and view a calendar of events. Processing credit card transactions through Civic Rec has increased sales and allowed the Department to offer the convenience at multiple facilities.

Staff has not used the online campground reservation feature through Civic Rec to date, but would like to organize, plan and implement the use of this tool. While Civic Rec generally meets the Department's needs, some features are not possible or are costly. New hire training with Civic Rec representatives is not possible without paying a fee, and customer support is not always timely.

City Clerk

The City Clerk's Office manages Boards and Commissions using a Microsoft Access database, which tracks appointments, terms, and vacancies. Public records requests, including those under the Freedom of Information Act (FOIA), are currently handled through manual processes, requiring coordination across departments to ensure timely and accurate responses. The City continues to evaluate opportunities to improve efficiency and transparency in both areas.

Library

The Library uses library specific software to manage operations and deliver services to the community. SirsiDynix is the main library system that provides circulation and public catalog services. The Library has used SirsiDynix since 1996. Annual maintenance was \$23,759 last year. We are beginning to explore options to migrate to a new system.

Envisionware products are used to provide public access computers controls, printing and self-check units. The Library uses RFID (Radio Frequency Identification) tags and equipment to deliver customer service. Last year's annual maintenance was \$7300. BT Cat is the Library's cataloging software. OCLC was used prior to BT Cat. OCLC was costing \$12,000 a year for this service. When we migrated to BT Cat, we got the first 3 years for \$10,000. A saving of \$26,000 over OCLC. This contract will be up for renewal 6/26.

The Library uses When to Work scheduling software, Deep Freeze (public computer protection), software to lock down the public catalog computers, calendar and room booking software. Iowa Hometown Security is used for door access security and security cameras. The Library has specialized computers and devises for microfilm, youth computers, tablets and circulates hot spots to the community. The Library works closely with BDH and are very happy with the service they provide.

Public Safety

The public safety departments—Police and Fire—utilize a diverse suite of technologies to support daily operations, emergency response, and data management. The Police Department relies heavily on Central Square for records management, CAD, NCIC access, and evidence tracking. Body and vehicle cameras are managed through Axon, which also integrates with Tasers and includes license plate reading technology. Legacy systems like Watchguard are being phased out. Other systems such as TraCS and MACH handle citations, reporting, and interagency communication, while Avigilon provides security and interview room surveillance. VPN access through FortiClient supports mobile and remote operations. The department also uses Flock for fixed license plate reading, MILO for virtual training, and various access and intelligence tools like LeadsOnline. Zimbra is used for email and calendar functions.

The Fire Department also employs Central Square for dispatch and uses First Due for RMS, training, equipment tracking, and mapping. Connectivity is maintained via GETAC tablets, Cradlepoint routers, and cellular-enabled iPads in all apparatus, with Phoenix G2 handling station alerting. Training and compliance are supported by Target Solutions, and Zimbra is used for email and calendar functions.

Both departments report generally satisfactory performance from their systems, though the Fire Department highlighted recurring VPN connection issues that disrupt real-time data access during emergency response. Looking ahead, the Police Department is exploring advanced tools such as an AI-driven report writing system, drones as first responders, a citizen self-reporting portal, VR training environments, traffic flow monitoring software, and a staff scheduling solution. These technologies aim to improve efficiency, safety, and situational awareness while reducing manual workloads. In contrast, the Fire Department plans to maintain and sustain its current systems without major new initiatives.

Department-Specific Needs

To ensure that technology investments align with the unique functions and operational goals of each City department, this section outlines the specific technology needs identified through department surveys and interviews. While citywide initiatives such as improved integration, document management, and training are essential, individual departments face distinct challenges and opportunities based on their roles in service delivery.

By capturing these department-level priorities, the City can better target resources, phase implementation appropriately, and ensure that system upgrades and new tools are tailored to maximize impact. These recommendations not only support daily operations but also contribute to broader organizational goals such as transparency, efficiency, and responsiveness.

Finance Department

- **Integrated Capital Planning:** Consider transitioning to a Tyler-compatible Capital Improvement Plan (CIP) module to ensure seamless integration with Incode, enhancing data consistency and reducing manual data entry.
- **Advanced Reporting Tools:** Implement business intelligence tools to facilitate real-time financial analysis and reporting, aiding in informed decision-making.
- **GASB 96 tool:** Tracks software maintenance agreements to fulfill financial auditing requirements.
- **Procurement:** The City does not currently utilize a procurement software. Bid and RFP development, invitation to bid, evaluating and awarding responses, and tracking contracts are conducted with manual systems.
- **Parking:** Implement a solution that will apply and remove parking registration holds and integrate with the Iowa Department of Transportation.

Human Resources (HR) Department

- **Employee Self-Service Portal:** Enhance the existing system to allow employees to update personal information, and enroll in benefits online.
- **Training Management System:** Integrate a Learning Management System (LMS) to track employee training, certifications, and professional development.

Public Works Department

- **Asset Management Integration:** Adopt a new or enhance usage of our current asset management system that integrates with GIS to monitor infrastructure conditions, schedule maintenance, and manage work orders more efficiently.
- **Mobile Field Solutions:** Equip field staff with mobile devices and applications to access real-time data, submit reports, and update work orders on-site.

Community Development

- **Digital Plan Review:** Implement electronic plan review software to streamline the submission, review, and approval of development plans.
- **Public Engagement Platforms:** Adopt tools that allow residents to participate in planning processes, provide feedback, and access project information online.
- **GIS Expansion and Licensing:** Expand GIS access and licenses for Housing & Community Development staff to allow spatial analysis of zoning compliance, nuisance enforcement, housing investments, and community development trends.

Police Department

- **Body-Worn Camera Integration:** Ensure that video evidence is seamlessly integrated into the RMS for efficient retrieval and case management.
- **Data Analytics Tools:** Implement analytics software to identify crime trends, allocate resources effectively, and support community policing strategies.
- **Drone as a first responder:** Allows for remote piloting sUAS platforms to respond to incidents in progress to get an aerial view of the situation to enhance situational awareness and improve officer safety (\$50k/year).
- **Citizen self-reporting portal for minor crimes:** This system would allow people to document crimes on their own without the need for an officer to respond to take the information for the report.
- **Virtual VR Training:** is beginning to expand and becoming cheaper and more marketable for routine department use (\$10k - \$20K).
- **Speed and Traffic Flow monitoring software:** \$6k per year on subscription.

Fire Department

- **Pre-Incident Planning Tools:** Adopt software that allows for the creation and management of pre-incident plans, accessible to first responders in the field.
- **Integrated Inspection Scheduling:** Implement a system that coordinates inspection schedules, tracks compliance, and generates reports.
- **Emergency Reporting System:** Documents incident responses, inspections, and training records.

City Clerk's Office

- **Automated Records Retention:** Integrate records management software that automates retention schedules and ensures compliance with state regulations.
- **Public Access Portal:** Enhance transparency by providing an online portal where residents can access meeting documents, ordinances, and other public records.
- **Boards and Commissions Module:** A tracking module for vacancies, applications, appointments, management of rosters, and tracking of training requirements.

Parks and Recreation Department

- **Urban Tree Canopy Inventory Tracking:** Implement a process to track right-of-way tree complaints, evaluations and planting/removals that integrates with a GIS system. Allow for mobile compatibility for staff to complete updates on-site.
- **Seasonal Employee Onboarding and Training:** Adopt an electronic onboarding system that includes new-hire paperwork, with the ability to track ongoing training and certifications.

- **Payroll Integration:** Shift to an electronic timesheet system that integrates with Tyler for seasonal staff to eliminate the need to manually enter hours for each employee into the ESS system.

Information Technology (IT) Department

- **Centralized IT Service Management (ITSM):** Implement an ITSM platform to streamline support requests, track assets, and manage changes effectively.
- **Cybersecurity Enhancements:** Adopt advanced security measures, including multi-factor authentication, intrusion detection systems, and regular security audits to protect against evolving threats.

Goals and Objectives

Based on the information stated above, the City will pursue the goals listed below. The goals outlined can enhance operational efficiency, improve service delivery, and position itself for future growth and technological advancements.

1. **Improve Integration.** Connect Tyler modules with permitting, licensing, capital improvement planning tools, and other software to
2. **Standardize and Train.** Establish citywide onboarding for major systems like Tyler, Plan-It, and EnerGov (or its replacement).
3. **Enhance Mobility.** Equip field staff with tablets and mobile-friendly software tools.
4. **Modernize Document Management.** Implement a centralized system such as Laserfiche to improve records access and retention compliance.
5. **Strengthen Infrastructure.** Stabilize VPN access, evaluate IT hardware inventory, and plan for regular refresh cycles.

Implementation Roadmap

Short-term (1-2 years)

- **Launch Laserfiche for Clerk and Housing and Community Development, with scalable use by other departments.**

The City needs a document management system with an automated retention schedule and audit trails. Such a system would control the creation and growth of records, limit the generation of copies and saving the same files in multiple locations, reduce physical filing space, ensure code



compliance is met, and improve efficiency with searchability of records and protection of documents.

- **Implement foundational training on Tyler, CivicPlus, Plan-IT, social media accounts and other enterprise systems.**

Expanding foundational training on Tyler Technologies, CivicPlus, Plan-IT, city social media accounts and other enterprise-wide systems is essential for the City to enhance staff proficiency, reduce inefficiencies, and ensure compliance with regulatory standards. There are free and low-cost options available for training, however training needs to be a priority for those utilizing these systems.

- **AV System**

Upgrade the AV system in the Council Chambers to include an ADA accessible podium and microphone.

- **Software Matrix**

Develop a software matrix by department to identify overlaps, integration opportunities, and unsupported tools that need to be consolidated or upgraded.

- **Replace Energov (in progress)**

Energov meets the basic needs of code enforcement, but lacks mobile functionality and field access, limiting productivity. The inability of Energov to integrate with financial systems or other city platforms leads to redundancy and inefficiencies.

- **Assess the suitability of the Zimbra email solution**

While Zimbra provides fundamental email and calendaring services, the challenges reported by various departments suggest a need to reassess its suitability for the City's evolving communication needs. By conducting a thorough evaluation and considering alternative solutions, the City of Marshalltown can enhance its communication infrastructure to better serve its departments and constituents.

- **Formalize IT Support Roles**

Clarify who is responsible for frontline IT support within departments vs. what BDH handles, particularly for administrative rights and file access.

- **Inventory Management System**

Implement a citywide system to track technology assets (computers, radios, phones, etc.) with location and user information and link it to asset lifecycle and budget forecasting.

- **GIS Expansion and Licensing**

Expand GIS access and licenses for Housing & Community Development staff to allow spatial analysis of zoning compliance, nuisance enforcement, housing investments, and community development trends.

- **Technology Review Committee**

Implement technology review meetings with various departments. BDH recommends re-initiating this effort to ensure ongoing support and assistance from the BDH team.

Mid-Term (2–4 Years)

- **Replace or integrate Plan-IT with a Tyler-compatible CIP solution**

The lack of integration between Plan-IT and Tyler requires manual entry of data into both systems. It is critical that the City's CIP solution nitrated directly with Tyler InCode to facilitate real-time data sharing between capital planning, budgeting, procurement, and financial reporting modules to reduce manual data entry and minimize errors.

- **Implement a unified communication platform**

Standardize on a single communication and collaboration platform (e.g., Microsoft Teams, Google Workspace, etc.) to facilitate interdepartmental coordination.

- **Integration Roadmap**

Develop a road map for integrating various systems including Tyler, Plan-IT, GIS, and permitting/asset management systems.

- **Legacy System Decommission Plan**

Propose a phased sunset of outdated tools like non-integrated Access databases to reduce redundancy and improve data accessibility.

- **Launch a citywide HRIS solution**

HRIS Systems reduce manual data entry and paperwork, increases data accuracy and compliance, streamlines HR workflows across departments, improves employee experience through self-service tools, and enhances visibility into workforce data for decision-making.

- **Evaluate asset management software like Cartegraph, Brightly Asset Essentials, or Cityworks**

These software solutions offer better GIS integration, user-friendly interfaces, and scalable implementation for fleet, facilities, and utilities.

- **Implement procurement software**

A procurement software to manage bidding, Requests for Proposals (RFPs), and related processes offers the opportunity to standardize processes across the City and to automate repetitive tasks such as bid solicitation, evaluation, and contract management, reducing manual workload and accelerating procurement cycles. Such systems can also improve transparency and compliance by creating audit trails as they maintain comprehensive

records of all procurement activities and, ideally, would incorporate grant compliance documents (ie. SAM.gov debarment proof).

- **Complete cloud migration for key server-hosted systems in Public Works and Housing and Community Development**

Cloud-based systems allow staff access in the field, in a vehicle, at home, or at different city facilities without the need for VPNs or being tied to a physical service. They also offer real-time updates and file sharing and better integrate with other systems.

- **Implement Police Department Technology Upgrades**

This includes implementing data analytics tools, drone as a first responder, and virtual VR training.

Long-Term (3–5 Years)

- Explore consolidated asset management and maintenance system across all departments.
- Assess AI tools (e.g., Axon’s report automation) and drone capabilities for PD.
- Modernize GIS use across departments with ESRI ArcPro and mobile data collection tools.
- Ensure hardware and software are kept current, including timely hardware refreshes.

Cost Projections

	Estimated Cost	Notes
Laserfiche (Clerk estimate)	~\$35,000 initial	Covers 150 users; scalable by department
ESRI ArcPro (HCD)	\$2,200/user/year	For advanced GIS functionality
PD Tech Expansion (Axon, drone, VR)	\$50,000–\$120,000	Includes drone program and report automation
IWORQ Asset Management (Public Works)	~\$10,000	Comparable to current CentralSquare costs
HRIS (Tyler module)	Setup - ~\$35,000, ongoing ~ \$25,000	Cost depends on features selected
Energov	Set up ~\$45,000 ongoing ~\$35,000	Cost depends on features selected
Email System and Unified Communication Platform	~\$40,000/yr	Based on the number of licenses, storage per user, and other features

	Estimated Cost	Notes
Procurement Software	Set up ~\$25,000 ongoing ~\$25,000	Cost depends on features selected

Governance and Implementation

IT Governance Policy

Establish an IT governance policy to ensure that IT resources are effectively managed, aligned with the City's strategic objectives, and delivers the best value for the organization and community. The policy would outline roles and responsibilities related to IT strategies and implementation.

IT Steering Committee

Establish a multi-department committee to establish and oversee the IT governance policy, evaluate new proposals, track progress, and align priorities.

Annual Review

Update the Master Plan annually based on technology trends, staff feedback, and budget availability.

Provide periodic updates to City Council on current and upcoming priorities and established performance metrics (e.g. user satisfaction, training, cost and budget management, etc.).

Conclusion

The City of Marshalltown's Technology Master Plan establishes a clear and actionable vision for advancing our information technology capabilities in alignment with organizational goals, resident expectations, and evolving industry standards. Through a collaborative process that included input from every City department, this plan identifies the critical needs and opportunities that will shape our future digital infrastructure.

Implementing this plan will require sustained leadership, dedicated resources, and ongoing engagement across departments. By investing in integrated systems, modern tools, training, and data-driven processes, the City will increase operational efficiency, enhance service delivery, and ensure that staff are equipped with the tools needed to meet the demands of a modern municipal government.

As we move forward, this plan will serve not as a static document, but as a living roadmap—updated regularly to reflect progress, lessons learned, and emerging technologies. With clear priorities, defined goals, and a commitment to continuous improvement, the City of Marshalltown is well-positioned to deliver effective, efficient, and accessible public services through smart technology investments.



**MARSHALLTOWN
MORE THAN EVER**

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Deb Millizer, Housing & Community Development Director
Meeting Date: September 8, 2025
Re: Request to Allocate \$15,000 in Local Option Sales Tax (LOST) Funds for Grant Administrator Services to Pursue CDBG-DR Funding

Strategic Plan Objective:

Support the City of Marshalltown's Strategic Plan by advancing livability and housing opportunities, fostering resilient neighborhoods, and strengthening economic development through quality, affordable homeownership options. This initiative leverages external state and federal funding to maximize local investment and demonstrates financial stewardship by positioning the City to recover pre-award costs while expanding long-term housing capacity for low-to-moderate income households impacted by the 2020 derecho

Recommended:

Staff has been asked to present for Council consideration the allocation of \$15,000 in Local Option Sales Tax (LOST) funds to procure a certified grant administrator. Hiring a grant administrator is a prerequisite identified by the Iowa Economic Development Authority (IEDA) in order to consider reopening the CDBG-DR housing program for Marshalltown. The initial \$15,000 allocation would not be reimbursable, and there is no guarantee that IEDA will reopen the program or that the City will be awarded funds. However, without this step, the City will not be eligible for reconsideration. Should the program reopen and Marshalltown be awarded, subsequent administrative costs incurred after the award would be reimbursable, and the City could secure up to \$2 million in federal and state resources for the construction of new affordable duplex housing.

Alternatives:

The Council may choose to decline the allocation at this time, which would avoid committing non-reimbursable funds but would also forfeit the City's opportunity to be reconsidered for reopened CDBG-DR housing funding. Deferring action is not a viable alternative, as IEDA has indicated it will not provide additional certainty about reopening prior to the City taking this required step.

Budget Impact:

The proposed allocation would utilize \$15,000 in Local Option Sales Tax (LOST) funds to cover pre-award grant administration costs.

Non-Reimbursable Cost:

The initial \$15,000 LOST allocation is not reimbursable, regardless of whether CDBG-DR funds are awarded. This represents a local investment required to meet IEDA's prerequisites for consideration.

Potential Reimbursable Costs (Post-Award):

If the City is awarded CDBG-DR funds, administrative costs incurred after the award may be reimbursed under the grant. Eligible reimbursable costs include environmental review, income verifications, Davis-Bacon compliance, reporting, and project closeout activities.

Cost Estimate:

Industry standards for CDBG-DR grant administration place the total cost for a project of this size in the range of \$40,000–\$60,000. This is consistent with other Iowa communities and reflects the work required for environmental review, income verification, Davis-Bacon and Section 3 compliance, financial management and draw requests, monitoring, and project closeout. Billing is typically structured as either a fixed project fee (most common), an hourly rate of \$75–\$125, or a percentage of the grant (5–8%, if budgeted). While the actual cost will not be known until proposals are received through a competitive RFP, the \$15,000 allocation requested at this time would cover the initial, non-reimbursable pre-award expenses.

Risk Consideration:

There is no guarantee that IEDA will reopen the funding round or that the City's application will be awarded. The \$15,000 would be an unrecoverable expense if IEDA does not proceed.

Description/Background:

The City of Marshalltown has been working with the Iowa Economic Development Authority (IEDA) to explore reopening the Community Development Block Grant – Disaster Recovery (CDBG-DR) housing program. The CDBG-DR program supports long-term recovery from the 2020 derecho and can provide construction offsets to create resilient, affordable homeownership opportunities for low-to-moderate income households.

Previously, this project was partnered with Huegerich and subsequently terminated, which resulted in loss of the original funding. Huegerich owns the land where the townhomes were planned, so the City must identify alternative lots for a renewed application. IEDA has expressed support for pursuing duplexes as infill to replace housing lost from the derecho.

To demonstrate readiness, staff has secured a commitment from Ralston Homes and Todd Richardson, who previously worked with IEDA on a CDBG-DR housing project in eastern Iowa. IEDA indicated that their experience with Ralston Homes and Richardson was very positive,

which strengthens Marshalltown's ability to demonstrate capacity and readiness for the program. Their prior involvement with federally funded housing adds credibility to the City's application and improves the likelihood of a competitive submission.

Staff has also outlined the necessary pre-construction steps, including environmental review, site control verification, and developer procurement, which would follow the hiring of a grant administrator. Based on IEDA's guidance, construction would need to begin by September 2026 and be completed by June 2027 in order to meet program deadlines.

While hiring a grant administrator is a requirement to move forward, it does not guarantee that IEDA will reopen the program or that Marshalltown will receive an award. The initial pre-award cost of \$15,000 for grant administration services would be paid from Local Option Sales Tax (LOST) funds and is not reimbursable. If the program is reopened and an award is secured, subsequent administrative costs would be reimbursable through the grant.

This action represents an investment to position the City competitively for up to \$2 million in CDBG-DR funding to support the construction of new affordable duplexes that would strengthen neighborhoods and increase the supply of resilient housing for low-to-moderate income households.

Attachments:

1. 2020_derecho_cdbg-dr_for_sale_housing_program_guidelines_2.1
2. Sample RFP for Grant Admin Services - With Publication Template
3. Marshalltown CBDG DR_Commitment_Richardson_Ralsoton Eco 7.15.25

New Resilient Affordable Housing – For Sale Program Guidelines

Program Purpose

To assist in the long-term recovery to the August 2020 derecho by providing for long-term, quality, single-family housing that is resilient to future natural disasters and affordable to low to moderate income households.

Version History

Version	Date	Summary Description
1.0	September 30, 2022	Round 1 Launch
1.1	November 22, 2022	Correction to down payment assistance
1.2	February 21, 2023	Amendment 2, URA
1.3	June 21, 2022	Update to Disaster Tieback, Removal of redundant already in the Combined Policies & Procedures Manual
2.0	October 30, 2023	Round 2 Launch, Downpayment Assistance revisions
2.1	November 15, 2023	Update to disaster tieback

Administration

This program is administered by the Iowa Economic Development Authority (IEDA). IEDA is a state agency which administers Community Development Block Grant-Disaster Recovery (CDBG-DR) awards issued to the State of Iowa by the U.S. Department of Housing & Urban Development (HUD). Administrative activities are led by the IEDA Disaster Recovery Team Lead and members of both the Disaster Recovery and Federal Programs teams.

Available Funds

Program	Budget	Linn County	Marshall, Tama, and Benton Counties
New Resilient Affordable Housing – Owner Occupied	\$20,772,308	\$16,786,317	\$4,003,991

Eligible Applicants

Units of general local government (UGLGs) are the eligible applicants for these funds. This includes all city, tribal, and county governments within Linn, Marshall, Tama, and Benton counties. At least 80% of program funds will be allocated to the HUD MID area (Linn County), with the remaining program funds available to the State MID area (Marshall, Tama, and Benton counties). UGLGs will identify a developer on their applications to IowaGrants and enter into a development agreement once Release of Funds has been issued by IEDA.



Application Rounds

Round 1: IEDA will open applications for \$20,000,000 in for sale new housing construction assistance on September 30, 2022 and applications will be open on IowaGrants until December 2, 2022 at 11:59 PM Central. This first round will allow the State to establish a competitive review process, gauge the capacity of the MID areas for new single-family housing, and support local housing markets. If all funds are not obligated, future rounds will be established, at no less than one round per year, until the funds in this program are fully expended. If the demand of quality applications in the New Resilient Affordable For Sale Housing program exceeds available funds in that program, funds from this program may be reallocated, or vice versa.

Round 2: IEDA will open applications for \$1,281,991 for rental and for sale new housing construction on October 30, 2023. Applications will be open on IowaGrants until March 31, 2024 at 11:59 PM Central. This second round will allow the State to competitively review applications from the State MID area, from which the State did not fully allocate funding after Round 1. If all funds are not obligated, future rounds will be established, at no less than one round per year, until the funds in this program are fully expended.

Application Workshops

Round 1 Application Workshop Date: October 11, 2022

Round 1 Green Streets Workshop Date: August 30, 2022

Round 2 Application Workshop Date: November 6, 2023

National Objective and Eligible Activities

This program is designed to meet the Low to Moderate Income Housing (LMH) national objective. Eligible activities include: New construction, acquisition, clearance, and homeownership assistance; HCDA Section 105(a) 1,4,5,8,11,14,15,24; applicable waivers identified in the Allocation Announcement Notice and Consolidated Notice (87 FR 6364).

Disaster Tieback

This program addresses the unmet needs tied to providing new resilient, affordable housing to improve the housing stock in the disaster-impacted MID areas. The State intends to market to first-time homebuyers to assist with the disaster's impact on the rental community but will not restrict the program to first-time homebuyers. The State currently anticipates the creation of 125 new single family housing units over the life of this program.

Housing Requirements

This program's intent is to help the affordable housing market recover from the derecho in the MID areas and provide for more resiliency in the affordable housing market to future natural disasters. With that, there are numerous requirements that come with federal assistance related to affordability, home construction, and project management.

IEDA will seek to award program funds to a diverse range of neighborhoods and communities in order to not concentrate LMI housing in a singular area. IEDA will also seek to award a variety of



housing types to provide disaster-affected households a range of options, including options for those experiencing disabilities.

IEDA will make awards to cities/counties/tribes for the construction of new housing. Subrecipients may enter into a development agreement with a developer who maintains site control of the project site. A **developer** is a for-profit or nonprofit individual or entity that the grantee provides CDBG-DR funding to for the purpose of constructing new housing on vacant or demolished properties. Local government agencies, local housing authorities, and tribal governments are not developers and would need to procure if awarded and not working with a private or nonprofit developer. Beginning with Round 2, all development teams must have an architect on the team or a designated architect to review plans before and after award; all development teams for multifamily housing must have a structural engineer on the team; and all development teams incorporating infrastructure in support of housing must have a civil engineer on the team. The civil engineer may not be from the same firm as the engineer for the unit of general local government.

All housing units must be sold to Low to Moderate Income (LMI) households. These are households that make at or below 80% of the area median income of the county in which the housing unit is built. Income verifications must be completed in accordance with 24 CFR 5.609 (Part 5 Annual Income). Income verifications are valid for 12 months from the date verification is completed.

During the affordability period, initial and subsequent owners of units constructed under this program will be required to provide **proof of primary occupancy** to IEDA upon request.

Second homes are not allowed. Second home is defined as a home that is not the primary residence of the owner, tenant, or any occupant at the time of the disaster or at the time of application for CDBG-DR assistance. This program will not fund second homes and all homes built must be the primary residence of an LMI household.

The **affordability period** will be 15 years for single-family housing units. Construction offset amounts per unit will be recorded as a forgivable mortgage on a monthly receding basis and subject to recapture from the homeowner if the housing unit is sold during the affordability period to a non-LMI household.

The **maximum sale price** of the housing units cannot exceed \$175,000 for initial occupancy. This figure affords the widest available opportunities for LMI households to purchase the housing units while, coupled with program construction offsets, still allow for the construction of high-quality housing exceeding the sale price in value. For instance, a developer could still retain a similar margin on a \$300,000 home if requesting the full \$125,000 in construction offsets available through this program.

Projects of 8 or more housing units are subject to **Davis Bacon** prevailing wage requirements. All infrastructure in support of housing is subject to Davis Bacon.

All construction projects receiving more than \$200,000 in HUD assistance (including CDBG-DR) are subject to **Section 3**.

All units shall be designed and constructed in accordance with all locally adopted and enforced **building codes** and standards. In the absence of locally adopted or enforced building codes and standards, the requirements of the current Iowa State Building Code shall apply.



All units are subject to the **Iowa Green Streets Criteria** requirements. All applicants will be required to participate in a project-specific design and, beginning with Round 2, historic preservation consultation with IEDA prior to submitting their application. This will ensure that the project is designed in compliance with Iowa Green Streets and are incorporating stormwater management and green building practices into designs as well as Section 106. All projects are subject to the Iowa Green Streets Criteria, which is the federally-required green building standard based off of the Enterprise Green Communities standard.

Green Streets also includes **universal design**, which ensures access to the units for persons with mobility, hearing, or vision impairments. In projects with 5 or more units, at least 7% of units must incorporate universal design. Any exceptions to universal design granted under this program will not reduce the total number of universally-design multifamily units below federal ADA requirements of 5% of the project being accessible for persons with mobility impairments and 2% of the project being accessible for persons with hearing or vision impairments.

Any **conversion project**, where new housing units will be created within an existing structure, must demonstrate that the space is not currently used for housing and has not been housing in the recent past. No housing rehabilitation will be considered eligible: only the conversion of space into new, additional housing units. Beginning with Round 2, all applicants for conversion projects must present plans with IEDA's Historic Preservation Specialist and receive preliminary approval for their plans in order to be considered for application. Divergence from preliminary approved plans will disqualify the application from consideration.

The **maximum number of units** awarded in a project cannot exceed 25 units.

The developer must **own the project site or be able to demonstrate site control** at the time of application.

Any actions to acquire property in anticipation of, or in receipt of, a federal CDBG-DR award may be subject to the **Uniform Relocation Act** and **Section 104(d)** of the Housing & Community Development Act.

All units must be constructed **outside of the mapped 100 and 500-year floodplains**. No exceptions will be granted to the 100-year floodplain restriction while exceptions to the 500-year floodplain restriction will require information from the applicant describing flood control structures planned or currently built and how the housing units will especially benefit LMI households in accessing areas not anticipated to be available to a wide range of LMI households.

All housing units must be **connected to utilities** at the time of completion, including to municipal water, sewer, and broadband. No applications proposing connections to wells or septic tanks will be accepted. All housing units must be connected to publicly owned streets.

Any **contingencies** proposed in the application budget may not exceed 16%. **Developer fees** proposed in the application budget may not exceed 10%.

Residential properties containing businesses may only be included in the program when it can be clearly shown that CDBG-DR funds will not benefit businesses on the property. Program files will document how the costs were allocated between the residential portion and the business portion of the building.



Prior to the Grantee's (IEDA) obligation of funds for construction, developers will demonstrate that the engineering co-design for a project is feasible, prior to the obligation of funds by IEDA for construction. IEDA will also require that the subrecipient demonstrate construction financing and submit supporting documentation for estimated project costs prior to Release of Funds.

IEDA will reimburse funds for **actual costs incurred** up to the CDBG-DR award amount. Claims for reimbursement will be submitted via IowaGrants. The subrecipient shall maintain a file of all claim supporting documents, invoices, payments, and approval.

Claims are due within every 6 months. CDBG-DR assistance may be drawn down amid construction with supporting documentation of costs incurred submitted with the claim on IowaGrants. The final drawdown for reimbursement will only be granted once the "Demographic Data Collection" information is completed in IowaGrants.

10% of awarded funds will be withheld as a retainage until 100% of all invoices with all costs claimed are submitted to IowaGrants, reviewed, and approved. The subrecipient, in coordination with the grant administrator, will reduce the IowaGrants requested amount by the retainage so that the claim is paid in full. Beginning with Round 2, the development fee will be marked on the program budget and counted as the retainage to be claimed at the end of the project.

Once closeout and compliance are complete, the subrecipient will claim the final 10% and IEDA will issue payment.

Federal regulations require FEMA National **Flood Insurance** for all federally-funded projects located within a Specific Flood Hazard Area-**100 year floodplain**. Insurance will be obtained before work begins and must be maintained at minimum throughout the remaining project and closeout.

Subrecipients shall follow the federal **procurement** requirements detailed in the Combined CDBG-DR Policies and Procedures Manual for CDBG-DR projects and in 2 CFR Part 200. Any procurement conducted by the subrecipient must comply with the procurement policy in the Combined CDBG-DR Policies and Procedures Manual.

For this program, **developers do not need to procure their contractors or subcontractors** in accordance with HUD policy "Guidance on the Procurement of Developers and Subrecipients – June 1, 2012".

https://files.hudexchange.info/resources/documents/NSPPolicyAlert_ProcurementDevelopersSubrecipients.pdf.

Any construction contracts procured through awarded projects must comply with the Bonding Requirements noted in the Procurement Policy in the Combined CDBG-DR Policies and Procedures Manual.

All projects **must be cost reasonable**. IEDA will determine project cost reasonableness through the competitive application comparison, review, and selection processes and may obtain third-party verification on a case-by-case basis. As such, application budgets must be thorough and accurate for evaluation.

The subrecipient will maintain safety procedures designated by federal and state law for construction of new buildings.

Timeliness



All projects will be tracked by the IEDA project manager in the annual risk assessment for their timeliness in completion. The budgetary discrepancy limits are as follows for a 2-year project:

Year	Projected Expenditure	Discrepancy
Year 1	50%	40%
Year 2	100%	10%

The budgetary discrepancy limits for a 3-year project are as follows:

Year	Projected Expenditure	Discrepancy
Year 1	33%	60%
Year 2	67%	40%
Year 3	100%	10%

If the spending differential is found to be greater than the limit shown, the project manager will determine the reason by reviewing current reporting narratives or metrics to determine if the spending is reasonable in regards to the status of tasks and deliverables. The project manager will also determine if the delays in spending or the completion of deliverables/tasks can potentially result in a negative impact to the project. If the discrepancy in spending or progress is deemed reasonable, the project manager will continue to monitor the expenditures.

If the project manager has concerns about the spending discrepancy or the status of project deliverables/tasks, or the recipient has reported a spending discrepancy for 2 consecutive years, the project manager will confer with the Disaster Recovery Team Lead for next steps. One of the following action items will be taken:

- Annual spending projections will be amended
- Project manager will continue to monitor the project status
- A meeting with partner management will be held. Partner will submit revised quarterly budget projection and/or a plan to overcome progress delay.
- Terminate the agreement.

Construction Offset Amounts

Housing Construction Offset Per Unit	Mitigation Construction Offset Per Unit	Infrastructure in Support of Housing Per Unit*	Down payment & Closing Cost Assistance Per Unit
\$100,000	\$25,000	\$70,000	\$35,000

Construction offset amounts are awarded as a non-receding forgivable loan and will be forgiven at the time of sale to an LMI qualified buyer, at which point the housing construction offset will be recorded as a receding forgivable mortgage for the housing unit's affordability period.

*-Infrastructure in support of housing will be awarded competitively and not available to every awarded unit.



Mitigation Construction Offset

Mitigation activities are those activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to, and loss of property, and suffering and hardship, by lessening the impact of future disasters.

This program is proposing an construction offset of up to \$25,000 per unit to increase the housing units' resilience to future natural disasters, lessen the impact of future natural disasters, and reduce LMI households' suffering and hardship after a natural disaster has destroyed or damaged their home. Funding will only be available to mitigate against disasters identified in the applicant county's Hazard Mitigation Plan.

IEDA will utilize the Iowa Green Streets Criteria and Fortified® Home, where these standards exceed the Iowa Green Streets, to manage the proper installation and completion of elements funded under this construction offset.

Eligible activities for the Mitigation Construction offset include but are not limited to:

Green Streets Criteria Number	Description	Disaster Mitigation	County Eligibility
1.8	Resilient Structures	Thunderstorm, lightning, & hail; tornado & windstorm	Linn, Marshall, Tama, Benton
3.4	Surface Water Management (1.25" rainfall)	Flood, Flash Flood, Drought	Linn, Marshall, Tama, Benton
3.5	Surface Water Management (2.5" rainfall)	Flood, Flash Flood, Drought	Linn, Marshall, Tama, Benton
5.2a, 5.2b, 5.3a, 5.3b	Moving to Zero Energy	Extreme heat, severe winter storm, thunderstorm, lightning & hail; tornado & windstorm	Linn, Marshall, Tama, Benton
5.4	Achieving Zero Energy	Extreme heat, severe winter storm, thunderstorm, lightning & hail; tornado & windstorm	Linn, Marshall, Tama, Benton
5.9	Resilient Energy Systems: Floodproofing	Flood	Linn, Marshall, Tama, Benton
5.10	Resilient Energy System: Critical Loads	Extreme heat, severe winter storm, thunderstorm, lightning & hail; tornado & windstorm	Linn, Marshall, Tama, Benton



5.13 Fortified® Roof	Fortified® Roof	Thunderstorm, lightning, & hail; tornado & windstorm	Linn, Marshall, Tama, Benton
5.13 Fortified® Silver	Fortified® Silver	Thunderstorm, lightning, & hail; tornado & windstorm	Linn, Marshall, Tama, Benton
5.13 Fortified® Gold	Fortified® Gold	Thunderstorm, lightning, & hail; tornado & windstorm	Linn, Marshall, Tama, Benton

If requesting an additional mitigation item not listed in the table above, reach out to Jared Morford (Jared.Morford@IowaEDA.com) at IEDA prior to submission. Email confirmation of the request's eligibility must be included in the application.

If mitigation reimbursable project costs are less than the requested funding amounts, IEDA will allow subrecipients to redirect those funds into other housing and infrastructure aspects of the awarded project.

Infrastructure in Support of Housing

Infrastructure in support of housing can only be claimed when used in support of public infrastructure. The public infrastructure must be owned and maintained by the city/county/tribe through either the transfer of ownership or another legal agreement.

Public infrastructure must be accessible to the general public and serve a delineated service area. No utilities on private property will be considered public infrastructure (e.g., service lines from the right-of-way into the housing unit). Examples of public infrastructure include but are not limited to:

- Streets
- Street curbs and gutters
- Street trees
- Access roads
- Bridges
- Sidewalks
- Multi-use paths/trails
- Water lines and supporting infrastructure (if owned and operated by a publicly owned utility).
- Sewer lines and supporting infrastructure (if owned and operated by a publicly owned utility).
- Stormwater lines and supporting infrastructure (if owned and operated by a publicly owned utility).



- Electric, gas, and broadband lines (if owned and operated by a publicly owned utility. Rural electric cooperatives are not considered publicly owned utilities). Assistance to private utilities may be provided according to private utility assistance policy in the Combined Policies and Procedures Guide as allowed by HUD Memo: Replacement of the Alternative Requirement on Privately-Owned Utilities at Section III.G.3 of the CDBG-DR Consolidated Notice (87 FR 6388) and (87 FR 31663) for Disasters Occurring in 2020 and 2021 dated December 12, 2022.

For all applications that require the construction of infrastructure in support of housing, the applicant will provide a line-item request for each infrastructure item based on anticipated costs of construction, provide support documentation for these costs, and demonstrate that funding is not available through other existing federal, state, or local programs (e.g. TIF, DOT, general fund, etc.). All infrastructure in support of housing is subject to federal labor standards and Davis Bacon prevailing wage compliance. Infrastructure contracts must be separate from housing contracts.

Infrastructure in support of housing is available to both the owner-occupied and rental new housing construction programs. Higher scoring applications in both programs will receive the first opportunity to access these funds based on a demonstration of need.

The applicant may request up to 35% of the housing construction cost or \$70,000 per unit, whichever is less, in infrastructure in support of housing funds. The following table demonstrates how much funding is available to the HUD and State MID areas.

Infrastructure in support of housing is available to both the owner-occupied and rental new housing construction programs. Higher scoring applications in both programs will receive the first opportunity to access these funds based on a demonstration of need.

All infrastructure in support of housing construction is subject to Davis Bacon if it exceeds \$2,000 in funds. Infrastructure in support of housing that is constructed by a developer is exempt from procurement in accordance with HUD policy "Guidance on the Procurement of Developers and Subrecipients – June 1, 2012".

https://files.hudexchange.info/resources/documents/NSPPolicyAlert_ProcurementDevelopersSubrecipients.pdf.

Infrastructure in support of housing that is constructed by the subrecipient is subject to procurement. Any construction contracts procured through awarded projects must comply with the Bonding Requirements noted in the Procurement Policy in the Combined CDBG-DR Policies and Procedures Manual.

Program	Budget	Linn County	Marshall, Tama, and Benton Counties
Infrastructure in Support of Housing	\$3,995,019	\$3,995,019	\$0

Downpayment and Closing Cost Assistance

Eligible LMI buyers approved for a mortgage will have access to downpayment assistance up to 100% of lender required downpayment and applicable closing costs. Households requiring co-signers from outside of the purchasing household are ineligible. This will be filed as a forgivable



mortgage on a monthly receding basis for 5 years and subject to recapture if the housing unit if the LMI buyer transfers, sells, vacates, or abandons the property during the 5-year period, unless such sale or transfer meets the requirements of these guidelines or IEDA provides approval in advance of the transfer.

Downpayment assistance may be used for up to 100% of the required downpayment, applicable closing costs, principle write-down, interest rate subsidization, and assist in paying private mortgage insurance. First year's insurance and taxes will not be eligible for assistance.

Downpayment assistance will only be provided for mortgages with a term of 33 years or less. No balloon payment loans are eligible. No private loans are eligible.

Homeowners that refinance their property within the 5-year period may only do so for the purpose of lowering their interest rate and not for the purpose of receiving funds by cashing out equity. Refinancing to lower the interest rate will require verification from the lender that no funds will be received and a subordination agreement between the homeowner and the subrecipient is required. If the homeowner receives funds from refinancing, they will be required to repay all CDBG-DR funding.

IEDA estimates that this assistance will not exceed \$35,000 per housing unit and \$35,000 per unit will be awarded unless the need is higher. Homebuyers should apply for State and local homebuying assistance programs (e.g., Iowa Finance Authority programs) before applying for CDBG-DR assistance to avoid a Duplication of Benefit.

IEDA encourages the use of USDA Section 502 Direct Loans, which tend to offer lower interest rates and no required down payment for LMI buyers. USDA loans are not available for homes located within Cedar Rapids, Hiawatha, Marion, Robins, and Marshalltown, along with some unincorporated areas surrounding these communities. See the following link to search for address eligibility: <https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>.

Promoting Equity in Recovery

This program is intended to help impacted residents, protected classes, vulnerable populations, and members of underserved communities. Subrecipients will be expected to reduce barriers to individuals impacted by disaster, protected classes, vulnerable populations, and members of underserved communities in accessing the housing market. These classes include:

Population	Type	Population	Type
Race	FHA, Iowa Civil Rights Act Protected Class	Disability	FHA, Iowa Civil Rights Act Protected Class
Color	FHA, Iowa Civil Rights Act Protected Class	Sexual Orientation	Iowa Civil Rights Act Protected Class
National Origin (including immigrants & refugees)	FHA, Iowa Civil Rights Act Protected Class	Gender Identity	Iowa Civil Rights Act Protected Class
Religion	FHA, Iowa Civil Rights Act Protected Class	Citizenship	Iowa Civil Rights Act Protected Class
Sex (including sexual orientation and gender identity)	FHA, Iowa Civil Rights Act Protected Class	Political Affiliation	Iowa Civil Rights Act Protected Class



Familial Status	FHA, Iowa Civil Rights Act Protected Class	Indigenous Populations	Vulnerable & Underserved Population
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Subrecipients will be expected to expedite the recovery of these populations and their participation in this program by conducting efforts including but not limited to:

- Performing outreach and engagement to understand the needs of impacted participants
- Creating a personalized recovery plan (during the application phase) that addresses the needs of the local community
- Coordinating with government agencies and developers
- Coordinating with local organizations to ensure that refugee and immigrant populations are aware of the assistance and can access it
- Coordinating with local nonprofit organizations that provide services to people experiencing homelessness, people with disabilities, and historically underserved populations to ensure the promotion of the program and help remove their barriers to access the assistance
- Completing a Language Access Plan and identifying language access needs for the community

In the Fair Housing and Outreach plan, applicants should also specify which mandatory and elective activities. Applicants must indicate how they will complete at least two of the mandatory activities, which are as follows:

Mandatory Activity	Description
1	Advertise, publicize, and pass an affirmative fair housing policy that will certify that the local government adheres to the requirements of the federal Fair Housing Act and the Iowa Civil Rights Act of 1965 (adoption and use of the Equal Housing Opportunity logo and the Equal Housing Opportunity statement)
2	Identify and publish the name and contact information of a Discrimination Complaint Officer within the agency or jurisdiction for any housing-related bias or discrimination complaint
3	Refer housing discrimination complaints and assist in filing complaints with the Iowa Civil Rights Commission, the U.S. Department of Housing and Urban Development, or a local civil rights commission

Applicants will also indicate which of the following elective activities that they will complete. The list of elective activities includes the following:

Elective Activity	Description
1	Advertise the availability of housing and related assistance to population groups that are the least likely to apply through various forms of media (i.e. radio stations, posters, flyers,



	newspapers, Facebook, city web page) in English and other languages spoken by eligible families within the project service area
2	Include a flyer about fair housing in a local utility or tax bill and send it to every household within the municipality
3	Have the Responsible Entity staff attend a fair housing training or conference
4	Organize a letter writing campaign to local legislators and/or local government staff about the need to fund and support fair housing programs
5	Sponsor trainings for realtors, bankers, landlords, homebuyers, tenants, public housing authority and other city/town employees to educate them on their fair housing rights and responsibilities. This activity MUST be done in collaboration with the Iowa Civil Rights Commission or a local civil rights commission
6	Provide training/educational programs about fair housing for financial, real estate, and property management professionals at local firms, including their obligations to comply with the federal Fair Housing Act and the Iowa Civil Rights Act of 1965 (this can be done by partnering with a bank, board of realtors association, or other local group and helping to sponsor a program taught by a qualified entity such as the Iowa Civil Rights Commission
7	Conduct meetings with advocacy groups for members of the protected classes on the availability of affordable and accessible housing and determine housing needs to plan future projects
8	Establish and/or fund fair housing organizations in areas where there are no such organizations
9	Conduct fair housing testing to ensure that local housing providers and/or lenders do not discriminate (fair housing testing must be conducted by a HUD-certified fair housing agency)
10	Assist Housing Choice Voucher program participants to help locate and secure housing outside of racially concentrated areas of poverty (RCAPs) or outside of areas nearby RCAPs
11	Conduct outreach to housing providers and housing developers to discuss affordable and accessible housing needs in RCAPs and near RCAPs
12	Evaluate the local zoning ordinance against fair housing benchmarks identified in this AI, using the Zoning Risk Assessment Tool. Evaluate the need for amendments to the zoning ordinance and make them.
13	Organize a tester recruitment event in collaboration with the Iowa Civil Rights Commission to help document instances of housing discrimination.

IEDA monitoring will include reviewing efforts indicated in the Fair Housing and Outreach Plans, along with the mandatory and elective activities to affirmatively further fair housing.

Disaster-Affected Households

The purpose of this program is to provide affordable new housing in the MID Area (Linn County) and State MID Area (Marshall, Tama, and Benton counties) Preferably, these housing units should be occupied by persons impacted by the 2020 Derecho disaster.

Considerable time passed between the August 2020 disaster, HUD's signing of the 2020 CDBG-DR grant agreement with the State of Iowa in September 2022, the launch of housing rounds in September 2022, and the completion of the first units in calendar year expected in 2024. However, it is important to maintain the tieback to the disaster event.



All housing units built must be marketed to persons impacted by the August 2020 Derecho for 4 months before being offered to an eligible member of the public. Impact includes but is not limited to: property damage, property loss, displacement, buyout, loss of business, loss of employment, economic loss, commute time to employment or childcare significantly increased due to disaster impact, physical or mental health issues related to the disaster, etc.

The State does not want completed housing units sitting empty for 4 months before being able to be sold to an income-eligible member of the public. For this reason, the State is proposing several steps to ensure that disaster-impacted residents have the first opportunity to buy the housing units:

Spec House Approach:

Step 1: Marketing

No more than 8 months out from the completion of housing units, the developer will reach out to the grant administrator to begin marketing the homes and establishing a pool of eligible tenants. All marketing materials must contain approximately the following language:

“Those who were impacted by the August 2020 Derecho will receive the first opportunity to purchase the units”.

The grant administrator will also receive a sample of marketing materials. Once the developer has notified the grant administrator of marketing efforts beginning, the 4-month period will commence.

The developer will also complete an Affirmative Fair Housing Marketing (AFHM) plan for Single Family Housing.

Step 2: Income Qualification

During the 4-month disaster impact marketing window, the grant administrator will receive applications from persons interested in renting the units. This application will include a self-certification for applicants to certify their disaster impact and provide an explanation of how they were impacted by the disaster.

Only applicants with a disaster impact will be income-qualified and receive approved applications during the 4-month window. Applicants will then proceed to sign a purchase agreement. Income qualifications are valid for 12 months and there should be an expected opportunity to purchase the units within 9 months of income qualification.

Step 3: Sale of Units

When housing units are completed or it is appropriate to sign a purchase agreement, developers will notify approved applicants on a first come, first serve basis. Provided that disaster impacted persons will be the first ones to be income qualified and put onto a list of eligible buyers as maintained by the developer and grant administrator, disaster impacted residents will have the first opportunity to purchase the units.

Disaster-impacted residents income qualified within the 4-month marketing window will have at least 30 days to sign a purchase agreement to hold their place in the queue. Once all disaster-



impacted approved applicants have been contacted to sign a purchase agreement, and at least 30 days have passed, approved LMI applicants of the general public will be contacted on a first come, first serve basis and have at least 30 days to sign a purchase agreement.

Buyer Pool Approach:

Step 1: Marketing

At a developer-chosen time after IEDA approval of the environmental review, the developer will reach out to the grant administrator to begin marketing the homes and establishing a pool of eligible buyers to sign purchase agreements for new construction. All marketing materials must contain approximately the following language:

“Those who were impacted by the August 2020 Derecho will receive the first opportunity to purchase the homes”.

The grant administrator will also receive a sample of marketing materials. Once the developer has notified the grant administrator of marketing efforts beginning, the 4-month period will commence.

Step 2: Income Qualification & Sale of Units

During the 4-month disaster impact marketing window, the grant administrator will receive applications from persons interested in purchasing the home. This application will include a self-certification for applicants to certify their disaster impact and provide an explanation of how they were impacted by the disaster.

Only applicants with a disaster impact will be income-qualified and receive approved applications during the 4-month window. Applicants will then proceed sign a purchase agreement for the construction of their new home with earnest money of no greater than \$500 required. Income qualifications are valid for 12 months and there should be an expected opportunity to purchase homes within 9 months of signing the purchase agreement for new construction.

Provided that disaster impacted persons will be the first ones to be income qualified and put onto a list of eligible buyers as maintained by the developer and grant administrator, disaster impacted residents will have the first opportunity to purchase the homes. Once all disaster-impacted approved applicants have been contacted to sign a purchase agreement and at least 30 days have passed, approved LMI applicants of the general public will be contacted on a first come, first serve basis and have at least 30 days to sign a purchase agreement.

Project Delivery

IEDA will only award applications with a project delivery entity indicated on the application. All non-entitlement subrecipients (cities/counties/tribes) apart from the City of Marshalltown will be required to contract with a council of government (Region 6 for Marshall and Tama counties, ECICOG for Benton and Linn counties) or procure an IEDA-approved consultant for project delivery services. Entitlement communities (City of Cedar Rapids) and the City of Marshalltown



may conduct project delivery in-house or choose to use ECICOG, Region 6, or procure an IEDA-approved consultant. Under Iowa law, procurement is not required for grant administration if a local government chooses to use their council of government (COG). COG or consultant staff working with the project will be required to maintain an active IEDA Certified Grant Administrator certification.

IEDA will award up to \$5,000 per unit in project delivery. The entitlement community, COG, or consultant will provide a lump sum estimate for project delivery in the application for CDBG-DR funding. Project delivery must be substantiated by documentation of costs incurred and cannot be duplicated by another federal funding source. Project delivery includes but is not limited to:

- Environmental Review Record documentation, including required publication costs
- Lien development and filing
- Mortgage recording
- Income verification
- Federal Labor Standards Compliance
- Section 3 Compliance
- Davis Bacon (if applicable)
- Financing/interest incurred for project implementation

Exception Policy

IEDA will consider exceptions to the program guidelines on a case-by-case basis. All exceptions must be submitted in writing with the application and include a justification. Exceptions should enhance the benefit to LMI households or areas.

Exceptions cannot violate federal, state, or local laws or regulations. Exceptions must still meet HUD's requirements for necessary and reasonable, comply with federal accessibility standards, and accommodate a person with disabilities if applicable.

A written response will be authorized in writing to the applicant upon approval or denial of the application requesting an exception.

IEDA will consider an exception to the 500-year floodplain development prohibition if the applicant has constructed flood control structures that will reduce the risk of flooding and/or are anticipated to move the structure outside of the FEMA-mapped 500-year floodplain. The project should also enhance the benefits to LMI households by being proximate to parks, walking trails, open space, or other desirable areas. If flood control structures will not be completed by 2024 for Round 1 projects, the units should be elevated (or floodproofed in accordance with FEMA floodproofing standards at 44 CFR 60.3(c)(2)-(3) or successor standard) to the base 500-year floodplain or 3 feet above the 100-year floodplain, whichever is higher.

Application Scoring Criteria

IEDA will use the following criteria to rank applications:

1. Rank the level of development of plans, renderings, and specifications provided



2. Rank the wind resiliency features
3. Rank the Green Score: the degree to which the proposed project is consistent with sustainability and smart growth principles and the degree to which the project exceeds the Iowa Green Communities Criteria (higher points for requesting and integrating additional green and resiliency construction offsets)
4. Rank how the project included the recommendations provided in the IEDA design consultation
5. Rank whether the project intends to comply with the U.S. Department of Energy Zero Energy Ready Homes program requirements and obtain certification
6. Rank the project's alignment with the applicant's Community Development and Housing Needs Assessment
7. Rank the community's proposed steps to Affirmatively Further Fair Housing
8. Rank how well the project furthers infill and/or orderly development
9. Rank the project's shovel readiness
10. Rank how well documented the other funding sources are
11. Rank the level of optional local match
12. Rank how detailed the development team is. Does it include email and phone number contact information for all development team members?
13. Rank how experienced the development team is with green and resilient building standards and/or the Iowa Green Streets criteria.
14. Rank how experienced the development team is with HUD or federally funded projects.

Required Application Documentation

Only complete, timely-received applications will be reviewed, scored, and ranked. Complete applications will complete all required fields in IowaGrants and provide at least the following required documentation unless granted an exception in writing by IEDA:

- **Site Plan** (which clearly shows the project location/s)
- **Project design documents**
- **Documentation of site control** (either Assessor's page showing ownership or executed purchase option with deadline at least 3 months post the closure of the IEDA application submission deadline)
- **Current site/s zoning** and an outline of any needed rezonings with a timeline for completion



- **Resolution of support** from the city/county/tribe
- **Developer Assurances** signed by the developer and city/county/tribe
- **DOB Application Certification** signed by the Developer
- **Support documentation** for project budget (awards will not be issued without this)
- **Support documentation** for Sources and Uses of funds equal to the project budget
- **Completed Green Streets Checklist** for baseline standards of compliance
- **Documentation of request** for Infrastructure in Support of Housing (if applicable)
- **Documentation of request** for Mitigation Construction offset (if applicable)
- **Outreach plan** to LMI, underserved, and vulnerable populations eligible to purchase a home through this program, including any steps to help prepare them for homeownership
- **Staffing Plan** identifying and providing communication information for local and COG/consultant staff anticipated to be working on the project if awarded
- **Signed Affirmation of Receipt** of Iowa Attorney General contractor fraud checklist

Post Award Steps to Release of Funds

All funded projects will be required to comply with all federal and state requirements including receiving an environmental clearance before any choice limiting actions. By signing the Developer Assurances, the developer acknowledges and accepts these requirements. By passing a resolution of support and executing a contract with IEDA, the subrecipient (city, county, or tribe) assumes the responsibility of enforcing these requirements as the HUD-designated Responsible Entity (RE) in accordance with 24 CFR Part 58. The following steps will be required post award:

1. IEDA will enter into contract with the city/county/tribe for the award amount
2. The subrecipient will enter into a contract for project delivery if applicable
3. Release of Funds will be issued by IEDA

Release of Funds

Before Release of Funds can be issued by IEDA, an environmental review process in accordance with the National Environmental Policy Act (NEPA) must take place to ensure compliance with all federal and state laws and regulations. An environmental review is an analysis of the impacts of a project on the surrounding environment and the environment's impact on the project itself. An environmental review:

- Ensures HUD-funded projects provide decent, safe, and sanitary housing
- Demonstrates compliance with the 17 federal laws and authorities governing NEPA
- Is a public document that encourages public participation in its development
- Is coordinated by the subrecipient and grant administrator



The timeline for an environmental review generally takes between 4-6 months, but the specific timeline will be dependent on site conditions. The review must be published in the local newspaper of record and will include a 30-day comment period. Once the environmental review checklist is complete, it will be submitted to IowaGrants.

Throughout the environmental review, **no choice-limiting** actions can be committed by the subrecipient or its partners. These include actions to commit or spend CDBG-DR or non-HUD funds for activities including but not limited to:

- Purchase of property or structures (including executing an option agreement)
- Bidding (or advertisement of bids)
- Signing construction contracts or any kind
- Construction, demolition, rehabilitation, repair, conversion, site improvements, and any phase of construction activities
- Platting and rezoning land (can work on preliminary plats and rezoning needs)
- Apply for building permits

If you have any questions regarding choice-limiting actions, please contact IEDA immediately.

Document Retention

The subrecipient must retain **all documentation** of this project for three years after the entire 2020 CDBG-DR grant between IEDA and HUD is closed. IEDA grant closeout with HUD is anticipated in 2029. Subrecipients should expect to retain all documentation **through at least 2032**. IEDA will notify all subrecipients when documentation retention is no longer required. Subrecipients may also contact IEDA's Community Development and/or Disaster Recovery divisions to inquire about document retention times for 2020 CDBG-DR.



Sample Publication Notice for Grant Administration

The **City/ County of** is requesting proposals for grant administration services to assist with a project funded with **Community Development Block Grant (CDBG)** funds through the Iowa Economic Development Authority (IEDA).

Commented [RW1]: OR add 'Disaster Recovery' as required

The City/County has received funds to complete **(insert short project description- i.e. owner-occupied housing rehabilitation, improvements to downtown building facades, etc.)**

The selected contractor will work with the **city /county** to ensure compliance with CDBG Program requirements. Activities will include, but are not limited to, project reporting, preparation of disbursement requests, and other activities required under the State of Iowa's CDBG Program. A full description of the work specifications is available at City Hall at **insert full address.**

Proposals to the **city/county** should include the minimum information:

- Experience with IEDA's CDBG program
- Description of past grant administrative services provided
- Description of organizational capacity to complete all necessary grant administration activities
- References from previous clients of related work within the past five years
- Cost of services

Proposals must be submitted no later than **date/time.** Proposals should be submitted to **name/address.**

Questions regarding this request for proposals should be directed to **name/contact number/contact email.**

Section 3 Clause

This clause to be included in all RFPs/ RFQs & publications

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

C. The contractor agrees to post copies of a notice advising workers of the Contractor's commitments under Section 3 in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training

positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to provide written notice of employment and contracting opportunities to all known Section 3 Workers and Section 3 Businesses.

E. The contractor agrees to employ, to the greatest extent feasible, Section 3 workers or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical Section 3 Worker hours goals, despite its efforts to comply with the provisions of this clause.

F. The contractor agrees to maintain records documenting Section 3 Workers that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor for subsequent Section 3 covered projects or activities.

G. The contractor agrees to post contract and job opportunities to the Opportunity Portal and will check the Business Registry for businesses located in the project area.

H. The contractor agrees to include compliance with Section 3 requirements in every subcontract for Section 3 projects as defined in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

I. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

J. The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it has taken to pursue low- and very low-income persons for economic opportunities.

K. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Sample RFP for CDBG Administration

The **City/ County of** is requesting proposals for grant administration services to assist with a project funded with **Community Development Block Grant (CDBG)** funds through the Iowa Economic Development Authority (IEDA).

Commented [RW2]: Add 'Disaster Recovery' as required'

The City/County has received funds to complete **(insert short project description- i.e. owner-occupied housing rehabilitation, improvements to downtown building facades, etc.)**

The selected contractor will work with the **city /county** to ensure compliance with CDBG Program requirements.

The following outlines work specifications and the request for proposals:

I. Scope of Work: The scopes of services that the consultant must be prepared and qualified to provide are as follows: **(City/county should edit activities below as necessary)**

- a. Prepare Environmental Review Record and submit all other items required to clear the Contract Conditions outlined in the **city/county's** CDBG contract, within the timeframe specified by IEDA.
- b. Prepare draw/disbursement requests to ensure consistency with the procedures established for the CDBG Program.
- c. Ensure that the **city /county** has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- d. Establish project files in the local government's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the community's files.
- e. With the assistance of the **city /county**, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- f. Assist **city /county** in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.) as necessary.
- g. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- h. Secure the Department of Labor's federal wage decisions and include those in the bid documents.
- i. Prepare construction contracts that comply with state and federal regulations and include necessary language. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000),

HUD Handbook (6500.3), 2 CFR 200, EO 11246 (for contracts over \$10,000) and Build America, Buy America Act (BABA).

j. Obtain contractor clearance(s) from IEDA.

k. Check weekly payrolls to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.

l. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.

m. Attend and assist the **city /county** during the IEDA's project monitoring visit(s). Prepare **city /county** response to all monitoring findings and coordinate efforts to provide additional information as needed to IEDA.

n. Assist **city /county** with meeting state/federal affirmatively furthering fair housing requirements.

o. Assist in a final inspection of the project and in the issuance of a final acceptance of work.

p. Assist **city /county** in meeting the state's financial reporting requirements.

q. Assist the **city /county** and developers/contractors in achieving initial income verifications for sale/lease to LMI individuals/households to meet National Objectives. (as required)

r. Prepare close-out documents as needed by IEDA.

II. Statement of Qualifications. Proposals to the **city /county** should include the minimum information:

- Description of experience with IEDA's CDBG program
- Description of past grant administrative services provided
- Description of organizational capacity to complete all necessary grant administration activities, including resumes of all employees who will be or may be assigned to this project
- References from previous clients of related work within the past five years

III. Proposed cost of services. Proposals to the **city /county** should include the proposed cost to accomplish all scope of work for activities outlined above.

IV. Evaluation criteria. The **city /county** will evaluate and rank proposals received according to the following criteria:

	<u>Maximum</u>
Experience with the state's CDBG program:	30 points
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Proposed cost:	<u>20 points</u>
Total:	100 points

V. Deadline for submission. Proposals must be submitted no later than **date/time**. Proposals should be submitted to **name/address**.

Questions regarding this request for proposals should be directed to **name/contact number/contact email**.

Section 3 Clause

This clause to be included in all RFPs/ RFQs & publications

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

C. The contractor agrees to post copies of a notice advising workers of the Contractor's commitments under Section 3 in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to provide written notice of employment and contracting opportunities to all known Section 3 Workers and Section 3 Businesses.

E. The contractor agrees to employ, to the greatest extent feasible, Section 3 workers or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical Section 3 Worker hours goals, despite its efforts to comply with the provisions of this clause.

F. The contractor agrees to maintain records documenting Section 3 Workers that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor for subsequent Section 3 covered projects or activities.

G. The contractor agrees to post contract and job opportunities to the Opportunity Portal and will check the Business Registry for businesses located in the project area.

H. The contractor agrees to include compliance with Section 3 requirements in every subcontract for Section 3 projects as defined in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

I. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

J. The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it has taken to pursue low- and very low-income persons for economic opportunities.

K. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

MARSHALLTOWN

— I O W A —

HOUSING & COMMUNITY DEVELOPMENT

Deb Millizer, Director
Clayton Ender, Assistant Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5756
Fax - (641) 754-5717

MEMORANDUM OF COMMITMENT

CDBG-DR LMI Housing Project – City of Marshalltown

Date: July 7, 2025

I, **Todd Richardson**, on behalf of **Todd Richardson Construction & Ralston Eco Homes**, hereby express our commitment to apply for the City of Marshalltown's upcoming Request for Proposals (RFP) related to the Community Development Block Grant – Disaster Recovery (CDBG-DR) Affordable Housing Project, should the opportunity be made available. Ralston Eco Homes understands that this project is intended to support the construction of affordable housing units to be sold to Low-to-Moderate Income (LMI) homebuyers in compliance with federal CDBG-DR requirements. We acknowledge that this includes adherence to:

- The Iowa Green Streets Criteria
- Section 3 and/or Davis-Bacon wage compliance
- HUD income qualification requirements
- The maximum home sale price of \$175,000
- Project deadlines (construction start by September 2026 and completion by June 2027)

We also understand that this memo of commitment is not a binding contract but will be used by the City of Marshalltown to demonstrate developer interest and capacity to the Iowa Economic Development Authority (IEDA) as part of their consideration to reopen the funding opportunity. Ralston Homes is prepared to partner with the City of Marshalltown and contribute to the successful execution of this affordable housing initiative.

Signature: Todd Richardson

Todd Richardson

Todd Richardson Construction/ Ralston Eco Homes

319-533-0538

toddrichardsonconstruction@gmail.com

Date: 7/15/25

CITY COUNCIL

Melisa Fonseca, Barry Kell, Mike Ladehoff,
Mark Mitchell, Greg Nichols, Jeff Schneider, Gary Thompson





**MARSHALLTOWN
MORE THAN EVER**

**Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717**

To: Mayor and City Council
From: Deb Millizer, Housing & Community Development Director
Meeting Date: September 8, 2025
Re: Department of Housing and Urban Development (HUD) FY24 Audit Follow-up Requirements

Strategic Plan Objective:

Practice sound financial stewardship by addressing federal audit findings, enhancing internal controls, and maintaining compliance and transparency in City operations.

Recommended:

This item is presented for discussion only. No formal action is required. Staff recommends that the City Council discuss the FY2024 audit findings for the Low Rent Housing Agency, so the minutes can be submitted to HUD in compliance with the management decision letter.

Budget Impact:

There is no direct budget impact. Any staff training required to address the audit findings will be covered within the existing Housing Authority budget.

Description/Background:

The U.S. Department of Housing and Urban Development (HUD) issued a management decision letter dated August 18, 2025, regarding the FY2024 audit of the Low Rent Housing Agency of Marshalltown.

- The first finding, a repeat material audit adjustment, noted that financial data was not recorded fully in accordance with Generally Accepted Accounting Principles. HUD recommended that staff receive additional training and that review procedures be strengthened.
- The second finding addressed internal control over compliance. The auditor noted that while a second-person review of Voucher Management System (VMS) reports was occurring, there was no documentation to prove it. In practice, Finance Director Diana Steiner was reviewing the reports prepared by staff, but those reviews were not uploaded or saved in the system. As a result, there was no evidence for the auditor to

confirm that the control was in place.

These issues occurred prior to the current Housing and Community Development Director's tenure, during a period of staff turnover. Since that time, procedures have been updated to ensure that the Finance Director's reviews are uploaded and retained in the system. These corrective actions were not part of the FY2024 audit period but are in effect going forward.

To further strengthen compliance and financial accuracy, staff will pursue additional training opportunities, including HUD webinars on financial reporting and internal controls, National Association of Housing and Redevelopment Officials (NAHRO) financial management courses, and specialized Voucher Management System (VMS) training offered by providers such as Nan McKay & Associates or Quadel. These steps will help ensure staff remain current on reporting requirements and best practices in internal controls.

HUD requires that the City Council, serving as the governing board, discuss these findings and that the minutes of this meeting be submitted to HUD within 30 days of the management decision letter.

Attachments:

1. IA125 Marshalltown 2024 Audit Letter FYE



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

REGION VII

Gateway Tower II, Room 200

400 State Avenue

Kansas City, KS 66101-2406

HUD Home Page: www.hud.gov

August 18, 2025

Debbie Millizer
Executive Director
Low Rent Housing Agency of Marshalltown
36 N. Center Street
Marshalltown, IA 50158

Dear Ms. Millizer,

The Department of Housing and Urban Development has reviewed the audit report for the Low Rent Housing Authority of Marshalltown (Authority) for the Fiscal Year Ended June 30, 2024. The Findings are addressed below:

Repeat Finding 2024-001: Material Audit Adjustment

The Auditor noted that the Authority's financial data was not recorded in accordance with Generally Accepted Accounting Principles. The Authority has a limited number of office employees, with varying levels of experience with reporting requirements, which significantly limits the Authority's review procedures. The Auditor recommended the finance staff continue to receive relevant training and that additional review procedures be implemented in preparing the financial statements.

The Department sustains this finding. The Authority responded that the staff would seek training opportunities prior to the preparation of the next audit. The Department accepts your response. We are unable to close this Finding solely based on the response. Within 30 days of the date of this letter, please provide Board minutes where this Finding was discussed, verification that staff has received relevant training, and a copy of the Authority's procedures regarding preparing and reviewing financial statements.

Finding 2024-002: Internal Control Over Compliance

The Auditor noted that the Authority did not use accurate financial information or retain evidence documenting the individual who reviewed the Voucher Management System (VMS) reports prior to submission. This deficiency in internal controls could result in the submission of inaccurate or incomplete reports to the Department. The auditor recommended that the Authority implement separate management reviews of VMS reports before submission to ensure compliance with federal requirements.

The Department sustains this Finding. The Authority responded that the staff would have a

second person review the reports. The Department accepts your response. We are unable to close this Finding solely based on the response. Within 30 days of the date of this letter, please provide Board minutes where this Finding was discussed, verification that second person is reviewing VMS reports, and a copy of the Authority's procedures regarding preparing and reviewing VMS reports.

If you disagree, please respond with an explanation and documentation in support of your position. Upon receipt, the Department will review your response and make further decisions or recommendations as appropriate. Please note that findings cannot be appealed through this process. If you have any questions, please contact Christine Samaniego at Christine.v.samaniego@hud.gov.

Sincerely,

**STACY
COPELAND**

Digitally signed by: STACY COPELAND
DN: CN = STACY COPELAND C = US O =
U.S. Government OU = Department of
Housing and Urban Development, Office of
Public and Indian Housing
Date: 2025.08.18 17:02:46 -05'00'

Stacy T. Copeland, MSM
Division Director
Office of Public Housing
Office of Field Operations



**MARSHALLTOWN
MORE THAN EVER**

Joel Greer, Mayor
Carol Webb, City Administrator
24 North Center Street
Marshalltown, IA 50158
PH 641.754.5701 • FX 641.754.5717

To: Mayor and City Council
From: Carol Webb, City Administrator
Meeting Date: September 8, 2025
Re: Employee Wellness Program

Strategic Plan Objective:

Continually improve and sustain the City's infrastructure, organization, and services

Recommended:

Staff would like to bring back a resolution for Council consideration to fund an employee wellness program.

Budget Impact:

Staff are requesting \$23,400 from fund 884 - Group Health Insurance to fund the proposed employee wellness program. The current fund balance as of 8/26/25 is \$951,368.77.

Description/Background:

Employee wellness programs are proven tools for strengthening workforce health, productivity, and engagement. Programs focused on education, preventive care, early detection, and lifestyle management not only promote healthier employees but can also reduce the occurrence of high-cost medical claims over time. Medical claims paid by the City in recent years are detailed in the attached budget comparison report for fund 884.

Iowa Administrative Code 545-4.3(384).8 allows the implementation of employee wellness programs that are adopted by City Council motion, resolution, ordinance, or included in a document approved by the City Council.

The proposed program includes:

- Education on nutrition, stress management, and healthy habits;
- Preventive care and early detection through access to biometric screenings, flu shots, and other health-related services;
- Lifestyle Management initiatives that encourage physical activity, weight management, smoking cessation, and overall well-being.

The program will be jointly managed by Kelsie Stafford, the Parks and Recreation Director, and Jill Petermeier, HR Director.

Budget Impact

To successfully launch the program, staff recommend the following allocations:

- Commodities (Incentives): \$500
- Contractual Services (Screenings, Wellness Vendors, etc.): \$22,900

Total requested allocation: \$23,400

Funds for the program will be paid out of fund 884 - Group Health Insurance. The current fund balance as of 8/26/25 is \$951,368.77.

Attachments:

1. Budget Comparison Report fund 884



City of Marshalltown, IA
Group Health Insurance Fund

Account Detail

		2022-2023		2023-2024		2024-2025
		Total Activity		Total Activity		Total Activity
Account Number						
Revenue						
884.6021.4403.000	INSUR DEDUCT & MATCH RECD	\$ 2,272,375.36	\$	2,712,390.41	\$	3,183,796.63
884.6021.4404.000	INSUR DEDUCT & MATCH RETIREES	\$ 303,113.86	\$	325,737.27	\$	311,730.23
884.6021.4405.000	MMSC INSUR CHARGES	\$ 10,949.43	\$	2,346.16	\$	-
884.6021.4610.000	INTEREST ON INVESTMENTS	\$ 3,352.48	\$	1,740.75	\$	19,141.58
884.6021.4875.000	RFNDS/REIMB	\$ 157,250.49	\$	112,340.80	\$	14,592.54
884.6021.4886.000	RETIRED EMPL INSUR CONTRIB	\$ 316,977.17	\$	337,103.45	\$	324,577.06
884.7010.4875.000	RFNDS/REIMB	\$ 9,886.50	\$	247.11	\$	11.30
884.9000.6500.112	TRANSFER IN - EMPL BENEFIT FUND	\$ -	\$	131,888.00	\$	128,794.00
884.9000.6500.142	TRANSFER IN -SOFTBALL ASSOC	\$ -	\$	658.00	\$	-
884.9000.6500.181	TRANSFER IN - LEAD	\$ -	\$	-	\$	1,789.00
884.9000.6500.184	TRANSFER IN - VOUCHERS	\$ -	\$	1,721.00	\$	1,420.00
884.9000.6500.189	TRANSFER IN - HUD LEAD GRANT	\$ -	\$	646.00	\$	-
884.9000.6500.610	TRANSFER IN - WPC	\$ -	\$	22,563.00	\$	23,393.00
884.9000.6500.690	TRANSFER IN - TRANSIT	\$ -	\$	6,960.00	\$	6,658.00
884.9000.6500.740	TRANSFER IN - STORM SEWER	\$ -	\$	5,217.00	\$	5,189.00
884.9000.6500.750	TRANSFER IN - COMPOSTING	\$ -	\$	250.00	\$	-
884.9000.6500.913	TRANSFER IN - 911 COMMISSION	\$ -	\$	10,097.00	\$	12,757.00
Total Revenue:		\$ 3,073,905.29	\$	3,671,905.95	\$	4,033,849.34
Expense						
884.7010.5230.000	CONSULTING & PROF FEES	\$ 167,434.23	\$	169,944.86	\$	175,099.58
884.7010.5250.000	COURT, RECORD & FILING FEES	\$ 4,489.99	\$	1,610.73	\$	6,346.02
884.7010.5337.000	AGGREGATE INSUR PREM	\$ 370,476.04	\$	391,196.49	\$	444,891.04
884.7010.5339.000	MEDICAL CLAIMS PAID BY CITY	\$ 3,274,078.47	\$	3,066,531.83	\$	2,645,472.72
884.7010.5980.000	REFUNDS/REIMB	\$ 1,781.81	\$	1,762.14	\$	3,496.41
Total Expense:		\$ 3,818,260.54	\$	3,631,046.05	\$	3,275,305.77
Total:		\$ (744,355.25)	\$	40,859.90	\$	758,543.57

Fund balance 6/30 \$ 24,141.74 \$ 65,001.64 \$ 823,545.21

TO: Mayor and City Council
FROM: Christopher Jones, Chief of Police
DATE: September 4, 2025
RE: City Administrator Budget Review

Executive Summary

The Police Department's budget is primarily driven by personnel and benefits. Fuel expenses related to our operations, along with software maintenance agreements for records, policy, and investigative assistant tools, share a large portion of our department budget. New officer training will be a projected cost increase this fiscal year.

Historical Expenditure Trends

Fiscal Year	Actual Expenditures	Budgeted
2023–2024	\$5,312,868	\$5,378,889
2024–2025	\$5,621,424	\$6,106,838
2025–2026	\$984,260 YTD (8/31)	\$6,292,923

Main Cost Drivers

- Personnel compensation (salary, benefits, overtime, MFPRSI, IPERS, etc.) is the primary cost driver in the Police Department Budget.
- Clothing and uniform expenses for new hires (Est \$2000 per recruit).
- Increase in Iowa Law Enforcement Academy Cost increase of approximately \$2825 per recruit.
- Conference Expense of providing advanced training to staff (Est. \$30,000)
- Contract Software Maintenance for records management, policy management, etc. (Est. \$57,747)
- Fuel (Est. \$85,000)

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Mark Mitchell, Greg Nichols, Jeff Schneider, Gary Thompson



Efficiency or Elimination Opportunities

- **In-service training opportunities:** Hosting training locally when available can reduce travel expenses, offer the possibility of receiving reduced tuition, and allow for training more personnel. Sharing training with area L.E. agencies helps build relationships and spreads costs.
- **Contract Lawn Care** (\$16,500)
- **Reduction in Officer Overtime** – May not see reduction until the Summer of 2026. (Est. \$150,000)

Fee-for-Service Opportunities

- Iowa Veterans' Home Contract (\$39,147) for security services through 2027. This is a year-to-year agreement.
- Security fees for Marshalltown 4th of July events, some MCSD events, and Oktoberfest Security Services.
- Issuing city ordinance charges when applicable.

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Mark Mitchell, Greg Nichols, Jeff Schneider, Gary Thompson



TO: Mayor and City Council
FROM: Christopher Cross, Chief of the Fire Department
DATE: September 4, 2025
RE: City Administrator Budget Review

Executive Summary

The Fire Department's budget is primarily driven by personnel and benefits. Fuel expenses related to our operations, protective clothing replacement along with software maintenance agreements for records, training, and fire prevention, share a large portion of our department budget.

Historical Expenditure Trends

Fiscal Year	Actual Expenditures	Budgeted
2023–2024	\$3,511,388.60	\$3,518,303.00
2024–2025	\$3,654,116.85	\$3,777,461.29
2025–2026	\$435,755.83 YTD (8/31)	\$4,118,954.00

Main Cost Drivers

- Personnel compensation (salary, benefits, overtime, MFPRSI, etc.) is the primary cost driver in the Fire Department Budget.
- Protective Clothing and uniform expenses for new hires (Est \$5,000 per employee).
- Protective clothing replacement due to NFPA and manufacturer age recommendations (\$12,000)
- Vehicle and equipment maintenance and testing
- Contract Software Maintenance for records management, policy management, etc. (Est. \$28,500)
- Fuel (Est. \$19,000)

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Efficiency or Elimination Opportunities

- **In-service training opportunities:** Hosting training locally when available can reduce travel expenses, offer the possibility of receiving reduced tuition, and allow for training more personnel. Taking advantage of free training opportunities at National Fire Academy, Emmitsburg, MD
- **Elimination of outside fire inspection vendor (\$30,000)**

Fee-for-Service Opportunities

- Iowa Veterans' Home Contract (\$58,158) for fire protection through 2027. This is a year-to-year agreement.
- Fire plan review fees (\$1500)
- Issuing city ordinance charges when applicable for illegal burning.

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Mark Mitchell, Greg Nichols, Jeff Schneider, Gary Thompson



TO: Mayor and City Council
FROM: Deb Millizer, Community Development Director; Clayton Ender, Assistant Community Development Director
DATE: 09/08/25
RE: Budget Review – Building Inspections

Historical Expenditure Trends

Fiscal Year	Revenue	Actual Expenditures	Budgeted
2023–2024	\$222,890	\$193,205	\$249,247
2024–2025	\$201,641	\$243,834	\$229,803
2025–2026	\$68,276 (YTD)	\$60,560 (YTD)	\$218,237

The bulk of the revenue comes from building and trade permit fees.

Main Cost Drivers

Contracted Services – The City currently utilizes Veenstra & Kim (V&K) for building plan review and building inspection services. This cost is approximately 80% of the total building inspections budget.

Efficiency or Elimination Opportunities

- **Hire an In-House Building Official & Building Inspector**—The services provided by V&K have been and remain satisfactory, but the city lacks an in-house building official that can process building and trade permits and answer general building code inquiries that arise on a daily basis. Hiring a building official would improve governmental operation efficiency by allowing for a city staff member to be available to complete plan reviews and to be available at city hall to address code review questions as they arise. Another benefit of hiring a building official in-house is that time spent by planning staff can be redirected towards code enforcement and other planning related services for the city.

In addition to the building official position, bringing a building inspector position in house would allow for the elimination of the V&K contract as all building services could then be provided in house. There is a potential advantage of retaining V&K for inspection services since they have multiple staff that can complete inspections and cover any staff absence. However, this would necessitate a contract amendment or a new contract all together with

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V&K. These conversations would need to be had to determine if continued usage of V&K while bringing the building official in-house would be viable.

Estimated Annual Building Official Salary - \$72,359 to \$97,314 + Benefits

Estimated Annual Building Inspector Salary - \$59,801 to \$80,425 + Benefits

Fee-for-Service Opportunities

The building inspection program is already largely fee-supported, Inspection and permit fees could be reviewed to ensure they are appropriately covering costs.

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City of Marshalltown, IA

Budget Worksheet

Account Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

Defined Budgets

Fund: 001 - GENERAL FUND

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
Revenue							
001.1070.4231.000	HSNG - Demolition Permit	0.00	0.00	0.00	450.00	0.00	450.00
001.1070.4261.000	BUILDING PERMITS	175,000.00	152,163.55	155,000.00	130,006.00	155,000.00	56,207.40
001.1070.4262.000	ELECTRICAL PERMITS	30,000.00	26,019.00	26,000.00	38,499.00	26,000.00	8,324.00
001.1070.4263.000	MECHANICAL & GAS PERMITS	10,000.00	18,633.73	19,000.00	17,832.08	19,000.00	1,617.00
001.1070.4264.000	PLAN REVIEW FEES	30,000.00	14,901.90	30,000.00	969.00	30,000.00	0.00
001.1070.4265.000	PLUMBING PERMITS	10,000.00	10,713.34	10,000.00	12,789.49	10,000.00	1,328.00
001.1070.4266.000	DEMOL,MOVING,ENCROACH...	200.00	425.00	200.00	1,039.00	200.00	350.00
001.1070.4616.000	INT CHRGD - ACCTS REC	25.00	27.62	0.00	53.31	0.00	0.00
001.1070.4875.000	RFNDS/REIMB: BUILDING	0.00	15.61	0.00	3.38	0.00	0.00
	Revenue Total:	255,225.00	222,899.75	240,200.00	201,641.26	240,200.00	68,276.40
Expense							
001.1070.5010.010	REGULAR-NON UNION	15,904.00	26,103.75	31,053.00	32,753.32	24,237.00	8,838.11
001.1070.5030.070	PART-TIME TEMPORARY	0.00	0.00	0.00	2,999.25	0.00	1,255.50
001.1070.5101.010	SOCIAL SECURITY-NON UNION	986.00	1,618.65	1,925.00	1,878.30	1,503.00	511.56
001.1070.5101.070	SOCIAL SECURITY-PT TEMP	0.00	0.00	0.00	185.97	0.00	77.85
001.1070.5102.010	MEDICARE-NON UNION	231.00	378.59	450.00	439.27	351.00	119.60
001.1070.5102.070	MEDICARE-TEMPORARY	0.00	0.00	0.00	43.50	0.00	18.19
001.1070.5111.010	IPERS-NON UNION	1,501.00	2,464.14	2,931.00	3,091.87	2,288.00	834.27
001.1070.5111.070	IPERS-PT TEMP	0.00	0.00	0.00	283.12	0.00	118.51
001.1070.5121.010	GRP INSUR-NON UNION	3,430.00	0.00	9,038.00	8,737.57	6,545.00	1,564.60
001.1070.5122.000	RETIREEES GRP HLTH INS	10,568.00	6,361.30	5,364.00	5,766.18	5,364.00	1,542.12
001.1070.5123.010	WORKCOMP-NON UNION	312.00	540.61	557.00	107.67	435.00	20.11
001.1070.5123.070	WORKCOMP-TEMPORARY	0.00	0.00	0.00	4.78	0.00	1.79
001.1070.5210.000	ADVERTISING & LEGAL PUB	0.00	14.75	1,014.00	1,013.45	0.00	0.00
001.1070.5280.000	DUES, MEMBER, SUBSCRIPTN	400.00	160.00	400.00	170.00	400.00	0.00

		2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001.1070.5290.000	INSURANCE - GENERAL	503.00	324.35	357.00	425.50	392.00	0.00
001.1070.5300.000	INSURANCE - TORT LIAB	962.00	1,051.00	1,156.00	819.00	1,272.00	0.00
001.1070.5342.000	CONTRACT-OUTSIDE HELP	213,750.00	153,531.67	174,750.00	184,494.90	174,750.00	45,321.00
001.1070.5344.000	CONTRACT-MAINTENANCE	0.00	0.01	0.00	0.47	0.00	0.00
001.1070.5360.000	POSTAGE & SHIPPING	100.00	0.00	100.00	0.00	100.00	0.00
001.1070.5450.000	TELEPHONE/OTHR COMMNCTN	500.00	500.74	500.00	318.90	500.00	113.84
001.1070.5605.000	OFFICE SUPPLIES	100.00	0.00	100.00	107.72	100.00	0.00
001.1070.5980.000	REFUNDS/REIMB	0.00	155.00	108.00	193.00	0.00	223.25
	Expense Total:	249,247.00	193,204.56	229,803.00	243,833.74	218,237.00	60,560.30
Fund: 001 - GENERAL FUND Surplus (Deficit):		5,978.00	29,695.19	10,397.00	-42,192.48	21,963.00	7,716.10
Report Surplus (Deficit):		5,978.00	29,695.19	10,397.00	-42,192.48	21,963.00	7,716.10

Group Summary

		Defined Budgets					
Account Typ...		2023-2024	2023-2024	2024-2025	2024-2025	2025-2026	2025-2026
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
Fund: 001 - GENERAL FUND							
Revenue		255,225.00	222,899.75	240,200.00	201,641.26	240,200.00	68,276.40
Expense		249,247.00	193,204.56	229,803.00	243,833.74	218,237.00	60,560.30
	Fund: 001 - GENERAL FUND Surplus (Deficit):	5,978.00	29,695.19	10,397.00	-42,192.48	21,963.00	7,716.10
	Report Surplus (Deficit):	5,978.00	29,695.19	10,397.00	-42,192.48	21,963.00	7,716.10

Fund Summary

Fund	Defined Budgets					
	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 Total Activity	2025-2026 Total Budget	2025-2026 YTD Activity
001 - GENERAL FUND	5,978.00	29,695.19	10,397.00	-42,192.48	21,963.00	7,716.10
Report Surplus (Deficit):	5,978.00	29,695.19	10,397.00	-42,192.48	21,963.00	7,716.10