



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 9
For Meeting of 06.16.2016

ITEM TITLE: Consideration of a Proposed Resolution Ordering Construction of Public Improvements, Approving Plans and Specifications and Fixing a Date for Public Hearing and taking of bids for the Norwalk Gateway Sign Project

CONTACT PERSON: Tim Hoskins, Public Works Director
Wade Wagoner, Community Development Director

SUMMARY EXPLANATION: This project was commissioned by the City in an effort to bring attention to the community with a decorative entrance element. RDG Planning and Design has offered several options to the City for consideration before a decision was made to proceed with the final product. The project consists of the construction of a gateway monument sign including all labor, materials and equipment to construct concrete and masonry sign with internally illuminated sign panel and artistic metal arches and electrical service to the site.

The project schedule is as follows:

- 6-16-16 Resolution-Ordering Construction, approval of preliminary plans, and fixing a date for public hearing and taking bids.
- 6-15-16 Send public notice to be published
- 6-24-16 Publication in papers
- 6-20-16 Issue contract document to bidders
- 7-8-16 Bid Letting at 10:00 a.m. City Hall
- 7-21-16 Public Hearing & Resolution adopting final plans and specifications
- 7-21-16 Resolution-Award of Contract
- 7-21-16 Resolution-Approving Contracts
- 7-26-16 Issue Notice to proceed

<p><input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____</p> <p>Funding Source: _____ Budgeted Item _____</p> <p>APPROVED FOR SUBMITTAL _____ Jean Furler, Interim City Manager</p>

STAFF RECOMMENDATION: Approval of the resolution

RESOLUTION NO. _____

**RESOLUTION ORDERING CONSTRUCTION
OF CERTAIN PUBLIC IMPROVEMENTS,
APPROVING PRELIMINARY PLANS, AND FIXING A DATE FOR HEARING THEREON AND
TAKING OF BIDS THEREFOR FOR IMPROVEMENTS KNOWN AS THE
GATEWAY SIGN PROJECT**

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the NORWALK GATEWAY SIGN PROJECT, and has caused to be prepared preliminary plans, specifications and form of contract, together with estimate of cost, on file in the office of the Clerk for public inspection, for the construction of said public improvements, and said preliminary plans, specifications and form of contract are deemed suitable for the making of said public improvements; and

WHEREAS, before said preliminary plans, specifications, form of contract and estimate of cost may be adopted, and contract for the construction of the public improvements entered into, it is necessary, pursuant to Division VI of Chapter 384 of the Code of Iowa, to hold a public hearing and to advertise for bids,

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

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the NORWALK GATEWAY SIGN PROJECT in the manner set forth in the preliminary plans and specifications and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the published Notice of Hearing and Letting, said public improvements being more generally described as follows:

All labor, materials, and equipment necessary for the construction of the proposed improvements as follows:

The construction of a gateway monument sign including all labor, materials and equipment to construct concrete and masonry sign with internally illuminated sign panel and artistic metal arches and electrical service to the site.

Section 2. That the amount of bid security to accompany each bid shall be in an amount which shall conform to the provisions of the notice to bidders approved as a part of said specifications; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice to bidders once in a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City. Publication shall be not less than four clear days nor more than twenty days prior to July 8, 2016, which is hereby fixed as the date for receiving bids. Said bids are to be filed prior to 10:00 a.m. on said date; and,

BE IT FURTHER RESOLVED, that bids shall be received and opened at a public meeting as provided in the public notice and the results of said bids shall be considered at a meeting of this Council on July 21, 2016 at 6:00 o'clock p.m.; and,

BE IT FURTHER RESOLVED, that the City Clerk is hereby designated as the authority to receive and open said bids on behalf of the City of Norwalk, Iowa; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice of hearing once in said newspaper, said publication to be not less than four clear days nor more than twenty days prior to the date hereinafter fixed as the date for a public hearing on the final plans, specifications, form of contract and estimate of costs for said project, said hearing to be at 6:00 o'clock p.m. on July 21, 2016.

PASSED and ADOPTED this 16th day of June, 2016.

Tom Phillips, Mayor

ATTEST:

Jodi Eddleman, City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Isley	___	___	___
Kuhl	___	___	___
Lester	___	___	___
Livingston	___	___	___
Riva	___	___	___