

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

00-380

SYNOPSIS -

AGENDA:

AUGUST 21, 2000

The Code of Iowa exempts the governing body from advertising for sealed bids and holding a public hearing when the estimated cost is less than \$25,000. Engineering and Legal Department staff have developed and are using a new process for award of contract for construction of a public improvement, for which the estimated cost is less than \$25,000.

SUBJECT:

PROCESS FOR
AWARD OF
CONTRACT FOR
CONSTRUCTION OF
A PUBLIC
IMPROVEMENT,
THE ESTIMATED
COST OF WHICH IS
LESS THAN \$25,000

FISCAL IMPACT -

This process should reduce costs during the bid process.

RECOMMENDATION -

Receive and file.

TYPE:

BACKGROUND -

RESOLUTION
ORDINANCE
RECEIVE/FILE

Sections 384.96 and 384.102 of the Code of Iowa exempt the governing body from advertisement for sealed bids and holding a public hearing on the proposed plans, specifications, form of contract, and estimated cost of the improvement when the Engineer's estimated cost for the public improvement is less than \$25,000.

SUBMITTED BY:

FLOYD BENTZ, P.E.
CITY ENGINEER

Said Code of Iowa sections are silent regarding process where the estimated total cost of the improvement is less than \$25,000. Engineering and Legal Department staff shall utilize the following process to determine the lowest bidder for construction of public improvements where the estimated total cost is less than \$25,000.

· The Engineering Department shall prepare plans, specifications, contract documents, and Engineer's estimate for the construction

of the improvement.

- Said plans and specifications will be issued to contractors that normally bid on City of Des Moines projects of a similar nature as part of a solicitation for proposals for the public improvements, requesting the contractors to submit proposals to the City Engineer on or before a stated time and date.

- Bids received from the contractors will be opened by the City Engineer (or designee) at the specified time. Said bids and the tabulation of bids will be presented to the City Council to receive and file.

- The Chief Civil Engineer will determine the lowest responsible, responsive bidder and recommend that said bid be accepted or rejected.

- If the Chief Civil Engineer recommends acceptance of the lowest bid, staff shall secure execution of contract documents for the public improvement by the lowest responsive, responsible bidder for presentation to the City Council for approval and authorization for the Mayor to sign. Funding for the improvement will be identified and the method of financing will be presented for Council approval.

- The Engineering Department staff will provide inspection and contract administration for the work similar to other public improvement projects.

- The above process will reduce administrative costs during the bid process, eliminate publication costs, and shorten the time required to award contracts on these public improvements where the estimated cost is less than \$25,000. This process was used to award contract on the Grays Lake Recreational Trail Grading Southwest, which was approved by the City Council on August 7, 2000 under Roll Call No. 00-3307.