

PROJECT MANUAL for

*CENTRAL SPRINGS
COMMUNITY SCHOOL*

*FOOTBALL FIELD
DRAINAGE & IRRIGATION*

MANLY, IA



PROJECT NO. 2020-103

PROJECT MANUAL

**CENTRAL SPRINGS COMMUNITY SCHOOL –
FOOTBALL FIELD DRAINAGE & IRRIGATION
MANLY, IA
PROJECT NO. 2020-103**

OWNER:

Central Springs Community School District
105 S. East Street
Manly, IA 50456

ARCHITECT:

ATURA ARCHITECTURE
912 North 13th Street
Clear Lake, IA 50428
Phone: 641-357-1923
E Mail: markk@aturaarchitecture.com

Project Manual Dated August 26, 2020

Drawings Dated August 26, 2020

BIDS DUE Thursday, September 17, 2020, 2:00 p.m., local time, at the
Superintendent's office, Central Springs High School, 105 S.
East Street, Manly, IA 50456.

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DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS

SECTION TITLE DESCRIPTION OF WORK

00 1000 ADVERTISEMENT FOR BIDS AND NOTICE OF PUBLIC HEARING

NOTICE TO BIDDERS

**CENTRAL SPRINGS COMMUNITY SCHOOL
FOOTBALL FIELD DRAINAGE & IRRIGATION
MANLY, IA
PROJECT NO. 18-125**

Sealed Bids for a Single Construction Contract for the Central Springs Community School – Football Field Drainage & Irrigation, Manly, IA, for the Central Springs Community School District of Manly, IA, will be received in the Superintendent’s office, Central Springs High School, 105 S. East Street, Manly, IA 50456, up to the hour of 2:00 p.m., local time, Thursday, September 17, 2020, and after this time they will be publicly opened and read aloud.

On Monday, September 21, 2020, at 6:00 p.m., local time, at a meeting of the Board of Education in the Superintendent’s office, Central Springs CSD, 509 N. Iowa Ave., Nora Springs, IA, the School Board will review the Bids and consider the Award of the Contract.

The work for the project shall be accomplished under a Single Construction Contract and there will be a Single Bid to include soil excavations, storm water drainage system, and irrigation system.

All bids shall be made on the printed forms attached to and made a part of the proposed Contract Documents. The proposed Contract Documents including the Drawings, and the Project Manual, pursuant to which the work must be done, will be on file and may be viewed after August 27, 2020, at the Superintendent’s Office, Central Springs High School, 105 S. East Street, Manly, IA 50456. Copies, thereof, are also on file at the Office of the Architect, Atura Architecture, 912 North 13th Street, Clear Lake, IA. These Documents may be obtained after the aforementioned date by Prime Contractors upon request to the Architect and on the condition they be returned after the receipt of bids. There will be no Contract Document deposit.

All bids shall be on the basis of cash payment for the work.

Form of Contract to be used will be "The Standard Form of Agreement between Owner and Contractor, where the basis for payment is a Stipulated Sum", issued by the American Institute of Architects, AIA Document A101-2017.

Each Bid shall be accompanied by Bid Security, in a separate sealed envelope, in the form of either (1) cash, cashiers check or certified check or certified share draft drawing on a credit union in Iowa or chartered under the laws of the United States, in an amount equal to at least Five (5%) Percent of Project Bid Amount or (2) a Bid Bond executed by a corporation authorized to contract as a surety in the State of Iowa with the amount or penal sum of not less than Five (5%) Percent of Project Bid Amount. The bid security should be made payable to the Central Springs Community School. Such bid security shall be forfeited to the Central Springs Community School 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 said owner insuring the faithful fulfillment of the Contract pursuant to the provisions of this Notice and the other Contract Documents.

No bidder may withdraw their bid for at least sixty (60) days after the scheduled closing time for the receipt of bids.

The Board of Education of the Central Springs Community School District of Manly, IA, reserves the right to reject any or all bids and waive all informality and irregularity in connection therewith if the same is judged to be in their best interests, and to make a selection, including that of any Alternate Bids, that in their judgment is best suited for the purpose intended for the project.

CENTRAL SPRINGS COMMUNITY SCHOOL
MANLY, IOWA

By /s/ Gwen Mellmann
Secretary, Board of Education

NOTICE OF PUBLIC HEARING

**Central Springs Community School
Football Field Drainage & Irrigation
Manly, IA**

The Board of Education of the Central Springs Community School will conduct a public hearing on the proposed contract for the Central Springs Community School – Football Field Drainage & Irrigation project at the Superintendent’s office, Central Springs CSD, 509 N. Iowa Ave., Nora Springs, IA on Monday, September 21, 2020, beginning at 6:00 p.m. local time. The public hearing will be held for a Single Construction Contract, including general, mechanical, and electrical construction. At the public hearing, any resident, or taxpayer may appear and express an opinion of the proposed project.

Gwen Mellmann,
Secretary, Board of Education

00 2000 INSTRUCTIONS TO BIDDERS

GENERAL CONSTRUCTION BIDS

The project shall consist of a Single Construction Contract. The General Contractor will be responsible for the work performed by their own workforce, subcontractors, and suppliers.

The Owner will receive sealed bids until Thursday, September 17, 2020, 2:00 p.m., local time, at the Superintendent's office, Central Springs High School, 105 S. East Street, Manly, IA 50456. Bids received after that time will not be considered. No telephone, oral, telegraphic, facsimile bids or modifications will be accepted. Bids will be opened publicly.

The Owner reserves the right to reject any or all bids and waive all informalities and irregularities in connection therewith if the same is judged to be in their best interests, and to make a selection, including that of any Alternate Bids, that in their judgment is best suited for the purpose intended for the project.

SUBMISSION OF BID

Each bid shall be on a copy of the form provided in the Bidding Documents. The Bid shall be enclosed in an envelope, bearing Bidder's name, endorsed as follows:

Project No. 2020-103
Central Springs Community School –
Football Field Drainage & Irrigation
Manly, IA

Bid Security shall be enclosed in a separate envelope, bearing Bidder's name, endorsed as follows:

Project No. 2020-103
Central Springs Community School –
Football Field Drainage & Irrigation
Manly, IA

INQUIRIES

Submit inquiries pertaining to the Construction Documents to Mark Kroemer, Atura Architecture, 912 North 13th Street, Clear Lake, IA 50428, 641-357-1923 (voice), markk@aturaarchitecture.com (E-mail).

Replies which revise the Construction Documents will be issued to all Construction Document holders of record as Addenda to the Construction Documents and will become a part of the Contract. The Architect and the Owner will not be responsible for oral clarifications.

FORM OF AGREEMENT

The Agreement for the Work will be written on AIA Document A105-2017, "Standard Short Form of Agreement Between Owner and Contractor".

EXISTING CONDITIONS VERIFICATION

Prior to the submittal of their bid, the Contractor is encouraged to verify the existing site and building conditions.

00 8000 SUPPLEMENTARY CONDITIONS

CERTIFICATE OF INSURANCE

The Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including attorney's fees, arising from or related to injuries of the Contractor's or Subcontractor's employees, including, but not limited to, situations where the employee is responsible, in whole or in part, for his or her own injuries. The acts or omissions of the injured employee shall be imputed to the Contractor and the Contractor shall be responsible for the injured employee's acts or omissions. The Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including attorney's fees, on all claims brought by current or past employees, their descendants, representatives, spouses, their insurers, persons who paid benefits to such employees, or persons claiming by or through said employees, regardless whether any claim against a party to be indemnified hereunder alleges negligence or other fault by the party to be indemnified and regardless of whether such claim, damage, loss or expenses is caused in part by a party to be indemnified hereunder.

The Contractor shall provide a certificate of insurance, along with their Bid, designating insurance coverage and limits, which is acceptable to the Owner.

BUILDERS RISK INSURANCE

The Owner will provide a Builder's Risk Insurance Policy.

PAYMENT SCHEDULE

On or about the first day of the month, the Contractor shall submit to the Architect, an itemized Application for Payment, in triplicate, notarized AIA Documents, G702 and G703. The Owner shall pay 95% of the approved amount due the Contractor. The Owner will retain the remaining 5% as retainage. The retainage will be paid the Contractor, upon final completion and acceptance of the project by the Owner, including all project paperwork (operations/maintenance manuals, warranties, AIA Form G706-Affidavit of Payment of Debts and Claims, asbestos-free certification). Payments will be reviewed/approved at the regular school board meetings on the third Monday of each month.

BID SECURITY

Bid Security, accompanying the bid is required. Bid Security will be five (5%) percent of the project bid amount.

PERFORMANCE BOND AND LABOR & MATERIALS BOND

Contractor shall furnish a Performance Bond and Labor & Material Payment Bond, after receipt of bids and along with the execution of the Contract, in the amount of the full Contract Sum, on AIA Form A312, including an attached rider stating "It is hereby understood and agreed any suit under this bond must be instituted by the Contractor before the expiration of two (2) years from the date of final completion."

The bonds shall be issued by a responsible surety company authorized to do business in the State of Iowa.

The amount of the bonds shall be increased to cover additions made to the Contract during execution of the Work.

The cost of the bonds shall be included in the Bid.

The bonds shall be for a two (2) year period, commencing on the date of final completion.

BUILDING CODES

All work of all trades shall conform to city, state, and federal requirements and applicable codes.

SALES TAX

Iowa Sales and Use Taxes shall not be included in the bid. The Owner will provide each contractor/ subcontractor with an authorization letter and an exemption certificate developed by the Iowa Department of Revenue and Finance. Contractors and subcontractors will give a copy of the certificate to each of their material suppliers. This allows them to purchase building materials for the contract free from sales tax by simply showing the certificate at the time of purchase. Suppliers should retain this certificate in their records for at least three (3) years.

PERMITS

The Contractor shall be responsible for applying and paying for all required permits and fees, unless otherwise noted.

CHANGES IN THE WORK

The method of adjustment to the Contract Sum for changes in the work shall be computed as follows:

1. For the Contractor, for Work performed by the Contractor's own forces, labor shall be billed at their hourly rate; materials shall be billed actual cost plus 10 percent.
2. For the Contractor, for Work performed by the Contractor's Subcontractor, 10 percent of the amount due the Subcontractor.
3. For each Subcontractor or Sub-subcontractor involved, for Work performed by that Subcontractor's or Sub-subcontractor's own forces, labor shall be billed at their hourly rate; materials shall be billed at actual cost plus 10 percent.

4. For each Subcontractor, for Work performed by the Subcontractor's Sub-subcontractors, 10 percent of the amount due the Sub-subcontractor.
5. Rental costs of machinery and equipment, exclusive of hand tools, rented from sources other than the Contractor, actual amount that is due the rental source.
6. Cost of machinery and equipment provided by the Contractor, Subcontractors, or Sub-subcontractors, exclusive of hand tools, actual hourly rate costs.
7. Costs of permit fees, 10 percent the amount due the issuing agency.
8. Costs of bonds, insurance, estimating, office administration (including the contractor's project manager), and similar work is considered a part of the overhead and profit mark-up, and not a separate billable item.

In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including: labor, materials, Subcontracts, Subsubcontracts, machinery and equipment rental, and permit fees. The costs shall be billed in the manner prescribed above. Where major cost items are Subcontracts, or Subsubcontracts, they shall be itemized in a like manner. At the request of the Architect or Owner, material invoices, validation cost itemization, shall be provided by the Contractor, Subcontractors, and Sub-subcontractors.

OWNER'S RIGHT

The Owner reserves the right to reject any or all bids, and waive all informalities and irregularities in connection therewith, if the same is judged to be in their best interests, and to make a selection, including that of any Alternate Bids, that in their judgment is best suited for the purpose intended for the project.

DIVISION 01 – GENERAL REQUIREMENTS

01 1000 SUMMARY OF THE WORK

SCOPE OF WORK

The project involves earthwork, storm water drainage system, irrigation system, and other work as designated on the drawings, and required to fully and properly complete the work.

CONTRACT DOCUMENT INTERPRETATION

It is not the intent of the Plans and Specifications to set forth in detail or to otherwise direct every item properly necessary for the completion of this project. The Contractor must recognize that it is his sole responsibility to be fully qualified for the work and that he must without direction, accomplish everything necessary so as to provide a good and workmanlike construction complete in every necessary respect and in acceptable condition, ready for use without any additional work being required other than that explicitly stated elsewhere.

MANUFACTURER'S INSTRUCTIONS

All work shall be performed according to the respective manufacturer's instructions and recommendations.

CONTRACT TIME AND CONSTRUCTION SCHEDULING

It is the intent of the Owner to begin construction immediately following processing of the proper paperwork (Contracts, Bonds, Certificate of Insurance, etc.), but not later than October 5, 2020, with November 13, 2020, as the Substantial Completion date.

SUBSTITUTIONS

Material substitutions may be used if approved by Architect prior to bidding. Construction method substitutions may be used if approved by Architect.

GENERAL WARRANTY

The Contractor shall warranty all materials and workmanship for a period of one (1) year from date of substantial completion and Owner's acceptance. Any defective work shall be corrected by the Contractor at no expense to the Owner.

INSPECTIONS

Contractor shall notify the Architect to perform substantial completion inspection and final completion inspection.

01 2020 ALTERNATES

ALTERNATE NO. 1 – State the amount to be added to the Base Bid to furnish and install a complete irrigation system.

ALTERNATE NO. 2 – State the amount to be added to the Base Bid to furnish and install electrical handholes and conduits as shown on the drawings.

01 5000 TEMPORARY FACILITIES

TEMPORARY UTILITIES

Water – The Contractor may use the Owner’s water service at the site. The cost of the water will be borne by the Owner, but the Contractor will use due care to use only the necessary water required, and avoid waste and unnecessary use. The Contractor shall provide all required hoses, connections, and other equipment.

Electricity – The Contractor may use the electrical system at the site. The cost of the electricity will be borne by the Owner, but the Contractor will use due care to use only the necessary electricity required, and avoid waste and unnecessary use. The Contractor shall furnish and install all required connections to electrical receptacles, and arrange for electrical provisions with the Owner.

Sanitary Facilities – The Contractor may use the Owner’s restrooms as directed by the Owner. The Contractor shall take all necessary measures to ensure not causing any undue sanitary problems.

PROTECTION

The Contractor shall be responsible for providing a safe and secure project site. Take all required precautions to protect the building, grounds, and persons from damage and injury. Any damage to the building and grounds caused by the Contractor or his subcontractors will be corrected by the Contractor at his own expense.

PARKING AND STORAGE

On-site parking and storage will be allowed, providing it does not interfere with the Owner’s operations. All on-site parking and storage must be coordinated with, and approved by, the Owner.

01 7700 CLOSEOUT PROCEDURES

PROJECT CLOSEOUT

The Contractor shall remove all rubbish and debris resulting from his operation and shall remove same from site at his own expense. The site and surrounding area shall be cleaned and premises left in first-class condition insofar as the Contractor’s work is concerned.

Submit Consent of Surety to Final Payment, AIA Form G707; Affidavit of Payment of Contractor’s Debts and Claims, AIA Form G706; warranties, and maintenance/operations manuals, and asbestos-free certification, prior to final payment.

BID FORM

**CENTRAL SPRINGS COMMUNITY SCHOOL –
FOOTBALL FIELD DRAINAGE & IRRIGATION
MANLY, IA
PROJECT NO. 2020-103**

Date: _____

Board of Education
Central Springs Community School District
105 S. East Street
Manly, IA 50456

Board Members:

The Undersigned Contractor being familiar with the proposed project, local conditions affecting the Cost of the Work, the Bidding and Contract Documents, including, Instructions to Bidders, Bid Form, General and Supplementary Conditions, Specifications, Form of Contract, Drawings, Addenda and Exhibits issued and attached to the Drawings and Project Manual on file in the Office of the Architects, and having visited the premises of the work to inspect and determine the extent of the work, hereby, proposes to complete all work in connection with the General Construction Contract for CENTRAL SPRINGS COMMUNITY SCHOOL – FOOTBALL FIELD DRAINAGE & IRRIGATION, Manly, IA, in the best possible manner in accordance with the Contract Documents prepared by Atura Architecture, Clear Lake, IA as follows:

BASE BID: _____
_____ DOLLARS ...\$

The Base Bid may be adjusted in accordance with such of the following Alternates and Unit Prices as may be selected:

- Alternate No. 1** – Add an irrigation system ADD... \$ _____
- Alternate No. 2** – Add electrical handholes ADD... \$ _____

The Contractor Agrees, that

1. This bid is in full compliance with the Contract Documents.
2. Accompanying this proposal is the Bid Security (Bid Bond, Certified Check, Certified Share Draft, Cashier's Check or Cash) required to be furnished by the Contract Documents, the same being subject to forfeiture in the event of default by the undersigned in accordance with the terms of the specifications.
3. This Bid will not be withdrawn for sixty (60) days after the opening thereof.
4. In submitting this bid, it is understood that the right is reserved by the Owner to reject any and all bids and waive all informalities and irregularities in connection therewith, if the same is judged to be in the best interests of the Owner.
5. Payment shall be received for services as set forth in the Contract Documents.
6. We shall execute a Contract and present Bonds within ten (10) days after formal written notice of award for the above stated compensation
7. We shall execute and pay premium on and deliver to the Architect, satisfactory bonds in the form stated. The bonds shall be in the full amount of the contract price, extending from the date of final completion to a date two (2) years later than the date of final completion.
8. We shall furnish all insurance certificates before entering or starting work at the site.
9. **Iowa Sales Tax is not to be included in the Bid.** Authorization letter and exemption certificates will be provided by the Owner.
10. If this Bid is accepted, we will substantially complete the Work on or before **November 13, 2020**, with the final completion within seven (7) calendar days of the substantial completion date.

We hereby acknowledge receipt of Addenda Nos. _____.

OFFICIAL ADDRESS _____ FIRM NAME _____

BY _____

TITLE _____

DIVISION 02 – EXISTING CONDITIONS

02 4119 SELECTIVE DEMOLITION

SITE AND BUILDING CONDITIONS – The Plans do not entirely show the existing buildings and site in total detail. The Contractor must visit the existing buildings and site of construction and ascertain for themselves the exact existing conditions. It is to be understood that their failure to do so will be no excuse for claims resulting from their lack of knowledge of the existing conditions, and they are to base their bid on the conditions of the site and existing building "AS IS".

EXISTING SERVICES – Extreme care is to be exercised in all construction operations under this Contract so as not to disturb or injure existing service lines both shown and not shown. The drawings attempt to indicate all known existing services but some may exist that are not shown and these too must be guarded.

PROTECTION – The Contractor shall take all special precautions required to protect the public. Care shall be taken to prevent damage to the existing site remaining as is, particularly the track and field event areas in and surrounding the football field. Damage, if any, shall be repaired equal to the same condition as it was before the work was started.

DIVISION 26 – ELECTRICAL

26 0000 GENERAL PROVISIONS

Comply with all applicable codes, ordinances, and industry standards.

Verify all existing conditions prior to bidding and undertaking the work.

Coordinate work with other trades.

26 2726 BUILDING WIRING, CONDUIT, DEVICES, & ASSOCIATED WORK

Furnish and install circuits and all associated items as required for a complete fully functioning irrigation automatic control system. Install according to all applicable codes, ordinances, and industry standards.

All wiring within the building shall be concealed and run in metal conduit. All wiring and control circuitry passing through the wall of a building or beneath a sidewalk, road, or drive, shall be installed in a suitable sleeve; whereas all other locations they shall be installed in the pipe trench and protected by the pipe whenever possible.

Electric control wiring from each controller to the automatic valves shall be direct burial UF wire of a different color than black and white.

Handholes – Shall be Carson Industries, L-Series 1419-12, or approved equal.

DIVISION 31 – EARTHWORK

31 0000 EARTHWORK

Excavate to required depth for grade elevations. Fill and backfill around drainage tile including hauling and placing. Rough and finished grading ready for sod.

Black Dirt (Topsoil) – Shall be existing topsoil reused from stripping the top 12” of the field.

Soils not suitable and/or not used in the work shall be hauled off the field, dumped, and leveled off (rough graded) in a location as directed by the owner on the school’s campus.

Do all excavating of every description and on whatever composition encountered to the dimensions and levels shown on the drawings or required for for the work, as indicated on the drawings, or herein specified.

DIVISION 32 – EXTERIOR IMPROVEMENTS

32 8000 IRRIGATION

General – The installation of the irrigation system shall be a complete system, fully designed by the manufacturer/contractor to provide full spray coverage of the football field with the water pressure available at the sites connection point.

Plastic pipe and fittings should be solvent welded using methods recommended by the pipe manufacturer. Pipe and fittings should be clean of dirt, debris, and moisture before solvent is applied.

Take any precaution necessary to prevent dirt and debris from entering the lines.

Warranty – The manufacturer and Contractor shall warrant the irrigation system against defects in material and workmanship for a period of five (5) years. During the warranty period, the Contractor shall repair or replace, any part found to be defective.

Training – The Contractor shall properly train Owner personnel in the operation and maintenance of the irrigation system prior to final payment being authorized.

Heads – Nozzle patterns are indicated on the irrigation plan however site conditions may require different nozzle patterns to be used. Contractor shall adjust patterns as necessary to achieve adequate coverage. All adjustments should be made at no additional cost to the owner. All heads are to be installed perpendicular to grade. The top of all heads are to be ½” below finish grade.

Thrust Blocks – Use cast-in-place concrete bearing against undisturbed soil. Fittings are to be wrapped in plastic to protect bolts, joints, and fittings from concrete. Use wherever there is a change in pipe direction, at the end of the line and at all gate valves.

Testing – Prior to hydrostatic testing, all irrigation lines are to be purged of all entrapped air. Introduce water into the lines to be tested at full operating head pressure. Observe water at discharge points to ensure that all air and debris is clear from irrigation lines.

32 9200 TURF & GRASSES

Sodding – Shall be in full accordance with SUDAS Standard Specification Section 9020 with the following exceptions:

1.07 Special Requirements

Add: “A. Warranty: The Contractor shall warrant the sod against unhealthy, scattered bare spots, and dead or dormant sod for a period of one (1) year. During this period, the Owner will strictly water the sod as directed by the Contractor.”

Delete section 1.08 Measurement and Payment.

3.06 Maintenance

A.
Add: “The 30 day maintenance period shall be the responsibility of the Contractor. During this period, the Owner will water the sod as directed by the Contractor.”

DIVISION 33 – UTILITIES

33 4600 SUBDRAINAGE

Drainage Tile – Shall be 4” HDPE single wall perforated tile with filter fabric sock. Place tile as shown on the drawings with 1% slope from it’s beginning until it reaches the existing storm sewer intake (verify).

Drainage tile shall be backfilled with 50-100mm coarse sand.