# CITY OF WEST DES MOINES
# CITY COUNCIL MEETING COMMUNICATION

**DATE:** July 1, 2019

**ITEM:** Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Holiday Park Signage and Ancillary Improvements

**FINANCIAL IMPACT:** None at this time. The preliminary estimated construction cost is $191,301. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of FY 19-20 budget allocated for Holiday Park Signage and Dumpster Enclosure (Project No. 0525 012.0510 031 2019). There is a total of $200,000 available for the construction of this project.

**BACKGROUND:** A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, July 24, 2019, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, August 5, 2019. The contract would be awarded on Monday, August 5, 2019, and work would begin shortly thereafter. This project is scheduled to be completed in late fall of 2019.

This resolution is for the construction of multiple signs and a dumpster enclosure at Holiday Park. The signs will include a primary sign located along Railroad Avenue at main entrance to Holiday Park, destination arrival signs at the 14th Street entrance and Girls Softball entry to match sign previously installed at Youth Baseball. In addition, Information Kiosks with decorative columns will be placed at both Youth Baseball and Girls Softball. And lastly the project will include a new dumpster enclosure to be located at Girls Softball. In addition to the base bid, the project will also include add alternates for more detailed way-finding directional signage throughout the park.

**OUTSTANDING ISSUES:** None.

**RECOMMENDATION:** That the Council approve the Resolution.

**Lead Staff Member:** David Sadler, Superintendent of Parks DS

**STAFF REVIEWS**

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|---|---|
| Department Director | Sally Ortgies, Director of Parks and Recreation SO by DS |
| Appropriations/Finance | Tim Stiles, Finance Director |
| Legal | Richard Scieszinski, City Attorney |
| Agenda Acceptance | KM |

**PUBLICATION(S)** (if applicable)

| | |
|---|---|
| Published In | N/A |
| Dates(s) Published | |

**SUBCOMMITTEE REVIEW** (if applicable)

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|---|---|---|---|
| Committee | N/A | | |
| Date Reviewed | | | |
| Recommendation | Yes | No | Split |

**Resolution Ordering Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost and Directing Advertisement for Bids**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, IOWA,** that the following described public improvement:

**Holiday Park Signage and Ancillary Improvements**

is hereby ordered constructed according to the Plans and Specifications prepared by JBC & Company and now on file in the office of City Clerk.

**BE IT FURTHER RESOLVED,** that the detailed Plans and Specifications, Form of Contract, Bid Security and Notice to Bidders are hereby approved, subject to hearing thereon, and that the same are now on file in the office of City Clerk for public inspection.

**BE IT FURTHER RESOLVED,** that the City Clerk is hereby directed to publish notice of hearing on the Plans and Specifications, Form of Contract, Bid Security and Estimate of Costs for said project to be held at 5:35 p.m. on **Monday, August 5, 2019** with said notice published not less than four (4) days nor more than twenty (20) days prior to the date heretofore fixed.

**BE IT FURTHER RESOLVED,** that the City Clerk is hereby directed to publish Notice to Bidders for said project with publication not less than thirteen (13) days nor more than forty-five (45) days prior to the date for receiving bids. Said bids are to be filed prior to 2:00 o'clock p.m. on **Wednesday, July 24, 2019.**

**BE IT FURTHER RESOLVED,** that bids received for construction of said improvements will be opened, publicly read and tabulated by the City Clerk, Deputy City Clerk, or City Clerk designee at 2:00 o'clock p.m. on **Wednesday, July 24, 2019** and the results of said bids shall be considered at a meeting of this Council on **Monday, August 5, 2019** at 5:35 p.m. and acted upon at said time, or such time as may then be fixed.

**PASSED AND APPROVED** this **1st** day of **July, 2019**.

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Steven K. Gaer, Mayor

ATTEST:

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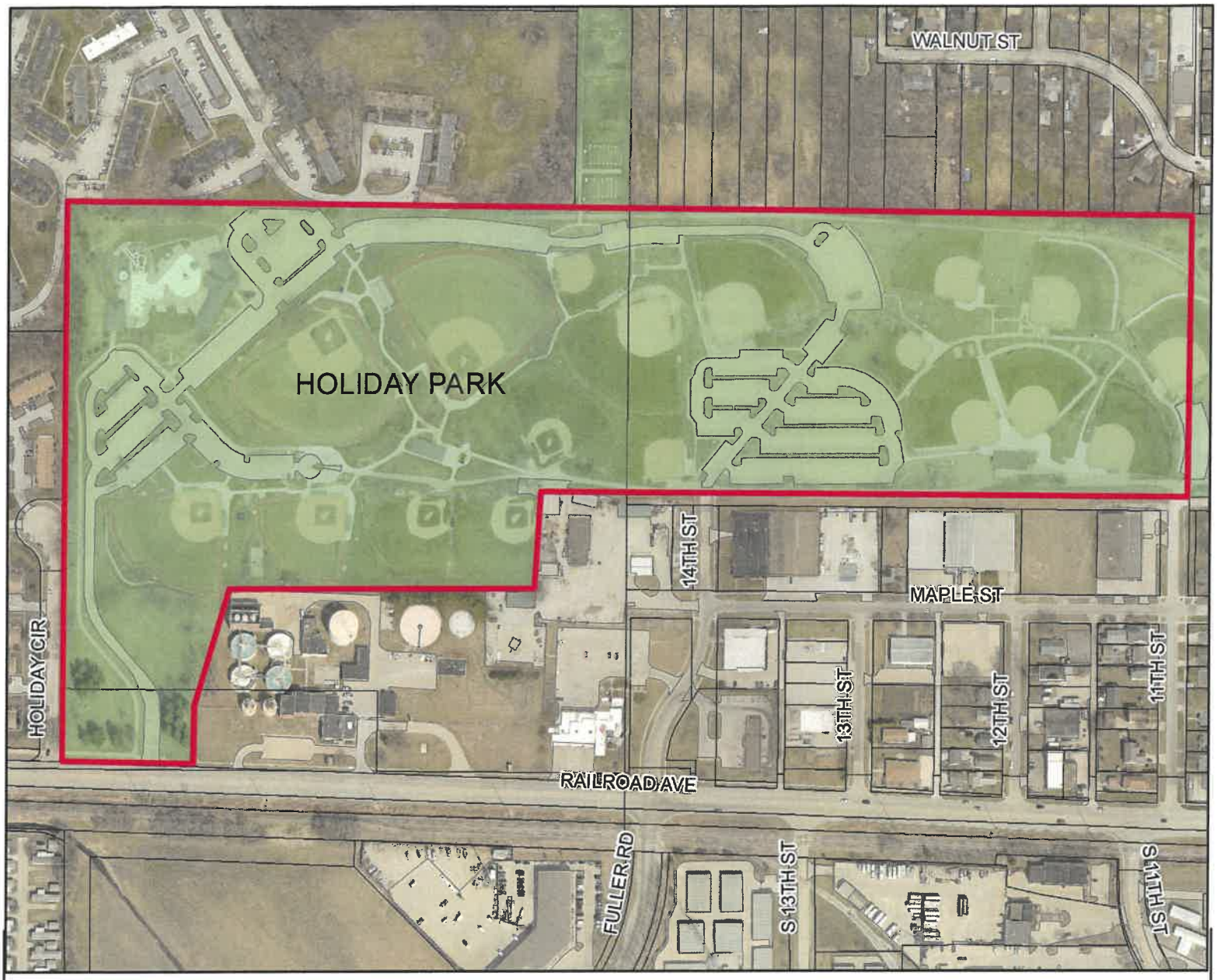
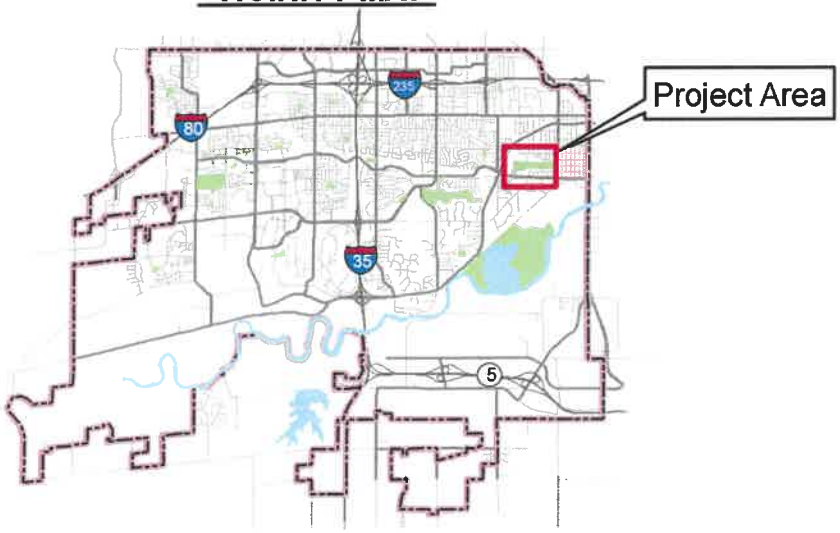
Ryan T. Jacobson, City Clerk




## VICINITY MAP




## LEGEND

Project Location

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THE CITY OF WEST DES MOINES

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|---|---|---|---|
| PROJECT: | HOLIDAY PARK SIGNAGE & ANCILLARY IMPROVEMENTS | | |
| LOCATION: | 1701 RAILROAD AVE | | |
| DRAWN BY: MAA | DATE: 3/15/2018 | PROJECT NO.: | SHT. 1 of 1 |