



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**Tuesday, January 17, 2023 - 6:00 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th St or VIA**  
**ZOOM by registering in advance for this meeting:**  
**<https://us02web.zoom.us/j/7832856334>**  
**After registering, you will receive a confirmation email containing information about joining the meeting.**

Notice to the Public: If you would like the supporting documents and information, please call City Hall by noon the day of the meeting. Copies of City Council Agendas are free to the public. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring. The use of obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated and the offender may be barred by the presiding officer from further comment before the Council during the meeting and/or removed from the meeting.

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Public Hearings:**
  - A. Public Hearing on Ordinance No. 23-01 - An Ordinance Amending Chapter 122.01 of the Code of Ordinances for the City of Windsor Heights Related to the Definition of Panhandling
  - B. Consideration of the First Reading of Ordinance No. 23-01 - An Ordinance Amending Chapter 122.01 of the Code of Ordinances for the City of Windsor Heights Related to the Definition of Panhandling
  - C. Public Hearing on Ordinance No. 23-02 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to Types and Numbers of Animals Permitted
  - D. Consideration of the First Reading of Ordinance No. 23-02 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to Types and Numbers of Animals Permitted
4. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
  - A. Approve Minutes of the Regular Council Meeting on December 19, 2022
  - B. Approve Minutes of the Council Work Session on December 19, 2022
  - C. Approve Minutes of the Special Council Meeting on December 21, 2022
  - D. Approve Minutes of the Special Council Meeting on January 9, 2023
  - E. Approve Payment of Claims

The agenda was posted on the official bulletin boards, posted to [www.windsorheights.org](http://www.windsorheights.org), and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

- F. Approve Financial Reports
  - G. Approve Liquor License Ownership Amendments - Hy-Vee
    - i Hy-Vee Fast and Fresh - 7220 Hickman Road
    - ii Hy-Vee Food and Drugstore - 7101 University Avenue
    - iii Hy-Vee Club Room - 7101 University Avenue
    - iv Hy-Vee Market Cafe - 7101 University Avenue
  - H. Approve Liquor License Renewals
    - i Kum & Go # 4098 - 1229 University Avenue
    - ii Wal-Mart Supercenter #1764 - 1001 73rd Street
    - iii Hy-Vee Fast and Fresh - 7220 Hickman Road
  - I. Approve Resolution No. 2023-4 - A Resolution Naming Official Newspaper
  - J. Approve Resolution No. 2023-5 - A Resolution Naming City Depositories and Deposit Limits
  - K. Approve Resolution No. 2023-6 - A Resolution Setting Time and Place for a Public Hearing on Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Public Works Director
  - L. Approve Resolution No. 2023-7 - A Resolution Setting Time and Place for a Public Hearing on Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Fire Chief
  - M. Approve Resolution No. 2023-8 - A Resolution Setting Time and Place for a Public Hearing on Proposed Contract Documents and Estimated Costs for the 68th Street Improvements Project
  - N. Approve Funding for IMPACT Community Action Partnership
6. **New Business:**
- A. Consideration of Resolution No. 2023-9 - A Resolution Authorizing the City of Windsor Heights, Iowa to Submit an Application for Funding from the Federal Surface Transportation Block Grant Program (STBG) to the Des Moines Area Metropolitan Planning Organization (MPO) for the Partial Funding of the Construction of 73rd Street Phase 1 and Further Approving the Application which Obligates the City of Windsor Heights to Matching Funds for the Construction of Said Project
  - B. Consideration of Audio-Visual Equipment Replacement - Community Events Center
  - C. Consideration of Police Union Contract
  - D. Discussion of Council Goals and Objectives
7. **Reports:**
- A. Mayor and Council Reports and Committee Updates
    - i Mayor's Report
  - B. Public Safety Report

The agenda was posted on the official bulletin boards, posted to [www.windsorheights.org](http://www.windsorheights.org), and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

8. **Adjourn**

The agenda was posted on the official bulletin boards, posted to [www.windsorheights.org](http://www.windsorheights.org), and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on Ordinance No. 23-01 - An Ordinance Amending Chapter  
122.01 of the Code of Ordinances for the City of Windsor Heights Related to the  
Definition of Panhandling

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None





**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of the First Reading of Ordinance No. 23-01 - An Ordinance Amending Chapter 122.01 of the Code of Ordinances for the City of Windsor Heights Related to the Definition of Panhandling

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Ordinance No. 23-01 - Amendments to Chapter 122.01 Related to the Definition of Panhandling

## ORDINANCE NO. 23-01

### AN ORDINANCE AMENDING CHAPTER 122.01 OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS RELATED TO DEFINITION OF PANHANDLING

**WHEREAS**, the City of Windsor Heights seeks to promote the public health, safety, general welfare, and aesthetics of the community through consistent, content- neutral and nondiscriminatory code requirements within its city limits; and

**WHEREAS**, the Public Safety Committee reviewed Chapter related to Definition of Panhandling and proposed changes to Chapter 122.01 and recommended approval of the same; and

**WHEREAS**, the City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 122.01 are necessary.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA:**

**SECTION 1. Purpose.** The purpose of this ordinance is to amend Chapter 122.01 by deletion of the following.

**SECTION 2. Amended.** Section 122.01 – Peddlers, Solicitors and Transient Merchants Definitions of the Windsor Heights Code is hereby deleted as follows:

122.01 (3). “Panhandler” means any solicitation made in person requesting an immediate donation of money or other thing of value. Purchase of an item for an amount far exceeding its value, under circumstances where a reasonable person would understand that the purchase is in substance a donation, is a donation for the purpose of this section. Panhandling does not include passively standing or sitting, without addressing any solicitation to any specific person.; ~~however, holding a sign, prop, or other visual aid that a reasonable person would understand to be a request for assistance while passively standing or sitting is solicitation.~~

**SECTION 3. Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 4. Severability.** 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 5. Effective Date.** This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this \_\_\_\_ Day of \_\_\_\_\_, 2023.

1<sup>st</sup> Reading:

2<sup>nd</sup> Reading:

3<sup>rd</sup> Reading:

Publish Date:

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Mike Jones, Mayor

(SEAL)

ATTEST:

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Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on Ordinance No. 23-02 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to Types and Numbers of Animals Permitted

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of the First Reading of Ordinance No. 23-02 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to Types and Numbers of Animals Permitted

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Ordinance No. 23-02 - Amendments to Chapter 55.02 Related to the Types and Numbers of Animals Permitted

## ORDINANCE NO. 23-02

### AN ORDINANCE AMENDING CHAPTER 55.02 OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS RELATED TO TYPES AND NUMBERS OF ANIMALS PERMITTED

**WHEREAS**, the City of Windsor Heights seeks to promote the public health, safety, general welfare, and aesthetics of the community through consistent, content- neutral and nondiscriminatory code requirements within its city limits; and

**WHEREAS**, the Public Safety Committee reviewed Chapter types and numbers of animals permitted and proposed changes to Chapter 55.02 and recommended approval of the same; and

**WHEREAS**, the City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 55.02 are necessary.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA:**

**SECTION 1. Purpose.** The purpose of this ordinance is to amend Chapter 55.02 by deletion of the following.

**SECTION 2. Amended.** Section 55.02 – Types and Numbers of Animals Permitted of the Windsor Heights Code is hereby deleted as follows:

55.02 PETS; TYPES AND NUMBERS OF ANIMALS PERMITTED.

The following animals may be owned as pets under the following conditions:

1. Dogs not to exceed three in number and cats not to exceed three in number at or in a residential dwelling, which dogs and cats are owned and maintained in compliance with the provisions of this chapter relating to such animals.
2. Rabbits not to exceed three in number at or in a residential dwelling, and which must be maintained in a hutch or other type of enclosure.
3. Domestic poultry and fowl; that is, poultry and fowl ordinarily raised for production of eggs or meat, not to exceed ~~twosix~~ six in number considered together at or in a residential dwelling and maintained at all times in a pen and/or coup.
4. Vietnamese Pot Bellied Pigs, Asian Pot Bellied Pigs or pot bellied pigs not to exceed two in number of the types considered together at or in a residential dwelling.

**SECTION 3. Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 4. Severability.** 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 5. Effective Date.** This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this \_\_\_\_ Day of \_\_\_\_\_, 2023.

1<sup>st</sup> Reading:

2<sup>nd</sup> Reading:

3<sup>rd</sup> Reading:

Publish Date:

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Mike Jones, Mayor

(SEAL)

ATTEST:

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Travis Cooke, City Clerk

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, December 19, 2022 - 6:00 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST**

**1. Call to Order/Roll Call/Pledge of Allegiance**

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, and Threase Harms. Others present: Interim Administrator/Finance Director Rachelle Swisher, Deputy City Clerk Adam Strait, Police Chief Chad McCluskey, City Attorney Matt Brick, and City Engineer Justin Ernst.

**2. Approval of the Agenda**

Motion by Michael Libbie to approve the Agenda. Seconded by Susan Skeries. Motion passed 5-0.

**3. Public Hearings:**

**A. Public Hearing on Proposed Amendment to the Windsor Heights Consolidated Urban Renewal Area**

Motion by Joseph Jones to open the Public Hearing on the Proposed Amendment to the Windsor Heights Consolidated Urban Renewal Area at 6:02 PM. Seconded by Michael Libbie. Motion passed 5-0. Bob Bishop, 1128 64th St. spoke in opposition to the amendment. Motion by Michael Libbie to close the Public Hearing at 6:17 PM. Seconded by Susan Skeries. Motion passed 5-0.

**B. Consideration of Resolution No. 2022-55 - A Resolution to Approve Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area**

Motion by Joseph Jones to approve Resolution No. 2022-55 - A Resolution to Approve Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area. Seconded by Michael Libbie. Motion passed 5-0.

**C. Public Hearing on Proposed Contract Documents and Estimated Costs for Repair or Improvements to the Public Safety Parking Lot**

Motion by Michael Libbie to open the Public Hearing on Proposed Contract Documents and Estimated Costs for Repair or Improvements to the Public Safety Parking Lot at 6:18 PM. Seconded by Joseph Jones. Motion passed 5-0. No public comments written or oral. Motion by Susan Skeries to close the public hearing at 6:20. Seconded by Joseph Jones. Motion passed 5-0.

**D. Consideration of Resolution No. 2022-56 - A Resolution Awarding the Public Safety Parking Lot Improvements Project to Caliber Concrete, LLC in an Amount Not to Exceed \$228,271.82**

Motion by Joseph Jones to Approve Awarding the Public Safety Parking Lot Improvements Project to Caliber Concrete, LLC in an Amount Not to Exceed \$228,271.82. Seconded by Susan Skeries. Motion passed 5-0.

**4. Public Forum:**

None.

**5. Consent Agenda:**

Motion by Joseph Jones to Approve Consent Agenda Items A-G. Seconded by Michael Libbie. Motion passed 5-0.

**A. Approve Minutes of the Regular Council Meeting on December 5, 2022**

**B. Approve Minutes of the Council Work Session on December 6, 2022**



- C. Approve Payment of Claims
- D. Approve Financial Reports
- E. Approve Agreement Between Owner and Engineer for Professional Services - JEO Consulting
- F. Approve Resolution No. 2022-57 - A Resolution Setting Time and Place for a Public Hearing on Ordinance No. 23-01- An Ordinance Amending chapter 122.01 of the Code of Ordinances for the City of Windsor Heights Related to the Definition of Panhandling
- G. Approve Resolution No. 2022-58 - A Resolution Setting a Public Hearing on Ordinance No. 23-02 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to Types and Numbers of Animals Permitted

**6. New Business:**

- A. Consideration of Resolution No. 2022-59 - A Resolution Honoring Public Safety Director Eric "Chad" McCluskey  
Motion by Susan Skeries to Approve Resolution No. 2022-59 - A Resolution Honoring Public Safety Director Eric "Chad" McCluskey. Seconded by Lauren Campbell. Motion passed 5-0.
- B. Consideration of Purchase Agreement with Pierce Manufacturing for the Replacement of a Fire Engine in the Amount of \$705,733.00  
Motion by Susan Skeries to approve the Purchase Agreement with Pierce Manufacturing for the Replacement of a Fire Engine in the Amount of \$705,733.00. Seconded by Michael Libbie. Motion passed 5-0.
- C. Consideration of RAISE Grant Agreement  
Motion by Joseph Jones to approve RAISE Grant Agreement with Bolton and Menk. Seconded by Susan Skeries. Motion passed 5-0.
- D. Consideration of Colby Park Design Contract Amendment  
Motion by Joseph Jones to approve the Colby Park Design Contract Amendment. Seconded by Lauren Campbell. Motion passed 5-0.
- E. Consideration of Strategic Visioning Phase 3  
Motion by Susan Skeries to Approve Strategic Visioning Phase 3. Seconded by Michael Libbie. Motion passed 5-0.
- F. Discussion on Community Events Center Reservations for Special Events  
Motion by Susan Skeries to approve Community Events Center Reservations for Special Events. Seconded by Michael Libbie. Motion passed 5-0.

**7. Reports:**

Given.

8. **Adjourn to Council Work Session immediately following the Regular Council Meeting**

Motion by Susan Skeries to Adjourn the meeting at 7:23. Seconded by Joseph Jones. Motion passed 5-0.

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Mike Jones, Mayor

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Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Approve Minutes of the Council Work Session on December 19, 2022

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 12.19.22 Council Work Session Minutes

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, December 19, 2022 - 6:00 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST**

**1. Call to Order/Roll Call**

Mayor Jones called the meeting to order at 7:24 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, and Threase Harms. Others present: Interim Administrator/Finance Director Rachelle Swisher, Deputy City Clerk Adam Strait, and Police Chief Chad McCluskey.

**2. Budget Work Session**

Council discussed the Budget Process for FY24.

- A. Budget Calendar
- B. Council Goals Discussion
- C. Early Revenue Snapshot
- D. Mayor and Council Input on Budget Items for FY 2024

**3. Adjourn**

Motion by Joseph Jones to adjourn the meeting at 7:58 PM. Seconded by Susan Skeries. Motion passed 5-0.

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Mike Jones, Mayor

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Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Approve Minutes of the Special Council Meeting on December 21, 2022

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 12.21.22 Special City Council Meeting Minutes

**City of Windsor Heights Regular Business Meeting Minutes**  
**Wednesday, December 21, 2022 - 1:00 PM**  
**VIA ZOOM**

**1. Call to Order/Roll Call/Pledge of Allegiance**

Mayor Jones called the meeting to order at 1:00 PM via Zoom. Present: Susan Skeries, Joseph Jones, and Lauren Campbell. Staff present: Travis Cooke, City Clerk and Interim City Administrator/Finance Director Rachelle Swisher.

**2. Approval of the Agenda**

Motion by Lauren Campbell to Approve the Agenda. Seconded by Joseph Jones. Motion passed 5-0.

**3. New Business:**

A. Resolution No. 2022-60 - A Resolution Appointing Jason Roberts as Public Works Director

Motion by Lauren Campbell to Approve Resolution No. 2022-60 - A Resolution Appointing Jason Roberts as Public Works Director. Seconded by Susan Skeries. Motion passed 5-0.

**4. Adjourn**

Motion by Susan Skeries to adjourn the meeting at 1:03 PM. Seconded by Lauren Campbell. Motion passed 5-0.

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Mike Jones, Mayor

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Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Approve Minutes of the Special Council Meeting on January 9, 2023

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 1.9.23 Special City Council Minutes

## City of Windsor Heights Regular Business Meeting Minutes

Monday, January 9, 2023 - 12:00 PM

VIA Zoom: <https://us02web.zoom.us/j/7832856334> | Meeting ID: 783 285 6334 | Ph: 312 626 6799

### 1. Call to Order and Roll Call

Mayor Jones called the meeting to order at 12:05 PM. Council members present: Susan Skeries, Joseph Jones, Lauren Campbell and Threase Harms. Absent: Michael Libbie Staff present: Interim Administrator/Finance Director Rachelle Swisher, City Clerk Travis Cooke, Police Chief Chad McCluskey, and City Attorney Erin Clanton.

### 2. Approval of the Agenda

Motion by Threase Harms to Approve the Agenda. Seconded by Joseph Jones. Motion passed 4-0.

### 3. New Business:

#### A. Consideration of Resolution No. 2023-1 - A Resolution Eliminating the Public Safety Director Position

Motion by Threase Harms to approve Resolution No. 2023-1 - A Resolution Eliminating the Public Safety Director Position. Seconded by Joseph Jones. Motion passed 4-0.

#### B. Consideration of Resolution No. 2023-2 - A Resolution Adopting Job Descriptions for the Police Chief and the Fire Chief

Motion by Threase Harms to Approve Resolution No. 2023-2 - A Resolution Adopting Job Descriptions for the Police Chief and the Fire Chief. Seconded by Susan Skeries. Motion passed 4-0.

#### C. Consideration of Resolution No. 2023-3 - A Resolution Approving the Appointments of Captain Derek Meyer to the Interim Police Chief position and Captain Blake Boyle to the Interim Fire Chief Position

Motion by Joseph Jones to approve Resolution No. 2023-3 - A Resolution Approving the Appointments of Captain Derek Meyer to the Interim Police Chief position and Captain Blake Boyle to the Interim Fire Chief Position. Seconded by Threase Harms. Motion passed 4-0.

#### D. Consideration of Posting the Police Chief and Fire Chief Positions

The council came to the consensus to direct staff to begin the recruiting process for a police chief and a fire chief.

### 4. Adjourn

Motion by Threase Harms Adjourn the meeting at 12:24 PM. Seconded by Susan Skeries. Motion passed 4-0.

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Mike Jones, Mayor

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Travis Cooke, City Clerk





**STAFF REPORT  
CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Rachelle Swisher, Finance Director  
SUBJECT: Approve Payment of Claims

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. CLAIMS LIST

| VENDOR NAME                   | REFERENCE                         | AMOUNT    | VENDOR<br>TOTAL | CHECK# | CHECK<br>DATE |
|-------------------------------|-----------------------------------|-----------|-----------------|--------|---------------|
| AFLAC WORLD WIDE HEADQUARTERS | AFLAC ACC-PRETX                   |           | 616.08          | 3922   | 12/22/22      |
| AMERITAS LIFE INS. CORP.      | VISION INS                        |           | 279.22          | 3920   | 12/22/22      |
| ARNOLD MOTOR SUPPLY           | TRUCK MAINTENANCE                 |           | 395.95          | 54828  | 1/09/23       |
| AUREON IT                     | NOV OFFICE 365                    |           | 1,520.70        | 54829  | 1/09/23       |
| AVI SYSTEMS, INC.             | CEC MICROPHONE REPAIRS            |           | 649.59          | 54830  | 1/09/23       |
| BANKERS TRUST COMPANY         | ANALYSIS FEES                     |           | 126.59          | 3968   | 12/19/22      |
| BOLTON & MENK                 | PSB PARKING LOT                   |           | 19,415.50       | 54831  | 1/09/23       |
| BOUND TREE MEDICAL LLC        | MEDICAL SUPPLIES                  |           | 546.22          | 54832  | 1/09/23       |
| BOYLE, BLAKE                  | DEC CELL PHONE                    |           | 50.00           | 54833  | 1/09/23       |
| BRAVO GREATER DES MOINES INC. | GOV PARTNER TABLE 2/4/23          |           | 3,000.00        | 54834  | 1/09/23       |
| BRICK GENTRY PC               | DEC LEGAL FEES                    |           | 18,012.50       | 54835  | 1/09/23       |
| BULLZEYE, INC                 | DEC CEC CLEANING                  |           | 2,482.12        | 54836  | 1/09/23       |
| CAPITAL ONE TRADE CREDIT      | AIR HOSE REPAIR                   |           | 34.99           | 54837  | 1/09/23       |
| CENTURY LINK                  | TELEPHONE                         |           | 355.49          | 54838  | 1/09/23       |
| CHADMARK, LC                  | 3 LOADS OF SALT                   |           | 3,002.50        | 54839  | 1/09/23       |
| CIT SEWER SOLUTIONS           | STORM SEWER TELEVISIONING/CLEANIN |           | 10,560.63       | 54840  | 1/09/23       |
| CITY OF WEST DES MOINES       | STREET SWEEPING                   |           | 12,237.44       | 54841  | 1/09/23       |
| CIVIC PLUS                    | WEBSITE ANNUAL FEES               |           | 5,105.13        | 54842  | 1/09/23       |
| COOKE, TRAVIS                 | DEC CELL PHONE                    |           | 50.00           | 54843  | 1/09/23       |
| CRYSTAL CLEAR WATER CO.       | WATER                             |           | 32.96           | 54844  | 1/09/23       |
| CUSTOM AWARDS                 | CLOTHING ALLOWANCE                |           | 1,145.00        | 54845  | 1/09/23       |
| DES MOINES REGISTER           | NEWSPAPER                         |           | 76.00           | 54846  | 1/09/23       |
| DES MOINES WATER WORKS        | 1133 66TH ST                      |           | 56.43           | 54847  | 1/09/23       |
| DIAMOND OIL CO.               | FUEL                              |           | 1,111.61        | 54848  | 1/09/23       |
| DIAMOND VOGEL, INC            | CEC PAINT                         |           | 23.26           | 54849  | 1/09/23       |
| ESRI                          | GIS SOFTWARE                      |           | 700.00          | 54850  | 1/09/23       |
| FEDERAL TAX DEPOSIT           | FED/FICA TAX                      | 26,198.10 |                 | 3921   | 12/22/22      |
| FEDERAL TAX DEPOSIT           | FED/FICA TAX                      | 792.14    |                 | 3924   | 12/21/22      |
| FEDERAL TAX DEPOSIT           | FED/FICA TAX                      | 23,379.22 | 50,369.46       | 3958   | 1/06/23       |
| FENNER IRRIGATION             | WINTERIZATION IRR SYSTEM          |           | 300.00          | 54851  | 1/09/23       |
| GET SOME GUNS, LLC            | CLOTHING ALLOWANCE                |           | 474.25          | 54852  | 1/09/23       |
| GOODRICH, WILLIAM             | DEC CELL PHONE                    |           | 50.00           | 54853  | 1/09/23       |
| GRAINGER                      | CEC TOILET REPAIRS                |           | 541.55          | 54854  | 1/09/23       |
| GREATER D.M. PARTNERSHIP      | 1/26/23 ANNUAL DINNER             |           | 2,000.00        | 54855  | 1/09/23       |
| HARMS, THREASE                | WW FUN RUN TSHIRTS                |           | 1,961.74        | 54856  | 1/09/23       |
| HAWKEYE TRUCK EQUIPMENT       | TRUCK #6 REPAIR OF AUGER          |           | 704.25          | 54857  | 1/09/23       |
| O'DONNELL ACE HICKMAN         | SHOP KITCHEN REMODEL              |           | 168.28          | 54858  | 1/09/23       |
| HOME DEPOT CREDIT SERVICES    | CEC HOLIDAY DECOR                 |           | 156.68          | 54859  | 1/09/23       |
| HOTSY CLEANING SYSTEMS        | LIQUID SALT FOR TRUCKS            |           | 337.50          | 54860  | 1/09/23       |
| HOTT OFF THE PRESS            | DEC NEWSLETTER                    |           | 1,643.93        | 54861  | 1/09/23       |
| HY-VEE ACCOUNTS RECEIVABLE    | WW WHIP CREAM/SPRINKLE/MARSHMA    |           | 61.96           | 54862  | 1/09/23       |
| ICMA RETIREMENT TRUST         | ICMA                              | 588.22    |                 | 3918   | 12/22/22      |
| ICMA RETIREMENT TRUST         | CITY CONTRIBUTION                 | 1,457.09  |                 | 3956   | 12/22/22      |
| ICMA RETIREMENT TRUST         | ICMA                              | 618.19    |                 | 3957   | 1/06/23       |
| ICMA RETIREMENT TRUST         | CITY CONTRIBUTION                 | 1,556.93  | 4,220.43        | 3961   | 1/05/23       |
| IMAGETek, Inc.                | PD RADIX                          |           | 496.00          | 3972   | 1/09/23       |
| IMWCA                         | AUDIT PREMIUM ADJUSTMENT          |           | 61,583.00       | 54863  | 1/09/23       |
| INDEPENDENT PUBLIC ADVISORS   | QTRLY RETAINER SERVICES           |           | 2,250.00        | 54864  | 1/09/23       |
| INTERSTATE ALL BATTERY        | BATTERIES                         |           | 68.15           | 54865  | 1/09/23       |
| IOWA DEPT OF PUBLIC SAFETY    | PD NCIC ACCESS                    |           | 402.00          | 54866  | 1/09/23       |
| IOWA ONE CALL                 | LOCATES                           |           | 56.80           | 54867  | 1/09/23       |
| IOWA POLICE CHIEFS ASSN.      | IPCA MEMBERSHIP RENEWAL           |           | 75.00           | 54868  | 1/09/23       |
| IOWA WORKFORCE DEV.           | Q4 UNEMPLOYMENT                   |           | 671.04          | 3960   | 1/05/23       |
| IPERS                         | PROTECT IPERS                     |           | 28,442.54       | 3917   | 12/22/22      |

| VENDOR NAME                | REFERENCE                     | AMOUNT   | VENDOR<br>TOTAL | CHECK# | CHECK<br>DATE |
|----------------------------|-------------------------------|----------|-----------------|--------|---------------|
| IRLBECK, MICHAEL           | CLOTHING ALLOWANCE            |          | 122.72          | 54869  | 1/09/23       |
| ISOLVED BENEFIT SERVICES   | FLEX - BENEFITS               | 749.53   |                 | 3923   | 12/22/22      |
| ISOLVED BENEFIT SERVICES   | FLEX - BENEFITS               | 580.77   | 1,330.30        | 3959   | 1/06/23       |
| JERICO SERVICES INC.       | CALCIUM CHLORIDE              |          | 3,500.00        | 54870  | 1/09/23       |
| JOHNSON, KYLE              | DEC CELL PHONE                |          | 50.00           | 54871  | 1/09/23       |
| KELTEK INCORPORATED        | 7227/BWC REPAIR               |          | 155.25          | 54872  | 1/09/23       |
| KLASSIC KIDS               | VETERAN'S DAY LUNCH REIMBURSE |          | 87.62           | 54873  | 1/09/23       |
| KOCH OFFICE GROUP          | PD COPER SERVICE AGREEMENT    |          | 915.51          | 54874  | 1/09/23       |
| LOGAN CONTRACTORS SUPPLY   | LOCATE PAINT                  |          | 125.06          | 54875  | 1/09/23       |
| LOWE'S                     | PW KITCHEN REMODEL            |          | 2,500.68        | 54876  | 1/09/23       |
| MCCLUSKEY, CHAD            | DEC CELL PHONE                |          | 50.00           | 54877  | 1/09/23       |
| MEDIACOM BUSINESS          | INTERNET                      |          | 570.00          | 54878  | 1/09/23       |
| MENARDS                    | AIR TANK                      |          | 65.81           | 54879  | 1/09/23       |
| MERCY ONE CLIVE PHARMACY   | MEDICAL SUPPLES               |          | 119.06          | 54880  | 1/09/23       |
| METRO WASTE AUTHORITY      | GARBAGE FEES ACCT #306        |          | 29,434.88       | 54881  | 1/09/23       |
| MEYER, DEREK               | DEC CELL PHONE                |          | 50.00           | 54882  | 1/09/23       |
| MIDAMERICAN ENERGY         | 1133 66TH ST                  | 1,264.90 |                 | 3926   | 12/29/22      |
| MIDAMERICAN ENERGY         | 6900 SCHOOL ST STAGE          | 118.49   |                 | 3927   | 12/29/22      |
| MIDAMERICAN ENERGY         | 6900 SCHOOL ST CEC            | 735.98   |                 | 3928   | 12/29/22      |
| MIDAMERICAN ENERGY         | 6900 SCHOOL ST                | 29.52    |                 | 3929   | 12/29/22      |
| MIDAMERICAN ENERGY         | 1145 66TH ST                  | 384.93   |                 | 3930   | 12/29/22      |
| MIDAMERICAN ENERGY         | 6800 SCHOOL ST                | 199.35   |                 | 3931   | 12/29/22      |
| MIDAMERICAN ENERGY         | 6800 SCHOOL ST                | 586.09   |                 | 3932   | 12/29/22      |
| MIDAMERICAN ENERGY         | 7001 UNIV AVE                 | 26.49    |                 | 3933   | 12/29/22      |
| MIDAMERICAN ENERGY         | 6300 UNIV AVE                 | 29.85    |                 | 3934   | 12/29/22      |
| MIDAMERICAN ENERGY         | 6440 HICKMAN RD               | 78.60    |                 | 3935   | 12/29/22      |
| MIDAMERICAN ENERGY         | 2227 63RD ST                  | 28.69    |                 | 3936   | 12/29/22      |
| MIDAMERICAN ENERGY         | 6739 UNIV AVE                 | 128.88   |                 | 3937   | 12/29/22      |
| MIDAMERICAN ENERGY         | 7290 UNIV AVE                 | 27.87    |                 | 3938   | 12/29/22      |
| MIDAMERICAN ENERGY         | 6540 UNIV AVE                 | 166.57   |                 | 3939   | 12/29/22      |
| MIDAMERICAN ENERGY         | 801 73RD ST                   | 39.41    |                 | 3940   | 12/29/22      |
| MIDAMERICAN ENERGY         | 1443 73RD ST                  | 10.00    |                 | 3941   | 12/29/22      |
| MIDAMERICAN ENERGY         | 1804 73RD ST                  | 10.19    |                 | 3942   | 12/29/22      |
| MIDAMERICAN ENERGY         | 6410 HICKMAN RD               | 27.87    |                 | 3943   | 12/29/22      |
| MIDAMERICAN ENERGY         | 1601 73RD ST                  | 14.56    |                 | 3944   | 12/29/22      |
| MIDAMERICAN ENERGY         | 1140 73RD ST                  | 30.60    |                 | 3945   | 12/29/22      |
| MIDAMERICAN ENERGY         | 951 73RD ST                   | 19.50    |                 | 3946   | 12/29/22      |
| MIDAMERICAN ENERGY         | 7116 UNIV AVE                 | 25.81    |                 | 3973   | 1/09/23       |
| MIDAMERICAN ENERGY         | STREET LIGHTS                 | 3,281.08 | 7,265.23        | 3974   | 1/09/23       |
| NAPA AUTO PARTS            | TRUCK #6 REPAIRS              |          | 730.25          | 54883  | 1/09/23       |
| O'HALLORAN INTERNATIONAL   | TRUCK #5 REPAIRS              |          | 877.38          | 54884  | 1/09/23       |
| O'REILLY AUTO PARTS        | TRUCK #2 REPAIRS              |          | 83.14           | 54885  | 1/09/23       |
| OMNI BILLING               | EMS DEC BILLING               |          | 1,306.70        | 54886  | 1/09/23       |
| PEARSON, ROB               | DEC CELL PHONE                |          | 50.00           | 54887  | 1/09/23       |
| PLUMB SUPPLY CO.           | SHOP SUPPLIES                 |          | 109.49          | 54888  | 1/09/23       |
| POLK COUNTY TREASUER       | BLOOD DRAW-OWI                |          | 150.00          | 54889  | 1/09/23       |
| PREMIER AUTOMOTIVE         | 7226 REPAIR OIL COOLER        |          | 1,030.68        | 54890  | 1/09/23       |
| QUALITY PEST CONTROL, INC  | PEST CONTROL                  |          | 65.00           | 54891  | 1/09/23       |
| RELIANT FIRE APPARATUS INC | FIRE ENGINE                   |          | 705,733.00      | 54827  | 12/28/22      |
| SAFE BUILDING COMPLIANCE   | BUILDING INSPECTIONS          |          | 150.00          | 54892  | 1/09/23       |
| SAM'S CLUB DIRECT          | FD WATER/GATERADE/SOAP        |          | 493.14          | 54893  | 1/09/23       |
| SHERWIN WILLIAMS CO        | PAINT FOR CEC                 |          | 130.52          | 54894  | 1/09/23       |
| SIMMERING-CORY, INC        | ANNUAL WEB HOSTING OF CODE    |          | 500.00          | 54895  | 1/09/23       |
| SKERIES, SUSAN             | WW DECORATIONS                |          | 246.77          | 54896  | 1/09/23       |

| VENDOR NAME                | REFERENCE                | AMOUNT | VENDOR<br>TOTAL | CHECK# | CHECK<br>DATE |
|----------------------------|--------------------------|--------|-----------------|--------|---------------|
| SPOTFREE CAR WASH          | PD CAR WASHES            |        | 615.40          | 54897  | 1/09/23       |
| STANDARD INSURANCE COMPANY | LIFE/LTD/STD             |        | 1,749.28        | 54898  | 1/09/23       |
| STAPLES                    | PD OFFICE SUPPLIES       |        | 123.37          | 54899  | 1/09/23       |
| STRAIT, ADAM               | DEC CELL PHONE           |        | 50.00           | 54900  | 1/09/23       |
| Strauss Security Solutions | ACCESS HOSTING PSB       |        | 979.02          | 54901  | 1/09/23       |
| SWISHER, RACHELLE          | DEC CELL PHONE           |        | 50.00           | 54902  | 1/09/23       |
| TOMPKINS INDUSTRIES INC.   | SHOP SUPPLIES            |        | 20.16           | 54903  | 1/09/23       |
| TREASURER STATE OF IOWA    | STATE TAXES              |        | 9,389.00        | 3919   | 12/22/22      |
| VAN WALL EQUIPMENT         | TIRES                    |        | 636.56          | 54904  | 1/09/23       |
| VERIZON WIRELESS           | CELL PHONES              |        | 345.88          | 3925   | 12/29/22      |
| CAPITAL ONE                | PW PRINTER INK           |        | 170.67          | 54905  | 1/09/23       |
| WEX FLEET UNIVERSAL        | FUEL                     |        | 3,539.34        | 54906  | 1/09/23       |
| WRIGHT OUTDOOR SOLUTIONS   | ROW TREE REMOVAL 64TH ST |        | 1,126.25        | 54907  | 1/09/23       |
| ZIMCO SUPPLY CO            | SALT SPREADER            |        | 941.00          | 54908  | 1/09/23       |
|                            |                          |        | =====           |        |               |
| Accounts Payable Total     |                          |        | 1,016,354.59    |        |               |

## Payroll Checks

|                         |              |              |
|-------------------------|--------------|--------------|
| 001                     | GENERAL      | 62,364.39    |
| 110                     | ROAD USE TAX | 6,303.40     |
| 740                     | STORM WATER  | 1,432.38     |
|                         |              | -----        |
| Total Paid On: 12/22/22 |              | 70,100.17    |
| 001                     | GENERAL      | 5,773.31     |
|                         |              | -----        |
| Total Paid On: 12/23/22 |              | 5,773.31     |
| 001                     | GENERAL      | 58,663.82    |
| 110                     | ROAD USE TAX | 6,513.46     |
| 740                     | STORM WATER  | 1,525.03     |
|                         |              | -----        |
| Total Paid On: 1/06/23  |              | 66,702.31    |
|                         |              | =====        |
| Total Payroll Paid      |              | 142,575.79   |
|                         |              | =====        |
| Report Total            |              | 1,158,930.38 |
|                         |              | =====        |

**CLAIMS REPORT  
CLAIMS FUND SUMMARY****Payroll Checks: 12/14/2022- 1/09/2023**

| FUND  | NAME                      | AMOUNT       |
|-------|---------------------------|--------------|
| 001   | GENERAL                   | 269,082.29   |
| 110   | ROAD USE TAX              | 44,608.55    |
| 112   | EMPLOYEE BENEFITS         | 66,709.43    |
| 314   | UNIVERSITY AVE ST PROJECT | 399.00       |
| 319   | 2020 STREET PROJECTS      | 3,318.00     |
| 322   | 73RD STREET PROJECT       | 158.00       |
| 323   | 68TH ST                   | 2,669.00     |
| 325   | 2023 PCC PATCHING PROJECT | 399.00       |
| 329   | PUBLIC SAFETY PARKING LOT | 8,604.00     |
| 348   | AMERICAN RESCUE PLAN ACT  | 705,733.00   |
| 610   | SEWER                     | 68.41        |
| 670   | LANDFILL/GARBAGE          | 29,434.88    |
| 740   | STORM WATER               | 27,746.82    |
| ----- |                           |              |
|       | TOTAL FUNDS               | 1,158,930.38 |



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Rachelle Swisher, Finance Director  
SUBJECT: Approve Financial Reports

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. BALANCE SHEET
2. REVENUE REPORT
3. BUDGET REPORT

# BALANCE SHEET

## CALENDAR 12/2022, FISCAL 6/2023

| ACCOUNT NUMBER | ACCOUNT TITLE                  | MTD<br>BALANCE | YTD<br>BALANCE |
|----------------|--------------------------------|----------------|----------------|
| 001-000-1110   | CASH - GENERAL                 | 133,340.15-    | 744,990.14     |
| 110-000-1110   | CASH - RUT                     | 21,525.90      | 63,874.71      |
| 112-000-1110   | CASH - EMP BENEFIT FUND        | 30,030.13-     | 393,785.51     |
| 113-000-1110   | CASH - POLICE PENSION          | .00            | .00            |
| 114-000-1110   | CASH - POLICE TRUST            | .00            | 28,031.28      |
| 115-000-1110   | CASH - POLICE PREFORFEIT       | .00            | 1,602.32-      |
| 119-000-1110   | CASH - EMERGENCY FUND          | .00            | .00            |
| 121-000-1110   | CASH - LOCAL OPTION SALES TAX  | 118,138.86     | 1,685,773.61   |
| 125-000-1110   | CASH - TIF                     | 34,660.03      | 615,819.30     |
| 145-000-1110   | CASH - URBAN RENEWAL FUNDS     | .00            | 65,387.92      |
| 200-000-1110   | CASH - DEBT SERVICE            | 31,140.38      | 160,161.42     |
| 303-000-1110   | CASH - COLBY PARK              | .00            | 37,979.05      |
| 306-000-1110   | CASH - HICKMAN ROAD PROJECT    | .00            | .00            |
| 309-000-1110   | CASH - 2014 A STREET PROJECT   | .00            | .00            |
| 311-000-1110   | CASH - TRAIL CONNECTION        | .00            | .00            |
| 312-000-1110   | CASH - 63/HICKMAN STREETScape  | .00            | .00            |
| 313-000-1110   | CASH - 2017/18 STREET PROJECTS | .00            | .00            |
| 314-000-1110   | CASH - UNIVERSITY AVE PROJECT  | 7,806.00-      | 930,875.86-    |
| 315-000-1110   | CASH - 2018 HMA PROJ           | .00            | .00            |
| 316-000-1110   | CASH - 2018 PCC PATCHING PROJ  | .00            | .00            |
| 317-000-1110   | CASH - WAL CREEK BIKE HUB/BRID | .00            | 144,848.50     |
| 319-000-1110   | CASH - 2020 STREET PROJECTS    | 2,449.00-      | 238,194.62     |
| 320-000-1110   | CASH - 2020 PCC PATCHING       | .00            | .00            |
| 321-000-1110   | CASH - WAL CREEK STREAM PROJ   | .00            | .00            |
| 322-000-1110   | CASH - 73RD ST                 | 2,852.00-      | 324,195.30     |
| 323-000-1110   | CASH - 68TH STREET             | 3,616.50-      | 45,640.50-     |
| 324-000-1110   | CASH - 2023 HMA OVERLAY        | .00            | 21,465.50-     |
| 325-000-1110   | CASH - 2023 PCC PATCHING PROJ  | 66.50-         | 20,933.00-     |
| 329-000-1110   | CASH - PUBLIC SAFETY PARKING L | 2,265.50-      | 12,309.00-     |
| 330-000-1110   | CASH - SPLASH PAD              | .00            | .00            |
| 331-000-1110   | CASH - TENNIS COURT IMPROVEMEN | .00            | .00            |
| 332-000-1110   | CASH - PLAYGROUND REFRESH      | .00            | .00            |
| 333-000-1110   | CASH - DOG PARK UPDATES        | .00            | .00            |
| 334-000-1110   | CASH - FITNESS CIRCUIT         | .00            | .00            |
| 348-000-1110   | CASH - ARPA FUNDS              | 705,733.00-    | 13,322.83      |
| 349-000-1110   | CASH - FUTURE STREET PROJECTS  | .00            | 340,547.53     |
| 350-000-1110   | CASH - EQUIP REVOLVE FUND      | 330.79         | 2,235.73       |
| 350-000-1180   | CASH - EQUIP REVOLVE - POLICE  | .00            | 203,167.40     |
| 350-000-1181   | CASH - EQUIP REVOLVE - FIRE/EM | .00            | 339,458.38     |
| 350-000-1182   | CASH - EQUIP REV - NOT USED    | .00            | .00            |
| 350-000-1183   | CASH - EQUIP REV - PUBLIC WORK | .00            | 531,500.00     |
| 350-000-1185   | CASH - EQUIP REVOLVE - PARKS   | .00            | .00            |
| 350-000-1186   | CASH - EQUIP REVOLVE - CEC     | 872.60         | 104,116.59     |
| 350-000-1187   | CASH - EQUIP REVOLVE - IT DEPT | .00            | 35,274.53      |
| 600-000-1110   | CASH - WATER                   | .00            | 103,254.44-    |
| 610-000-1110   | CASH - SEWER                   | 40.01-         | 5,131.18       |
| 670-000-1110   | CASH - LANDFILL/GARBAGE        | 4,766.00-      | 3,144.40       |
| 740-000-1110   | CASH - STORM WATER             | 24,654.66      | 249,871.10     |
| 810-000-1110   | CASH - REVOLVING FUND          | .00            | .00            |
| CASH TOTAL     |                                | 661,641.57-    | 5,194,730.41   |

# BALANCE SHEET

## CALENDAR 12/2022, FISCAL 6/2023

| ACCOUNT NUMBER | ACCOUNT TITLE                  | MTD<br>BALANCE | YTD<br>BALANCE |
|----------------|--------------------------------|----------------|----------------|
| 001-000-1115   | RESERVE CASH - COMM CENTER     | .00            | .00            |
|                | RESERVE CASH TOTAL             | .00            | .00            |
| 115-000-1120   | PETTY CASH - POLICE FOREITURE  | .00            | 1,000.00       |
|                | PETTY CASH TOTAL               | .00            | 1,000.00       |
| 001-000-1150   | IPAIT - GENERAL                | .00            | 3,325,512.02   |
| 110-000-1150   | IPAIT - RUT                    | .00            | 958,390.59     |
| 112-000-1150   | IPAIT - EMPLOYEE BENEFITS      | .00            | 772,546.91     |
| 121-000-1150   | IPAIT - LOCAL OPTION SALES TAX | .00            | .00            |
| 125-000-1150   | IPAIT - TIF                    | .00            | 1,051,157.68   |
| 145-000-1150   | IPAIT - URBAN RENEWAL FUNDS    | .00            | 200,000.00     |
| 200-000-1150   | IPAIT - DEBT SERVICE           | .00            | 500,000.00     |
| 314-000-1150   | IPAIT - UNIVERSITY AVE PROJECT | .00            | 2,535,000.00   |
| 319-000-1150   | IPAIT - 2020 STREET PROJECTS   | .00            | 1,002,304.89   |
| 322-000-1150   | IPAIT - 73RD STREET            | .00            | 300,000.00     |
| 348-000-1150   | IPAIT - ARPA FUNDS             | .00            | .00            |
| 349-000-1150   | IPAIT - FUTURE STREET PROJECTS | .00            | 1,000,000.00   |
| 670-000-1150   | IPAIT - LANDFILL/GARBAGE       | .00            | 380,491.47     |
| 740-000-1150   | IPAIT - STORM WATER            | .00            | 1,161,336.95   |
|                | IPAIT TOTAL                    | .00            | 13,186,740.51  |
| 001-000-1160   | SAVINGS - 680-5592 - GENERAL   | .00            | .00            |
| 001-000-1161   | SAVINGS - KWHB                 | .00            | 3,018.53       |
| 112-000-1160   | SAVINGS - EMP BENEFIT 689-6237 | .00            | .00            |
| 113-000-1160   | SAVINGS - 680-2292 - POLICE    | .00            | .00            |
| 114-000-1160   | SAVINGS - POLICE TRUST         | .00            | 9,220.43       |
| 115-000-1160   | SAVINGS - PREF/DEA             | .00            | 3,871.18       |
|                | SAVINGS TOTAL                  | .00            | 16,110.14      |
| 001-000-1170   | CD 082009 - KWHB               | .00            | 11,643.05      |
| 600-000-1170   | CD 12062707- WATER             | .00            | 107,401.50     |
| 810-000-1170   | CD 050109 - REVOLVING FUND     | .00            | .00            |
|                | CD'S TOTAL                     | .00            | 119,044.55     |
|                | TOTAL CASH                     | 661,641.57-    | 18,517,625.61  |



# REVENUE REPORT

## CALENDAR 12/2022, FISCAL 6/2023

PCT OF FISCAL YTD 50.0%

| ACCOUNT NUMBER | ACCOUNT TITLE                 | BUDGET<br>ESTIMATE | MTD<br>BALANCE | YTD<br>BALANCE | PERCENT<br>RECVD | UNCOLLECTED  |
|----------------|-------------------------------|--------------------|----------------|----------------|------------------|--------------|
|                | GENERAL TOTAL                 | 3,370,180.00       | 145,464.14     | 1,774,077.46   | 52.64            | 1,596,102.54 |
|                | ROAD USE TAX TOTAL            | 661,500.00         | 62,596.08      | 376,478.24     | 56.91            | 285,021.76   |
|                | EMPLOYEE BENEFITS TOTAL       | 906,678.00         | 39,951.43      | 455,830.75     | 50.27            | 450,847.25   |
|                | POLICE PENSION TOTAL          | .00                | .00            | .00            | .00              | .00          |
|                | POLICE TRUST TOTAL            | 10,010.00          | .00            | 9,214.90       | 92.06            | 795.10       |
|                | POLICE PREFORFEITURE TOTAL    | 1,002.00           | .00            | 3.60           | .36              | 998.40       |
|                | EMERGENCY FUND TOTAL          | .00                | .00            | .00            | .00              | .00          |
|                | LOCAL OPTION SALES TAX TOTAL  | 1,151,000.00       | 118,138.86     | 724,556.73     | 62.95            | 426,443.27   |
|                | TAX INCREMENT FINANCING TOTAL | 2,023,310.00       | 34,660.03      | 975,663.64     | 48.22            | 1,047,646.36 |
|                | URBAN RENEWAL TOTAL           | .00                | .00            | 15,000.00      | .00              | 15,000.00-   |
|                | DEBT SERVICE TOTAL            | 5,463,040.00       | 31,640.38      | 402,352.23     | 7.36             | 5,060,687.77 |
|                | COLBY PARK TOTAL              | .00                | .00            | .00            | .00              | .00          |
|                | HICKMAN ROAD PROJECT TOTAL    | .00                | .00            | .00            | .00              | .00          |
|                | 2014A STREETS PROJECTS TOTAL  | .00                | .00            | .00            | .00              | .00          |
|                | TRAIL CONNECTION TOTAL        | .00                | .00            | .00            | .00              | .00          |
|                | 63/HICKMAN ST SCAPE TOTAL     | .00                | .00            | .00            | .00              | .00          |
|                | 2017/18 Capital Projects TOTA | .00                | .00            | .00            | .00              | .00          |

**REVENUE REPORT**  
**CALENDAR 12/2022, FISCAL 6/2023**

**PCT OF FISCAL YTD 50.0%**

| ACCOUNT NUMBER | ACCOUNT TITLE                  | BUDGET<br>ESTIMATE | MTD<br>BALANCE | YTD<br>BALANCE | PERCENT<br>RECVD | UNCOLLECTED |
|----------------|--------------------------------|--------------------|----------------|----------------|------------------|-------------|
|                | UNIVERSITY AVE ST PROJECT TOTA | .00                | .00            | 19,563.50      | .00              | 19,563.50-  |
|                | 2018 HMA RESURFACING PROJ TOTA | .00                | .00            | .00            | .00              | .00         |
|                | 2018 PCC PATCHING PROJECT TOTA | .00                | .00            | .00            | .00              | .00         |
|                | WAL CREEK BIKE HUB/BRIDGE TOTA | .00                | .00            | .00            | .00              | .00         |
|                | 2020 STREET PROJECTS TOTAL     | 100,000.00         | .00            | .00            | .00              | 100,000.00  |
|                | 2020 PCC PATCHING TOTAL        | .00                | .00            | .00            | .00              | .00         |
|                | WAL CREEK STREAM PROJECT TOTA  | 750,000.00         | .00            | .00            | .00              | 750,000.00  |
|                | 73RD STREET PROJECT TOTAL      | .00                | .00            | .00            | .00              | .00         |
|                | 68TH ST TOTAL                  | .00                | .00            | .00            | .00              | .00         |
|                | 2023 HMA OVERLAY PROJECT TOTA  | .00                | .00            | .00            | .00              | .00         |
|                | 2023 PCC PATCHING PROJECT TOTA | .00                | .00            | .00            | .00              | .00         |
|                | PUBLIC SAFETY PARKING LOT TOTA | .00                | .00            | .00            | .00              | .00         |
|                | SPLASH PAD TOTAL               | .00                | .00            | .00            | .00              | .00         |
|                | TENNIS COURT IMPROVEMENTS TOTA | .00                | .00            | .00            | .00              | .00         |
|                | PLAYGROUND REFRESH TOTAL       | .00                | .00            | .00            | .00              | .00         |
|                | DOG PARK UPDATES TOTAL         | .00                | .00            | .00            | .00              | .00         |
|                | FITNESS CIRCUIT TOTAL          | .00                | .00            | .00            | .00              | .00         |

**REVENUE REPORT**  
**CALENDAR 12/2022, FISCAL 6/2023**

PCT OF FISCAL YTD 50.0%

| ACCOUNT NUMBER | ACCOUNT TITLE                 | BUDGET<br>ESTIMATE | MTD<br>BALANCE | YTD<br>BALANCE | PERCENT<br>RECVD | UNCOLLECTED   |
|----------------|-------------------------------|--------------------|----------------|----------------|------------------|---------------|
|                | AMERICAN RESCUE PLAN ACT TOTA | 360,000.00         | .00            | 359,527.91     | 99.87            | 472.09        |
|                | FUTURE STREET PROJECTS TOTAL  | 2,961,526.00       | .00            | .00            | .00              | 2,961,526.00  |
|                | CAPITAL EQUIPMENT FUND TOTAL  | 357,500.00         | 1,203.39       | 9,323.99       | 2.61             | 348,176.01    |
|                | WATER TOTAL                   | .00                | .00            | .00            | .00              | .00           |
|                | SEWER TOTAL                   | .00                | .00            | .00            | .00              | .00           |
|                | LANDFILL/GARBAGE TOTAL        | 350,500.00         | 24,668.88      | 164,123.83     | 46.83            | 186,376.17    |
|                | STORM WATER TOTAL             | 370,000.00         | 28,988.01      | 186,612.93     | 50.44            | 183,387.07    |
|                | REVOLVING FUND TOTAL          | .00                | .00            | .00            | .00              | .00           |
|                | TOTAL REVENUE BY FUND         | =====              | =====          | =====          | =====            | =====         |
|                |                               | 18,836,246.00      | 487,311.20     | 5,472,329.71   | 29.05            | 13,363,916.29 |
|                |                               | =====              | =====          | =====          | =====            | =====         |

**BUDGET REPORT**  
**CALENDAR 12/2022, FISCAL 6/2023**

**PCT OF FISCAL YTD 50.0%**

| ACCOUNT NUMBER | ACCOUNT TITLE                  | TOTAL<br>BUDGET | MTD<br>BALANCE | YTD<br>BALANCE | PERCENT<br>EXPENDED | UNEXPENDED   |
|----------------|--------------------------------|-----------------|----------------|----------------|---------------------|--------------|
|                | POLICE TOTAL                   | 2,218,925.00    | 151,082.30     | 1,027,441.57   | 46.30               | 1,191,483.43 |
|                | EMERGENCY MANAGEMENT TOTAL     | 9,570.00        | .00            | 6,560.59       | 68.55               | 3,009.41     |
|                | FIRE TOTAL                     | 355,870.00      | 26,761.21      | 161,788.90     | 45.46               | 194,081.10   |
|                | AMBULANCE TOTAL                | 692,950.00      | 43,866.56      | 294,918.32     | 42.56               | 398,031.68   |
|                | BUILDING INSPECTIONS TOTAL     | 50,000.00       | 1,097.91       | 42,128.33      | 84.26               | 7,871.67     |
|                | ANIMAL CONTROL TOTAL           | 3,000.00        | 110.75         | 2,851.75       | 95.06               | 148.25       |
|                |                                | -----           | -----          | -----          | -----               | -----        |
|                | PUBLIC SAFETY TOTAL            | 3,330,315.00    | 222,918.73     | 1,535,689.46   | 46.11               | 1,794,625.54 |
|                |                                |                 |                |                |                     |              |
|                | ROADS, BRIDGES, SIDEWALKS TOTA | 527,201.00      | 46,979.28      | 287,694.25     | 54.57               | 239,506.75   |
|                | STREET LIGHTING TOTAL          | 67,000.00       | 602.74         | 25,706.00      | 38.37               | 41,294.00    |
|                | TRAFFIC CONTROL & SAFETY TOTAL | 5,500.00        | .00            | .00            | .00                 | 5,500.00     |
|                | SNOW REMOVAL TOTAL             | 286,449.00      | 4,396.55       | 61,620.74      | 21.51               | 224,828.26   |
|                | OTHER PUBLIC WORKS TOTAL       | 28,260.00       | 334.68         | 2,291.42       | 8.11                | 25,968.58    |
|                |                                | -----           | -----          | -----          | -----               | -----        |
|                | PUBLIC WORKS TOTAL             | 914,410.00      | 52,313.25      | 377,312.41     | 41.26               | 537,097.59   |
|                |                                |                 |                |                |                     |              |
|                | WATER,AIR,MOSQUITO CONTRO TOTA | .00             | .00            | .00            | .00                 | .00          |
|                | OTHER HEALTH/SOCIAL SERV TOTA  | .00             | .00            | .00            | .00                 | .00          |
|                |                                | -----           | -----          | -----          | -----               | -----        |
|                | HEALTH & SOCIAL SERVICES TOTA  | .00             | .00            | .00            | .00                 | .00          |
|                |                                |                 |                |                |                     |              |
|                | LIBRARY TOTAL                  | 63,700.00       | .00            | 31,827.00      | 49.96               | 31,873.00    |
|                | PARKS TOTAL                    | 193,721.00      | 21,781.19      | 160,684.04     | 82.95               | 33,036.96    |
|                | COMMUNITY CTR/ZOO/MARINA TOTA  | 6,650.00        | 699.65         | 3,284.82       | 49.40               | 3,365.18     |
|                | SPECIAL EVENTS TOTAL           | 40,000.00       | 1,176.20       | 32,092.43      | 80.23               | 7,907.57     |
|                | COMMUNITY CENTER TOTAL         | 170,019.00      | 18,910.83      | 94,029.36      | 55.31               | 75,989.64    |
|                |                                | -----           | -----          | -----          | -----               | -----        |
|                | CULTURE & RECREATION TOTAL     | 474,090.00      | 42,567.87      | 321,917.65     | 67.90               | 152,172.35   |
|                |                                |                 |                |                |                     |              |
|                | COMMUNITY BEAUTIFICATION TOTA  | .00             | .00            | .00            | .00                 | .00          |
|                | ECONOMIC DEVELOPMENT TOTAL     | 266,372.00      | .00            | .00            | .00                 | 266,372.00   |
|                | HOUSING & URBAN RENEWAL TOTAL  | 32,000.00       | .00            | .00            | .00                 | 32,000.00    |
|                |                                | -----           | -----          | -----          | -----               | -----        |
|                | COMMUNITY & ECONOMIC DEV TOTA  | 298,372.00      | .00            | .00            | .00                 | 298,372.00   |
|                |                                |                 |                |                |                     |              |
|                | MAYOR/COUNCIL TOTAL            | 58,200.00       | 7,200.78       | 26,263.90      | 45.13               | 31,936.10    |
|                | IT DEPARTMENT TOTAL            | 50,300.00       | 1,545.61       | 20,501.97      | 40.76               | 29,798.03    |
|                | CLERK/TREASURER/ADM TOTAL      | 672,855.00      | 65,735.74      | 382,908.82     | 56.91               | 289,946.18   |
|                | ELECTIONS TOTAL                | 1,000.00        | .00            | .00            | .00                 | 1,000.00     |
|                | LEGAL SERVICES/ATTORNEY TOTAL  | 100,000.00      | .00            | 18,917.05      | 18.92               | 81,082.95    |
|                | OTHER GENERAL GOVERNMENT TOTA  | 15,000.00       | .00            | .00            | .00                 | 15,000.00    |
|                |                                | -----           | -----          | -----          | -----               | -----        |
|                | GENERAL GOVERNMENT TOTAL       | 897,355.00      | 74,482.13      | 448,591.74     | 49.99               | 448,763.26   |

# BUDGET REPORT

## CALENDAR 12/2022, FISCAL 6/2023

PCT OF FISCAL YTD 50.0%

| ACCOUNT NUMBER | ACCOUNT TITLE                  | TOTAL<br>BUDGET | MTD<br>BALANCE | YTD<br>BALANCE | PERCENT<br>EXPENDED | UNEXPENDED    |
|----------------|--------------------------------|-----------------|----------------|----------------|---------------------|---------------|
|                | ROADS, BRIDGES, SIDEWALKS TOTA | 2,741,310.00    | .00            | 132,555.00     | 4.84                | 2,608,755.00  |
|                | PARKS TOTAL                    | .00             | .00            | .00            | .00                 | .00           |
|                | HOUSING & URBAN RENEWAL TOTAL  | 404,208.00      | 500.00         | 27,003.75      | 6.68                | 377,204.25    |
|                | DEBT SERVICE TOTAL             | 3,145,518.00    | 500.00         | 159,558.75     | 5.07                | 2,985,959.25  |
|                | POLICE TOTAL                   | 67,000.00       | .00            | .00            | .00                 | 67,000.00     |
|                | FIRE TOTAL                     | 6,000.00        | .00            | 4,024.65       | 67.08               | 1,975.35      |
|                | AMBULANCE TOTAL                | .00             | .00            | .00            | .00                 | .00           |
|                | ROADS, BRIDGES, SIDEWALKS TOTA | 8,325,137.00    | 19,055.50      | 212,627.34     | 2.55                | 8,112,509.66  |
|                | PARKS TOTAL                    | .00             | .00            | .00            | .00                 | .00           |
|                | COMMUNITY CENTER TOTAL         | .00             | .00            | .00            | .00                 | .00           |
|                | IT DEPARTMENT TOTAL            | 14,000.00       | .00            | 16,710.65      | 119.36              | 2,710.65-     |
|                | CAPITAL PROJECTS TOTAL         | 717,854.00      | 705,733.00     | 720,733.00     | 100.40              | 2,879.00-     |
|                | CAPITAL PROJECTS TOTAL         | 9,129,991.00    | 724,788.50     | 954,095.64     | 10.45               | 8,175,895.36  |
|                | WATER TOTAL                    | .00             | .00            | .00            | .00                 | .00           |
|                | SEWER/SEWAGE DISPOSAL TOTAL    | 28,250.00       | 40.01          | 15,505.06      | 54.89               | 12,744.94     |
|                | LANDFILL/GARBAGE TOTAL         | 358,000.00      | 29,434.88      | 198,811.40     | 55.53               | 159,188.60    |
|                | STORM WATER TOTAL              | 262,994.00      | 4,333.35       | 44,668.67      | 16.98               | 218,325.33    |
|                | ENTERPRISE FUNDS TOTAL         | 649,244.00      | 33,808.24      | 258,985.13     | 39.89               | 390,258.87    |
|                | TRANSFERS IN/OUT TOTAL         | 6,143,661.00    | .00            | 15,000.00      | .24                 | 6,128,661.00  |
|                | TRANSFER OUT TOTAL             | 6,143,661.00    | .00            | 15,000.00      | .24                 | 6,128,661.00  |
|                | TOTAL EXPENSES                 | 24,982,956.00   | 1,151,378.72   | 4,071,150.78   | 16.30               | 20,911,805.22 |



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Approve Liquor License Ownership Amendments - Hy-Vee

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Hy-Vee Fast and Fresh - 7220 Hickman Road

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Hy-Vee Food and Drugstore - 7101 University Avenue

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None





**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Hy-Vee Club Room - 7101 University Avenue

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Hy-Vee Market Cafe - 7101 University Avenue

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Approve Liquor License Renewals

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT  
CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Kum & Go # 4098 - 1229 University Avenue

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Wal-Mart Supercenter #1764 - 1001 73rd Street

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Hy-Vee Fast and Fresh - 7220 Hickman Road

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Approve Resolution No. 2023-4 - A Resolution Naming Official Newspaper

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023-4 - Official City Newspaper

**RESOLUTION 2023-4**

**A RESOLUTION NAMING THE DES MOINES REGISTER AS THE CITY'S  
OFFICIAL NEWSPAPER**

**WHEREAS**, Iowa Code 362.3 requires that publication as required by city code and provided by state law be published in a newspaper published at least once weekly and having general circulation in the city; and

**WHEREAS**, Windsor Heights has used the Des Moines Register for such purposes in the past.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of Windsor Heights, Iowa, designates the Des Moines Register as the Official City Newspaper.

Passed and Approved this 17<sup>th</sup> day of January, 2023.

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Mike Jones, Mayor

ATTEST:

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Travis Cooke, City Clerk





**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director

SUBJECT: Approve Resolution No. 2023-5 - A Resolution Naming City Depositories and Deposit Limits

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023-5 City Depositories

## RESOLUTION NO. 2023-5

### A RESOLUTION NAMING CITY DEPOSITORIES AND DEPOSIT LIMITS

**WHEREAS**, Iowa Code 12C.2 requires that the approval of financial institutions as depositories shall be by written document which shall be entered of record in the minutes of the approving board, and which shall distinctly name each depository approved, and specify the maximum amount which may be kept on deposit in each depository; and

**WHEREAS**, the City's auditor recommends the naming of depositories be done annually.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Windsor Heights, Iowa, approves the following list of financial institutions to be depositories of the City of Windsor Heights funds in conformance with all applicable provisions of Iowa Code Chapter 12. The City Clerk and Finance Director are hereby authorized to deposit the City of Windsor Heights funds in amounts not to exceed the maximum approved for each respective financial institution as set out below.

| <b>DEPOSITORY<br/>NAME</b> | <b>LOCATION OF<br/>FINANCIAL<br/>INSTITUTE</b> | <b>MAXIMUM<br/>BALANCE IN<br/>EFFECT UNDER<br/>PRIOR<br/>RESOLUTION</b> | <b>MAXIMUM BALANCE<br/>IN EFFECT UNDER<br/>THIS RESOLUTION</b> |
|----------------------------|------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------|
|                            |                                                |                                                                         |                                                                |
| Bankers Trust              | Windsor Heights,<br>IA                         |                                                                         | \$35,000,000.00                                                |
| IPAIT                      | Des Moines, IA                                 |                                                                         | \$35,000,000.00                                                |

Passed and Approved this 17<sup>th</sup> day of January, 2023.

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Mike Jones, Mayor

ATTEST:

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Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM: Mike Jones, Mayor

SUBJECT: Approve Resolution No. 2023-6 - A Resolution Setting Time and Place for a Public Hearing on Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Public Works Director

**GENERAL INFORMATION**

During the process of seeking a new Public Works Director, it was questioned whether the appointment of the Director requires Council approval. The pertinent city code section currently reads:

*22.01 PUBLIC WORKS DIRECTOR APPOINTED.*

*The Public Works Director shall be appointed and/or discharged by the City Administrator, with approval of the Council. Discharge becomes effective upon Council approval.*

The use of and/or led some to believe that the Council only has to approve the discharge but not the appointment of the Director. I consulted legal, who acknowledged the confusion but agreed that both appointment/discharge requires Council approval. The proposed language does not modify any processes and only seeks to clarify any confusion.

The proposed changes will also be to the Code dealing with appointment of the Fire Chief, as it has the same language as the Public Works Director.

**SUMMARY**

I would ask Council to consider and approve these Code changes that seek only to clarify the process by which the Public Works Director and Fire Chief are hired.

**ATTACHMENTS**

1. Resolution No. 2023-6 - A Resolution Setting a Public Hearing on Ordinance No. 23-03 - Chapter 22.01 Related to Appointment of the Public Works Director
2. Ordinance No. 23-03 - Amendments to Chapter 22.01 Related to the Appointment of the Public Works Director



**RESOLUTION NO. 2023-6**

**A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING ON  
ORDINANCE NO. 23-03 - AN ORDINANCE AMENDING CHAPTER 22.01 OF THE  
CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS RELATED TO  
THE APPOINTMENT OF THE PUBLIC WORKS DIRECTOR**

**WHEREAS**, the City Council of the City of Windsor Heights is considering Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the appointment of the Public Works Director; and

**WHEREAS**, the Code of Iowa required cities to hold a public hearing on proposed ordinances.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. This Council will meet at Council Chambers, 1133 66<sup>th</sup> St, Windsor Heights, Iowa, on the 6<sup>th</sup> day of February 2023, at 6:00 p.m. at which time and place it will hold a public hearing on the proposed Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the appointment of the Public Works Director; and

Section 2. The City Clerk shall post notice of said hearing, which posting shall be at the three public places in the City which have been permanently designated by ordinance, website, and social media platforms, and published in the Des Moines Register.

Passed and approved this 17<sup>th</sup> day of January 2023.

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Mike Jones, Mayor

ATTEST:

---

Travis Cooke, City Clerk

## ORDINANCE NO. 22-03

### AN ORDINANCE AMENDING CHAPTER 22.01 OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS RELATED TO THE APPOINTMENT OF THE PUBLIC WORKS DIRECTOR

**WHEREAS**, the City of Windsor Heights seeks to promote the public health, safety, general welfare, and aesthetics of the community through consistent, content- neutral and nondiscriminatory code requirements within its city limits; and

**WHEREAS**, the City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 55.02 are necessary.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA:**

**SECTION 1. Purpose.** The purpose of this ordinance is to amend Chapter 22.01 by deletion of the following.

**SECTION 2. Amended.** Section 22.01 – Public Works Director Appointed is hereby amended as follows:

22.01 PUBLIC WORKS DIRECTOR APPOINTED.

The Public Works Director shall be appointed and ~~or~~ discharged by the City Administrator, with approval of the Council. ~~Discharge becomes effective upon Council approval.~~

**SECTION 3. Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 4. Severability.** 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 5. Effective Date.** This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this \_\_\_\_ Day of \_\_\_\_\_, 2023.

1<sup>st</sup> Reading:

2<sup>nd</sup> Reading:

3<sup>rd</sup> Reading:

Publish Date:

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Mike Jones, Mayor

(SEAL)

ATTEST:

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Travis Cooke, City Clerk



**STAFF REPORT  
CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM: Mike Jones, Mayor

SUBJECT: Approve Resolution No. 2023-7 - A Resolution Setting Time and Place for a Public Hearing on Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Fire Chief

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023-7- A Resolution Setting a Public Hearing on Ordinance No. 23-04 - Chapter 35.03 Related to Appointment of the Fire Chief
2. Ordinance No. 23-04 - Amendments to Chapter 35.03 Related to the Appointment of the Fire Chief



**RESOLUTION NO. 2023-7**

**A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING ON  
ORDINANCE NO. 23-04 - AN ORDINANCE AMENDING CHAPTER 35.03 OF THE  
CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS RELATED TO  
THE APPOINTMENT OF THE FIRE CHIEF**

**WHEREAS**, the City Council of the City of Windsor Heights is considering Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the appointment of the Fire Chief; and

**WHEREAS**, the Code of Iowa required cities to hold a public hearing on proposed ordinances.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. This Council will meet at Council Chambers, 1133 66<sup>th</sup> St, Windsor Heights, Iowa, on the 6<sup>th</sup> day of February 2023, at 6:00 p.m. at which time and place it will hold a public hearing on the proposed Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the appointment of the Fire Chief; and

Section 2. The City Clerk shall post notice of said hearing, which posting shall be at the three public places in the City which have been permanently designated by ordinance, website, and social media platforms, and published in the Des Moines Register.

Passed and approved this 17<sup>th</sup> day of January 2023.

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Mike Jones, Mayor

ATTEST:

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Travis Cooke, City Clerk

## ORDINANCE NO. 22-04

### AN ORDINANCE AMENDING CHAPTER 35.03 OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS RELATED TO THE APPOINTMENT OF THE FIRE CHIEF

**WHEREAS**, the City of Windsor Heights seeks to promote the public health, safety, general welfare, and aesthetics of the community through consistent, content- neutral and nondiscriminatory code requirements within its city limits; and

**WHEREAS**, the City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 35.03 are necessary.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA:**

**SECTION 1. Purpose.** The purpose of this ordinance is to amend Chapter 35.03 by deletion of the following.

**SECTION 2. Amended.** Section 35.03 – Fire Chief Appointed is hereby amended as follows:

35.03 FIRE CHIEF APPOINTED.

The Fire Chief shall be appointed and/or discharged by the City Administrator, with approval of the Council. ~~Discharge becomes effective upon Council approval.~~

**SECTION 3. Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 4. Severability.** 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 5. Effective Date.** This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this \_\_\_\_ Day of \_\_\_\_\_, 2023.

1<sup>st</sup> Reading:

2<sup>nd</sup> Reading:

3<sup>rd</sup> Reading:

Publish Date:

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Mike Jones, Mayor

(SEAL)

ATTEST:

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Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve Resolution No. 2023-8 - A Resolution Setting Time and Place for a Public Hearing on Proposed Contract Documents and Estimated Costs for the 68th Street Improvements Project

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023-8 - A Resolution Setting Time and Place for a Public Hearing on Proposed Contract Documents and Estimated Costs for the 68th Street
2. 1127880 68th St PROJECT MANUAL Final
3. 127880\_FINAL OPC\_01-12-2023
4. 127880\_68TH STREET RECONSTRUCTION\_REV 0\_01-12-2023

**RESOLUTION NO. 2023-8**

**A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING ON  
PROPOSED CONTRACT DOCUMENTS AND ESTIMATED COSTS FOR THE 68<sup>TH</sup>  
STREET IMPROVEMENTS PROJECT**

**WHEREAS**, the City Council of the City of Windsor Heights is considering improvements to 68<sup>th</sup> Street; and

**WHEREAS**, the Code of Iowa requires cities to hold a public hearing on proposed contract documents and estimated cost for repair or improvements to public infrastructure.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. This Council will meet on the 6<sup>th</sup> Day of January, 2023 at 6:00 p.m. at the Council Chambers, 1133 66<sup>th</sup> St. in the city at which time and place it will hold a public hearing on the proposed contract documents and estimated cost for the 68<sup>th</sup> Street Improvements Project; and

Section 2. The City Clerk shall post notice of said hearing, which posting shall be at the three public places in the City which have been permanently designated by ordinance, website, and social media platforms, and published in the Des Moines Register.

Passed and approved this 17<sup>th</sup> day of January 2023.

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Mike Jones, Mayor

ATTEST:

---

Travis Cooke, City Clerk

# PROJECT MANUAL

68th Street Reconstruction

City of Windsor Heights

Windsor Heights, IA 50324



Real People. Real Solutions.

[Bolton-Menk.com](http://Bolton-Menk.com)



**SECTION 00005 – CERTIFICATION**

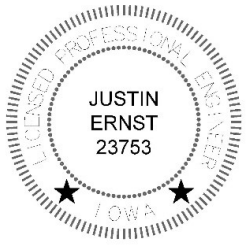
**PROJECT MANUAL**

for

68th Street Reconstruction

City of Windsor Heights

Windsor Heights, IA 50324

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>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.</p> <p>_____ Date: _____</p> <p>Justin Ernst<br/>License No. 23753<br/>My renewal date is 12/31/2023<br/>Pages or sheets covered by this seal:<br/><u>ALL SHEETS</u></p> |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|





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### 68th Street Reconstruction City of Windsor Heights

#### CONTRACT DOCUMENTS:

##### PROJECT MANUAL:

Introductory Information, Bidding Requirements, Contract Forms and Conditions of Contract

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00420 - BID BOND

00500 - CONTRACT

00610 - PERFORMANCE, PAYMENT AND MAINTENANCE BOND

00800 - SPECIAL PROVISIONS

Supplemental Specifications

Appendix

Soil Borings Report

#### DRAWINGS (UNDER SEPARATE COVER):

48 sheets numbered A.01 through W.05, inclusive, dated 1/16/23, and with each sheet bearing the following general title:

68th Street Reconstruction

City of Windsor Heights

#### APPENDICES

DES MOINES WATER WORKS SPECIFICATIONS

SOIL BORINGS

**This project is based on  
SUDAS STANDARD SPECIFICATIONS, 2023 EDITION  
unless modified herein.**

**\*\*\*\*\*END OF SECTION\*\*\*\*\***



## NOTICE TO BIDDERS

68th Street Reconstruction  
City of Windsor Heights  
Windsor Heights, IA 50324

Time and Place for Filing Sealed Proposals. Sealed bids for the work comprising the repair & improvement as stated below must be filed before 10:00 A.M. on February 14, 2023 in the office of the City Clerk, 1145 66th Street, Suite 1, Windsor Heights, IA.

Time and Place Sealed Proposals Will be Opened and Considered. Sealed proposals will be opened and bids tabulated at 10:00 A.M. on February 14, 2023, in the office of the City Clerk, City of Windsor Heights, 1145 66th Street, Suite 1, Windsor Heights, IA for consideration by the City of Windsor Heights at its meeting at 6:00 P.M. on February 20, 2023. The City of Windsor Heights reserves the right to reject any and all bids.

Time for Commencement and Completion of Work. Work on the improvement shall commence upon approval of the contract by the Council and as stated in the Notice to Proceed. All work under the Contract must be substantially complete on or before September 30, 2023. Liquidated damages as set forth in Section 00500 – Contract.

Bid Security. Each bidder shall accompany its bid with bid security, as defined in Iowa Code Section 26.8, as security that the successful bidder will enter into a contract for the work bid upon. The bidder's security shall be in an amount equal to 5 percent of the total amount of the bid. The bid shall contain no condition except as provided in the specifications.

If the bidder fails to execute the contract and to furnish an acceptable performance, payment, and maintenance bond or provide a Certificate of Insurance within ten (10) days after acceptance of the bid by the City, the bid security may be forfeited or cashed by the City as liquidated damages.

Contract Documents. Copies of the project documents are available for a price of \$25 per set. This fee is refundable, provided the plans and specifications are returned complete and in good usable condition, and they are returned within fourteen (14) calendar days after the award of the project. Please make your check payable to Bolton & Menk, Inc. and send it to 430 East Grand Ave, Suite 101, Des Moines, IA 50309, (515) 259-9190, [desmoines@bolton-menk.com](mailto:desmoines@bolton-menk.com). Complete digital project bidding documents are available at [www.bolton-menk.com](http://www.bolton-menk.com) or [www.questcdn.com](http://www.questcdn.com). You may view the digital plan documents for free by entering Quest project # 836448 on the website's Project Search page. Documents may be downloaded for \$0.00. Please contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in free membership registration, viewing, downloading, and working with this digital project information.

Preference of Products and Labor. By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, to the extent lawfully required under Iowa statutes.

Sales Tax Exemption Certificates. The bidder shall not include sales tax in the bid. The City of Windsor Heights will distribute tax exemption certificates and authorization letters to the Contractor and all subcontractors who are identified. The Contractor and subcontractor may make copies of the tax exemption certificates and provide a copy to each supplier providing construction materials. These tax exemption certificates and authorization letters are applicable only for this specific project under the Contract.

PROJECT DESCRIPTION: The 68th Street Reconstruction project includes pavement reconstruction, storm sewer installation and water main replacement along 68th Street between Timmons Drive and Hickman Road.

The construction improvements include approximately 4,200 SY of PCC paving, 540 SY of PCC sidewalk, 1400 LF of water main, 790 LF of storm sewer, 9 EA structures and 2,400 LF of subdrain. Other associated improvements include traffic control, erosion control, surface restoration, and miscellaneous associated work necessary to complete the project.

This Notice is given by authority of the

City of Windsor Heights

---

Travis Cooke

City Clerk

## NOTICE OF PUBLIC HEARING

68th Street Reconstruction  
City of Windsor Heights  
Windsor Heights, IA 50324

Public Hearing on Proposed Contract Documents and Estimated Costs for Repair or Improvement. A public hearing will be held by the City of Windsor Heights on the proposed contract documents (plans, specifications and form of contract) and estimated cost for the improvement at its meeting at 6:00 P.M. on February 20, 2023, at 1133 66th Street, Windsor Heights, IA.

PROJECT DESCRIPTION: The 68th Street Reconstruction project includes pavement reconstruction, storm sewer installation and water main replacement along 68th Street between Timmons Drive and Hickman Road.

The construction improvements include approximately 4,200 SY of PCC paving, 540 SY of PCC sidewalk, 1400 LF of water main, 790 LF of storm sewer, 9 EA structures and 2,400 LF of subdrain. Other associated improvements include traffic control, erosion control, surface restoration, and miscellaneous associated work necessary to complete the project.

At said hearing, the City Council will consider the plans, specifications, proposed form of contract, and estimated total cost for the project, the same now being on file in the office of the City Clerk, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said City Council will also receive and consider any objections to said plans, specifications, estimate of cost, and form of contract made by any interested party.



## INSTRUCTIONS TO BIDDERS

68th Street Reconstruction  
City of Windsor Heights  
Windsor Heights, IA 50324

The work comprising the above referenced project shall be constructed in accordance with the SUDAS Standard Specifications, 2023 Edition and as further modified by the supplemental specifications and special provisions included in the contract documents. The terms used in the contract version of the documents are defined in said Standard Specifications. Before submitting a bid, please review the requirements of Division One, General Provisions and Covenants. Please be certain that all documents have been completed properly as failure to complete and sign all documents and to comply with the requirements listed below can cause a submitted bid not to be read.

### ARTICLE 1 - BID SECURITY

- 1.01 The bid security must be in the minimum amount of 5% of the total bid amount including all add alternates (do not deduct the amount of deduct alternates).
- 1.02 Bid security other than said bid bond shall be in accordance with Chapter 26 of the Iowa Code.
- 1.03 Bid security shall be in the form of a cashier's check or certified check drawn on a state chartered or federally chartered bank; or a certified share draft drawn on a state chartered or federally chartered credit union; or a bidder's bond with corporate surety satisfactory to the City of Windsor Heights, hereinafter called the "Jurisdiction".
- 1.04 The bid bond must be submitted on the enclosed Bid Bond form as no other bid bond forms are acceptable. All signatures on the bid bond must be original signatures in ink; electronic, copies, or facsimile (fax) of any signature on the bid bond is not acceptable.

### ARTICLE 2 - SUBMISSION OF THE PROPOSAL AND IDENTITY OF BIDDER

- 2.01 The proposal shall be sealed in an envelope, properly identified as the Proposal with the project title and the name and address of the bidder. The bid security shall be sealed in a separate envelope identified as the "Bid Security" and attached to the outside of the bid proposal envelope. The Proposal and Bid security shall be deposited with the Jurisdiction at or before the time and at the place provided in the Notice to Bidders. It is the sole responsibility of the bidder to see that its proposal is delivered to the Jurisdiction prior to the time for opening bids along with the appropriate bid security. Any proposal received after the scheduled time for the receiving of proposals will be returned to the bidder unopened and will not be considered.
- 2.02 The following documents shall be completed, signed and returned in the Proposal envelope. The bid cannot be read if any of these documents are omitted from the Proposal envelope.
  - A. PROPOSAL – Complete each of the following parts:
    - Part B – Acknowledgment of Addenda, if any have been issued;
    - Part C – Bid Items, Quantities and Prices
    - Part F – Additional Requirements;
    - Part G – Identity of Bidder;



- 2.03 Sign the proposal. The signature on the proposal and all proposal attachments must be an original signature in ink signed by the same individual who is the Company Owner or an authorized Officer of the Company; copies or facsimile of any signature will not be accepted.
- 2.04 Documents must be submitted as printed. No alterations, additions, or deletions are permitted. If the Bidder notes a requirement in the contract documents which the Bidder believes will require a conditioned or unsolicited alternate bid, the Bidder must immediately notify the Engineer in writing. The Engineer will issue any necessary interpretation by an addendum.
- 2.05 Division 1 - General Provisions and Covenants of the 2023 SUDAS Standard Specifications is modified as follows:
- A. Section 1020.1.09B, Unit Price Attachment.
- A computer generated unit price attachment may be submitted by the Bidder as specified by this Section.

### **ARTICLE 3 - PROSECUTION AND PROGRESS OF THE WORK**

- 3.01 The work is located in the City of Windsor Heights.
- Work on the improvement shall commence upon approval of the contract by the Council and as stated in the Notice to Proceed. All work under the Contract must be substantially complete on or before September 30, 2023. Damages in the amount of \$500.00 per day will be assessed for each day the work remains incomplete.
- 3.02 Community Events.
- N/A
- 3.03 Each successful bidder will be required to furnish a corporate surety bond in an amount equal to 100% of its contract price. Said bond shall be issued by a responsible surety approved by City of Windsor Heights and shall guarantee the faithful performance of the contract, the terms and conditions therein contained, the prompt payment of all material and labor, protect and save harmless City of Windsor Heights from claims and damages of any kind caused by the operations of the contract, and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of four years from and after acceptance of the work.
- 3.04 The City of Windsor Heights, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and title 49 Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that with any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### **ARTICLE 4 - PREFERENCE OF PRODUCTS AND LABOR**

- 4.01 In accordance with Iowa statutes, a resident bidder shall be allowed preference against a nonresident bidder from a state or foreign country provided that state or foreign county gives or requires any preference to bidders from that state or foreign country. This includes, but is 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 of foreign county 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. If it is determined that this may cause denial of federal funds which would

otherwise be available, or would otherwise be inconsistent with requirements of any federal law or regulation, this resident bidder preference shall be suspended, but only to the extent necessary to prevent denial of the funds or to eliminate the inconsistency with federal requirements.

## **ARTICLE 5 - TAXES**

- 5.01 The City will issue a sales tax exemption certificate and authorization letters to the Contractor and all subcontractors for all materials purchased on the project. Tax exemption certificates are applicable only for the specific project for which the tax exemption certificate is issued.
- 5.02 The Contractor shall provide a listing to the City identifying all appropriate subcontractors qualified for use of the tax exemption certificate. The Contractor and subcontractors may make copies of the certificate and provide to each supplier providing construction material.
- 5.03 Income Tax:
  - A. Successful Bidder is subject to payment of Iowa income tax on income from this work in amounts prescribed by law.
  - B. If successful bidder is a non-Iowa partnership, individual or association, Bidder shall furnish evidence prior to execution of contract that bond or securities have been posted with the Iowa Department of Revenue in the amount required by law.

**\*\*\*\*END OF SECTION\*\*\*\***



## SECTION 00410 - PROPOSAL

68th Street Reconstruction  
City of Windsor Heights  
Windsor Heights, IA

### PROPOSAL: PART A – SCOPE

The City of Windsor Heights, hereinafter called the “Jurisdiction”, has need of a qualified contractor to complete the work comprising the below referenced repair or improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced repair or improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the Mayor, at the prices hereinafter provided in Part C of the Proposal, for the following described improvements:

**PROJECT DESCRIPTION:** The 68th Street Reconstruction project includes pavement reconstruction, storm sewer installation and water main replacement along 68th Street between Timmons Drive and Hickman Road.

The construction improvements include approximately 4,200 SY of PCC paving, 540 SY of PCC sidewalk, 1400 LF of water main, 790 LF of storm sewer, 9 EA structures and 2,400 LF of subdrain. Other associated improvements include traffic control, erosion control, surface restoration, and miscellaneous associated work necessary to complete the project.

### PROPOSAL: PART B – ACKNOWLEDGMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

ADDENDUM NUMBER \_\_\_\_\_

ADDENDUM NUMBER \_\_\_\_\_

ADDENDUM NUMBER \_\_\_\_\_

ADDENDUM NUMBER \_\_\_\_\_

and certifies that said addenda were utilized in the preparation of this bid.

### PROPOSAL: PART C – BID ITEMS AND QUANTITIES

**UNIT BID PRICE CONTRACTS:** The Bidder must provide the Unit Bid Price, the Total Bid Price, any Alternate Prices, and the Total Construction Costs on the Proposal Attachment: Part C – Bid Items and Quantities. In case of discrepancy, the Unit Bid Price governs. The quantities shown on the Proposal Attachment: Part C – Bid Items and Quantities are approximate only, but are considered sufficiently adequate for the purpose of comparing bids. The Total Construction Cost shall be used only for the comparison of bids. The jurisdiction shall only use the Total Construction Cost for determining the sufficiency of the bid security.

SEE INCLUDED PROPOSAL ATTACHMENT

## **PROPOSAL: PART D – GENERAL**

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this project reserves the right to:

1. Reject any or all bids. Award of the contract, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total bid only, not including any alternates; and
3. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a performance, maintenance, and payment bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contract and/or to furnish said bond; and
3. Commence the work upon written Notice to Proceed; and
4. Substantially complete the work on or before September 30, 2023; and
5. Pay liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred dollars (\$500.00) for each calendar day thereafter that the work remains incomplete.

## **PROPOSAL: PART E – NON-COLLUSION AFFIDAVIT**

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to submit a sham bid or to refrain from bidding; and
5. That the bid has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder; and
6. That all statements in this proposal are true; and
7. That the individual(s) executing this proposal have the authority to execute this proposal on behalf of the Bidder.

**PROPOSAL:    PART F – ADDITIONAL REQUIREMENTS**

The Bidder hereby agrees to comply with the additional requirements listed below which are included in this proposal and identified as proposal attachments:

| ITEM NO. | DESCRIPTION OF ATTACHMENT |
|----------|---------------------------|
| 1.       | None                      |

**PROPOSAL: PART G - IDENTITY OF BIDDER**

The Bidder shall indicate whether the bid is submitted by a/an:

☐ Individual,  
Sole Proprietorship

\_\_\_\_\_  
Bidder

☐ Partnership

\_\_\_\_\_  
Signature

☐ Corporation

By

\_\_\_\_\_  
Name (Print/Type)

☐ Limited Liability Company

\_\_\_\_\_  
Title

☐ Joint-venture; all parties must join-in and  
execute all documents

\_\_\_\_\_  
Street Address

☐ Other

\_\_\_\_\_  
City, State, Zip Code

The bidder shall enter its Public  
Registration Number \_\_\_\_\_ - \_\_\_\_\_  
issued by the Iowa Commissioner of Labor  
Pursuant Section 91C.5 of the Iowa Code.

\_\_\_\_\_  
Telephone Number

**Type or print the name and title of the company's  
owner, president, CEO, etc. if a different person  
than entered above**

Failure to provide said Registration  
Number shall result in the bid being read  
under advisement. A contract will not be  
executed until the Contractor is registered.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**NOTE: The signature on this proposal must be an original signature in ink; copies, facsimiles, or  
electronic signatures will not be accepted.**

All bidders must submit the following completed form to the governmental body requesting bids per  
875 Iowa Administrative Code Chapter 156.

## 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 non-resident 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: \_\_\_\_\_  
(mm/dd/yyyy) City, State, Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ to \_\_\_\_\_ Address: \_\_\_\_\_  
(mm/dd/yyyy) City, State, Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ to \_\_\_\_\_ Address: \_\_\_\_\_  
(mm/dd/yyyy) City, State, Zip: \_\_\_\_\_

You may attach additional sheet(s) if needed.

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 bidders who are residents? ☐ 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 reason to reject my bid.

Firm Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 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.

68th Street Reconstruction  
City of Windsor Heights  
Windsor Heights, IA 50324

**PROPOSAL ATTACHMENT: PART C – BID ITEMS AND QUANTITIES**

This is a UNIT BID PRICE CONTRACT. The bidder must provide the Unit Bid Price, the total Bid Price, and the Total Bid Amount; in case of discrepancy, the Unit Bid Price governs. The Quantities shown on the Proposal Attachment: Part C – Bid Items and quantities are approximate only, but are considered sufficiently adequate for the purpose of comparing bids. The Jurisdiction shall only use the Total Base Bid Amount for comparison of bids

| Item No. | Description                                        | Unit | Quantity | Unit Price | Extension |
|----------|----------------------------------------------------|------|----------|------------|-----------|
| 1        | CLEARING AND GRUBBING                              | LS   | 1        |            |           |
| 2        | TOPSOIL, ON-SITE                                   | CY   | 360      |            |           |
| 3        | EXCAVATION, CLASS 10                               | CY   | 1,145    |            |           |
| 4        | SUBGRADE PREPARATION                               | SY   | 5,490    |            |           |
| 5        | SUBGRADE TREATMENT, GEO-GRID                       | SY   | 5,490    |            |           |
| 6        | SUBBASE, MODIFIED, 6"                              | SY   | 5,490    |            |           |
| 7        | REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL        | CY   | 185      |            |           |
| 8        | SANITARY SEWER SERVICE STUB, PVC, 4"               | EA   | 5        |            |           |
| 9        | STORM SEWER, TRENCHED, RCP, 15"                    | LF   | 618      |            |           |
| 10       | STORM SEWER, TRENCHED, RCP, 18"                    | LF   | 84       |            |           |
| 11       | STORM SEWER, TRENCHED, RCP, 24"                    | LF   | 90       |            |           |
| 12       | REMOVAL OF STORM SEWER, LESS THAN 36"              | LF   | 132      |            |           |
| 13       | SUBDRAIN, HDPE, 6"                                 | LF   | 2,430    |            |           |
| 14       | SUBDRAIN CLEANOUT, TYPE A-1, 6"                    | EA   | 10       |            |           |
| 15       | SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6"          | EA   | 9        |            |           |
| 16       | CONNECT TO SUBDRAIN PIPE                           | EA   | 24       |            |           |
| 17       | WATER MAIN, TRENCHED, PVC, 8"                      | LF   | 1,400    |            |           |
| 18       | FITTING, 8"                                        | LB   | 1,395    |            |           |
| 19       | WATER SERVICE TRANSFER, COPPER, 1" (SAME SIDE)     | EA   | 12       |            |           |
| 20       | WATER SERVICE TRANSFER, COPPER, 1" (OPPOSITE SIDE) | EA   | 12       |            |           |
| 21       | WATER SERVICE CURB STOP AND BOX, 1"                | EA   | 24       |            |           |
| 22       | WATER MAIN REMOVAL, 6"                             | LF   | 50       |            |           |

|                               |                                                      |    |       |  |  |
|-------------------------------|------------------------------------------------------|----|-------|--|--|
| 23                            | VALVE, GATE, 8"                                      | EA | 5     |  |  |
| 24                            | FIRE HYDRANT ASSEMBLY                                | EA | 3     |  |  |
| 25                            | FLUSHING DEVICE (BLOW OFF)                           | EA | 2     |  |  |
| 26                            | FIRE HYDRANT ASSEMBLY REMOVAL                        | EA | 3     |  |  |
| 27                            | VALVE BOX REMOVAL                                    | EA | 4     |  |  |
| 28                            | STORM MANHOLE, SW-401, 48"                           | EA | 1     |  |  |
| 29                            | INTAKE, SW-505                                       | EA | 6     |  |  |
| 30                            | INTAKE, SW-508                                       | EA | 1     |  |  |
| 31                            | INTAKE, SW-510, MODIFIED                             | EA | 1     |  |  |
| 32                            | MANHOLE ADJUSTMENT, MINOR                            | EA | 3     |  |  |
| 33                            | MANHOLE ADJUSTMENT, MAJOR                            | EA | 2     |  |  |
| 34                            | REMOVE MANHOLE                                       | EA | 1     |  |  |
| 35                            | REMOVE INTAKE                                        | EA | 3     |  |  |
| 36                            | PAVEMENT, PCC, 7"                                    | SY | 4,280 |  |  |
| 37                            | REMOVAL OF DRIVEWAY                                  | SY | 690   |  |  |
| 38                            | SIDEWALK, PCC, 4"                                    | SY | 540   |  |  |
| 39                            | SIDEWALK, PCC, 6"                                    | SY | 25    |  |  |
| 40                            | DETECTABLE WARNING                                   | SF | 20    |  |  |
| 41                            | DRIVEWAY, PAVED, PCC, 6"                             | SY | 775   |  |  |
| 42                            | PAVEMENT REMOVAL                                     | SY | 3,980 |  |  |
| 43                            | TEMPORARY TRAFFIC CONTROL                            | LS | 1     |  |  |
| 44                            | WATERING                                             | LS | 1     |  |  |
| 45                            | SOD                                                  | SQ | 195   |  |  |
| 46                            | SWPPP PREPARATION                                    | LS | 1     |  |  |
| 47                            | SWPPP MANAGEMENT                                     | LS | 1     |  |  |
| 48                            | FILTER SOCK, 8"                                      | LF | 3,000 |  |  |
| 49                            | STABILIZED CONSTRUCTION<br>ENTRANCE                  | SY | 100   |  |  |
| 50                            | EROSION CONTROL MULCHING,<br>HYDRO MULCHING          | AC | 0     |  |  |
| 51                            | INLET PROTECTION DEVICE,<br>MAINTENANCE, AND REMOVAL | EA | 14    |  |  |
| 52                            | MODULAR BLOCK RETAINING WALL                         | SF | 200   |  |  |
| 53                            | MOBILIZATION                                         | LS | 1     |  |  |
| 54                            | MAINTENANCE OF POSTAL SERVICE                        | LS | 1     |  |  |
| 55                            | MAINTENANCE OF SOLID WASTE<br>COLLECTION             | LS | 1     |  |  |
| 56                            | TEMPORARY PEDESTRIAN<br>RESIDENTIAL ACCESS           | SY | 1     |  |  |
| 57                            | CONCRETE WASHOUT                                     | LS | 1     |  |  |
| 58                            | CURBSIDE MAILBOX                                     | EA | 23    |  |  |
| <b>Total Base Bid Amount:</b> |                                                      |    |       |  |  |

NOTE: IT IS UNDERSTOOD THAT THE ABOVE QUANTITIES ARE ESTIMATED FOR THE PURPOSE OF THIS BID. ALL QUANTITIES ARE SUBJECT TO REVISION BY THE DISTRICT AS NOTED IN SECTION 00500 – CONTRACT.

---

Bidder Name

**THIS PAGE INTENTIONALLY LEFT BLANK.**

**BID BOND**

68th Street Reconstruction  
City of Windsor Heights  
Windsor Heights, IA

KNOW ALL BY THESE PRESENTS:

That we, \_\_\_\_\_, as Principal, and

\_\_\_\_\_, as Surety, are held and firmly bound unto, City of Windsor Heights as Obligee, (hereinafter referred to as "the Jurisdiction"), in the penal sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain proposal, in a separate envelope, and hereby made a part hereof, to enter into a contract in writing, for the following described improvement:

The 68th Street Reconstruction project includes pavement reconstruction, storm sewer installation and water main replacement along 68th Street between Timmons Drive and Hickman Road.

The construction improvements include approximately 4,200 SY of PCC paving, 540 SY of PCC sidewalk, 1400 LF of water main, 790 LF of storm sewer, 9 EA structures and 2,400 LF of subdrain. Other associated improvements include traffic control, erosion control, surface restoration, and miscellaneous associated work necessary to complete the project.

The Surety hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract; and said Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Hamilton County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or Principal to enforce the provisions of the bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all damages, costs, and attorney fees incurred by enforcing any of the provisions of this Bond. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against Surety for any amount guaranteed hereunder whether action is brought against Principal or whether Principal is joined in any such action or actions or not.

NOW, THEREFORE, if said proposal by the Principal be accepted, and the Principal shall enter into a contract with Jurisdiction in accordance with the terms of such proposal, including the provision of insurance and of a bond as may be specified in the contract documents, with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void; otherwise, the Principal shall pay to the Jurisdiction the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SURETY:

By \_\_\_\_\_  
Surety Company  
\_\_\_\_\_  
Signature Attorney-in-Fact/Officer  
\_\_\_\_\_  
Name of Attorney-in-Fact/Officer  
\_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Company Address  
\_\_\_\_\_  
City, State, Zip Code  
\_\_\_\_\_  
Company Telephone Number

PRINCIPAL:

By \_\_\_\_\_  
Bidder  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name (Print/Type)  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip Code  
\_\_\_\_\_  
Telephone Number

**NOTE: All signatures on this bid bond must be original signatures in ink; electronic, copies or facsimile of any signature will not be accepted. This bond must be sealed with the Surety's raised, embossing seal or official adhesive seal. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal or official adhesive seal.**

## CONTRACT

68th Street Reconstruction  
City of Windsor Heights  
Windsor Heights, IA

THIS CONTRACT, made and entered into at \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, by and between  
the City of Windsor Heights hereinafter called the "Jurisdiction", and \_\_\_\_\_,  
hereinafter called the "Contractor".

### WITNESSETH:

The Contractor hereby agrees to complete the work comprising the 68th Street Reconstruction as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the City Clerk, City of Windsor Heights, 1145 66th Street Suite 1, Windsor Heights, IA. This contract includes all such contract documents. All work under this contract shall be constructed in accordance with the SUDAS Standard Specifications, 2023 Edition and as further modified by the supplemental specifications and special provisions included in said contract documents and the Contract Attachment which is attached hereto. The Contractor further agrees to complete the work in strict accordance with said contract documents, and to guarantee the work as required by law for the time required in said contract documents after its acceptance by the Jurisdiction.

This contract is awarded and executed for completion of the work specified in the contract documents for the bid prices shown on the Contract Attachment: Bid Items and Quantities which were proposed by the Contractor in its proposal submitted in accordance with the Notice to Bidders and Notice of Public Hearing for the following described improvements:

The 68th Street Reconstruction project includes pavement reconstruction, storm sewer installation and water main replacement along 68th Street between Timmons Drive and Hickman Road.

The construction improvements include approximately 4,200 SY of PCC paving, 540 SY of PCC sidewalk, 1400 LF of water main, 790 LF of storm sewer, 9 EA structures and 2,400 LF of subdrain. Other associated improvements include traffic control, erosion control, surface restoration, and miscellaneous associated work necessary to complete the project.

The Contractor agrees to perform said work for and in consideration of the Jurisdiction's payment of the bid amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), which amount shall constitute the required amount of the performance, maintenance, and payment bond. The Contractor hereby agrees to commence work as stated in the written Notice to Proceed; and substantially complete the work on or before September 30, 2023; and to pay liquidated damages for noncompliance with said completion provisions at a rate of Five Hundred dollars (\$500.00) for each calendar day that the work remains incomplete.



IN WITNESS WHEREOF, the Parties hereto have executed this instrument, in triplicate on the date first shown written.

JURISDICTION: City of Windsor Heights

CONTRACTOR:

By \_\_\_\_\_  
Mike Jones, Mayor

(Seal)  
ATTEST:

\_\_\_\_\_  
Travis Cooke, City Clerk

By \_\_\_\_\_  
Contractor's Contact Name  
Contractor's Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

CONTRACTOR PUBLIC REGISTRATION INFORMATION to be Provided By:

1. All Contractors: The Contractor shall enter its Public Registration No. \_\_\_\_\_ issued by the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code.
2. Out-of-State Contractors:
  - A. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the division of labor services of the department of workforce development. The contractor should contact 515-242-5871 for further information. Prior to contract execution, the Jurisdictional Engineer may forward a copy of this contract to the Iowa Department of Workforce Development as notification of pending construction work. It is the contractor's responsibility to comply with said Section 91C.7 before commencing this work.
  - B. Prior to entering into contract, the designated low bidder, if it is a corporation organized under the laws of a state other than Iowa, shall file with the Jurisdictional Engineer a certificate from the Secretary of the State of Iowa showing that it has complied with all the provisions of Chapter 490 of the Code of Iowa, as amended, governing foreign corporations. For further information contact the Iowa Secretary of State Office at 515-281-5204.

Bond No. \_\_\_\_\_

Name of Surety \_\_\_\_\_

**NOTE: All signatures on this contract must be original signatures in ink; electronic, copies or facsimile of any signature will not be accepted.**

CORPORATE ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
\_\_\_\_\_ ) SS  
\_\_\_\_\_ County )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known, who, being by me duly sworn, did say that they are the \_\_\_\_\_, and \_\_\_\_\_, respectively, of the corporation executing the foregoing instrument; that (no seal has been procured by) (the seal affixed thereto is the seal of) the corporation; that said instrument was signed (and sealed) on behalf of the corporation by authority of this Board of Directors; that \_\_\_\_\_ and \_\_\_\_\_ acknowledged the execution of the instrument to be the voluntary act and deed of the corporation, by it and by them voluntarily executed.

Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_ 20, \_\_\_\_\_

PARTNERSHIP ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
\_\_\_\_\_ ) SS  
\_\_\_\_\_ County )

On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that the person is one of the partners of \_\_\_\_\_, a partnership, and that the instrument was signed on behalf of the partnership by authority of the partners and the partner acknowledged the execution of the instrument to be the voluntary act and deed of the partnership by it and by the partner voluntarily executed.

Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_ 20, \_\_\_\_\_

INDIVIDUAL ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
\_\_\_\_\_ ) SS  
\_\_\_\_\_ County )

On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known to be the identical person(s) named in and who executed the foregoing instrument, and acknowledged that (he) (she) (they) executed the instrument as (his) (her) (their) voluntary act and deed.

Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_ 20, \_\_\_\_\_

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
\_\_\_\_\_ ) SS  
\_\_\_\_\_ County )

On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me a Notary Public in and for said county, personally appeared \_\_\_\_\_, to me personally known, who being by me duly sworn did say that person is \_\_\_\_\_ of said \_\_\_\_\_, that (the seal affixed to said instrument is the seal of said OR no seal has been procured by the said) \_\_\_\_\_, and that said instrument was signed and sealed on behalf of the said \_\_\_\_\_, by authority of its managers and the said \_\_\_\_\_ acknowledged the execution of said instrument to be the voluntary act and deed of said \_\_\_\_\_, by it voluntarily executed.

Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_ 20, \_\_\_\_\_

**CONTRACT ATTACHMENT:      ITEM 1: GENERAL - NONE**

**CONTRACT ATTACHMENT:      ITEM 2: BID ITEMS AND, QUANTITIES**

THIS CONTRACT IS AWARDED AND EXECUTED FOR COMPLETION OF THE WORK SPECIFIED IN THE CONTRACT DOCUMENTS FOR THE BID PRICES TABULATED BELOW AS PROPOSED BY THE CONTRACTOR IN ITS PROPOSAL SUBMITTED IN ACCORDANCE WITH NOTICE TO BIDDERS AND NOTICE OF PUBLIC HEARING. ALL QUANTITIES ARE SUBJECT TO REVISION BY THE JURISDICTION. THE JURISDICTION RESERVES THE RIGHT TO ADJUST QUANTITIES AS NECESSARY TO MAXIMIZE FUNDS BUDGETED FOR THIS PROJECT.

**PERFORMANCE, PAYMENT AND MAINTENANCE BOND**

68th Street Reconstruction  
City of Windsor Heights  
Windsor Heights, IA

KNOW ALL BY THESE PRESENTS:

That we, \_\_\_\_\_, as Principal (hereinafter the "Contractor" or "Principal" and \_\_\_\_\_, as Surety are held and firmly bound unto \_\_\_\_\_, as Obligee (hereinafter referred to as "the Jurisdiction"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Jurisdiction, bearing date the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, hereinafter the "Contract" wherein said Contractor undertakes and agrees to construct the following described improvements:

The 68th Street Reconstruction project includes pavement reconstruction, storm sewer installation and water main replacement along 68th Street between Timmons Drive and Hickman Road.

The construction improvements include approximately 4,200 SY of PCC paving, 540 SY of PCC sidewalk, 1400 LF of water main, 790 LF of storm sewer, 9 EA structures and 2,400 LF of subdrain. Other associated improvements include traffic control, erosion control, surface restoration, and miscellaneous associated work necessary to complete the project.

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents. Provided, however, that one year after the date of acceptance as complete of the work under the above referenced Contract, the maintenance portion of this Bond shall continue in force for the stated maintenance period.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

**PERFORMANCE:** The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements and shall indemnify and save harmless the Jurisdiction from all outlay and expense incurred by the Jurisdiction by reason of the Contractor's default of failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.

**PAYMENT:** The Contractor and the Surety on this Bond are hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price which the Jurisdiction is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law.

The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573, Code of Iowa, which by this reference is made a part hereof as though fully set out herein.

MAINTENANCE: The Contractor and the Surety on this Bond hereby agree, at their own expense:

To remedy any and all defects that may develop in or result from work to be performed under the Contract within the 4-year period from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;

To keep all work in continuous good repair; and

To pay the Jurisdiction's reasonable costs of monitoring and inspection to assure that any defects are remedied and to repay the Jurisdiction all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

Contractor's and Surety's agreement herein made extends to defects in workmanship or materials not discovered or known to the Jurisdiction at the time such work was accepted.

GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

To consent without notice to any extension of time to the Contractor in which to perform the Contract;

To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than twenty percent of the total contract price, and that this bond shall then be released as to such excess increase; and

To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

The Contractor and every Surety on the bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

That no provision of this Bond or of any other contract shall be valid which limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.

That as used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Jurisdiction including interest, benefits and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorney's fees (including overhead expenses of the Jurisdiction's staff attorneys), and all costs and expenses of litigation as they are incurred by the Jurisdiction. It is intended the Contractor and Surety will defend and indemnify the Jurisdiction on all claims made against the Jurisdiction on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Jurisdiction will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Jurisdiction incurs any "outlay and expense" in defending itself with respect to any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Jurisdiction whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Hamilton County, State of Iowa. If legal action is required by the Jurisdiction to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Contractor and the Surety agree, jointly and severally, to pay the Jurisdiction all outlay and expense incurred therefor by the Jurisdiction. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers

and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s).

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Project No. \_\_\_\_\_

(CON'T – PERFORMANCE, PAYMENT AND MAINTENANCE BOND)

Witness our hands, in triplicate, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Surety Countersigned By:

PRINCIPAL:

\_\_\_\_\_  
Signature of Iowa Resident Commission Agent as  
Prescribed by Chapter 515.52-57, Iowa Code.  
(Require only if Attorney-in-Fact is not also an  
Iowa Resident Commission Agent).

\_\_\_\_\_  
Contractor

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Resident Commission Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

SURETY:

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Surety Company

\_\_\_\_\_  
City, State, Zip Code

By:

\_\_\_\_\_  
Signature Attorney-in-Fact Officer

\_\_\_\_\_  
Company Telephone Number

\_\_\_\_\_  
Name of Attorney-in-Fact Officer

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Company Telephone Number

**NOTE: All signatures on this Performance, Maintenance & Payment Bond must be original signatures in ink; electronic, copies, or facsimile of any signature will not be accepted. This bond must be sealed with the Surety's raised, embossing seal or official adhesive seal. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal or official adhesive seal.**

\_\_\_\_\_  
City of Windsor Heights - 0A1.127880

\_\_\_\_\_  
PERFORMANCE, PAYMENT AND MAINTENANCE BOND

\_\_\_\_\_  
January 10, 2023

\_\_\_\_\_  
PAGE 00610-4



**SPECIAL PROVISIONS**

FOR

68<sup>th</sup> Street Reconstruction  
City of Windsor Heights  
Windsor Heights, Iowa 50324

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1) CONTRACT PROVISIONS

a) Completion Date

- i) All work under the Contract must be substantially complete as detailed in Section 00500 – Contract

b) Liquidated Damage

- i) Damages in the amount as detailed in Section 00500 –Contract per day will be assessed for each day the work remains incomplete.

c) Maintenance Bond & Warranty

- i) To remedy any and all defects as detailed in Section 00500 – Contract.

d) Bid Quantity Revisions

- i) All quantities are estimates and subject to revision by the Jurisdiction.
- ii) Quantity changes that do not materially change the character of the work to performed and amount to less than Twenty (20) percent of a given bid item or less than Five (5) percent of the total contract amount shall not affect the unit price bid.

2) DEFINITION AND INTENT

a) The Specifications that apply to the materials and construction practices for this project are defined as follows:

- i) The 2023 Edition of the SUDAS Standard Specifications, except as modified by these Special Provisions to the Technical Specifications.
- ii) Omissions of words or phrases such as “the Contractor shall”, “in accordance with”, “shall be”, “as noted on the Plans”, “according to the Plans”, “a”, “an”, “the” and “all” are unintentional; supply omitted words or phrases by inference.
- iii) “Owner”, “Jurisdiction” and “City” shall mean the City of Windsor Heights, acting through 68<sup>th</sup> Street Reconstruction Project.
- iv) “Person” shall mean any individual, partnership, limited partnership, joint venture, society, association, joint stock company, corporation, limited liability company, estate, receiver, trustee, assignee, or referee, whether appointed by a court or otherwise, and any combination of individuals.
- v) “Engineer” shall mean the Engineer on Record.
- vi) The intent of the Technical Specifications is to describe the construction desired, performance requirements, and standards of materials and construction.
- vii) “Standard Drawings” shall mean the Figures bound within the SUDAS Standard Specifications and/or the Typical Drawings bound within the plans.
- viii) “Work” shall mean the work to be done and the equipment, supplies, and materials to be furnished under the contract unless some other meaning is indicated by the context.
- ix) “Or equal” shall follow manufacturers names used to establish standards and, if not stated, is implied.

- b) Engineer: Bolton & Menk, Inc., 430 East Grand Ave, Suite 101, Des Moines, IA 50309, (515) 259-9190, [desmoines@bolton-menk.com](mailto:desmoines@bolton-menk.com).

3) GENERAL PROVISIONS AND COVENANTS

- a) Division 1 of the General Provisions and Covenants of the 2023 Edition SUDAS Standard Specifications is modified as follows:
- i) Section 1020.1.09B, Unit Price Attachment.

- (a) A computer generated unit price attachment may be submitted by the Bidder as specified by this Section.
- ii) Section 1050, 1.05 Shop Drawings, Certificates, and Equipment Lists.
  - (a) Electronic submittal of shop drawings will be allowed.
  - (b) If hardcopy submittals are used, the Contractor shall submit a minimum of three (3) copies plus any additional required by the Contractor.
- iii) Section 1050, 1.15 – Additional Contractor Responsibilities.
  - Notify residents of driveway closures a minimum of 48 hours in advance of closure.

#### 4) WORK REQUIRED

- a) Work under this contract includes all materials, equipment, transportation, traffic control, and associated work for the construction of the 68<sup>th</sup> Street Reconstruction Project as described in the Official Publication.

#### 5) PLANS AND SPECIFICATIONS

- a) The Owner will furnish five (5) sets of plans and specifications to the Contractor after award of the contract. The Contractor shall compensate the Owner for printing costs for additional copies required.
- b) Contractor shall provide one set of plans and specifications for each foreman and superintendent in charge of each crew on the job.

#### 6) SUBMITTALS

- a) Contractor shall provide a construction schedule showing dates of starting and completing various portions of work. Schedule shall be updated as needed or as requested by Engineer due to changes in progress of construction from original schedule. Updates shall be completed within one week of request.
- b) Contractor shall submit the following information for Engineer's review. Three (3) copies plus any additional copies required by Contractor shall be submitted to the Engineer at the preconstruction conference or at least 14 days prior to utilization of the particular item on this project.
  - i) Testing reports.
  - ii) Manufacturer's data for materials that are to be permanently incorporated into the project.
  - iii) Details of proposed methods of any special construction required.
  - iv) Purchase orders and subcontracts without prices.
  - v) Traffic control and staging plan.
  - vi) Such other information as the Engineer may request to insure compliance with contract documents.
  - vii) List of Subcontractors and Suppliers.

#### 7) STANDARDS AND CODES

- a) Construct improvements with best present day construction practices and equipment.

- b) Conform with and test in accordance with applicable sections of the following standards and codes.
  - i) American Association of State Highway and Transportation Officials (AASHTO).
  - ii) American Society for Testing and Materials (ASTM).
  - iii) Iowa Department of Transportation Standard Specifications (Iowa DOT).
  - iv) American National Standards Institute (ANSI).
  - v) American Water Works Association (AWWA).
  - vi) American Welding Society (AWS).
  - vii) Federal Specifications (FS).
  - viii) Iowa Occupational Safety and Health Act of 1972 (IOSHA).
  - ix) Manual of Accident Prevention in Construction by Associated General Contractors of America, Inc. (AGC).
  - x) Standards and Codes of the State of Iowa and the ordinances of the Owner.
  - xi) Other standards and codes which may be applicable to acceptable standards of the industry for equipment, materials and installation under the contract.

#### 8) CONSTRUCTION GENERAL

- a) Procedures outlined herein are not intended to fully cover all special construction procedures but are offered as an aid to the Contractor in planning work.
- b) Contractor shall cooperate with the City of Windsor Heights, Iowa and the Engineer to minimize inconvenience to property owners, other jurisdictions and motorists and to prevent delays in construction and interruption to continuous operation of utility services and site access.
- c) The Contractor is expected to provide adequate personnel and equipment to perform work within the specified time of construction.
- d) Contractor shall install and maintain orange safety fence around all open trenches or open structures when left unattended.
- e) Contractor shall complete surface restoration and clean up activities as construction progresses.

#### 9) EMPLOYMENT PRACTICES

- a) Neither the Contractor nor the Contractor's subcontractors shall employ any person whose physical or mental condition is such that their employment will endanger the health and safety of anyone employed on the Project.
- b) The Contractor shall not commit any of the following employment practices and agrees to include the following clauses in any subcontracts:
  - i) To discharge from employment or refuse to hire any individual because of sex, race, color, religion, national origin, sexual orientation, marital status, age, or disability unless such disability is related to job performance of such person or employee.

- ii) To discriminate against any individual in terms, conditions, or privileges or employment because of sex, race, color, religion, national origin, sexual orientation, marital status, age, or disability unless such disability is related to job performance of such person or employee.

#### 10) RESPONSIBILITY OF CONTRACTOR

- a) Contractor shall provide supervision of the work.
- b) Contractor shall provide protection of all property from injury or loss resulting from construction operations.
- c) Contractor shall replace or repair objects sustaining any such damage, injury, or loss, to the satisfaction of Owner and Engineer.
- d) Contractor shall cooperate with Owner, Engineer, and representatives of utilities in locating underground utility lines and structures. Incorrect, inaccurate, or inadequate information concerning location of utilities or structures shall not relieve the Contractor of responsibility for damage thereto caused by construction operations.
- e) Contractor shall keep cleanup current with construction operations.
- f) Contractor shall comply with all Federal, State of Iowa, and local laws and ordinances.

#### 11) WORK HOURS/COMMUNITY EVENTS

- a) The Contractor will be required to limit work hours on the Project from 7:00 a.m. to 7:00 p.m., Monday through Saturday, unless otherwise directed by the Engineer.
- b) The following Community Events are scheduled. Contractor is required to coordinate with the Owner as needed to allow use of public property as necessary for the event. If contract continues for multiple years, event is still in force even though dates and locations may change.

#### 12) CONSTRUCTION FACILITIES

- a) Contractor shall provide telephone numbers where Contractor's representative can be reached during work days and on nights and weekends in event of emergency.
- b) Contractor shall provide and maintain suitable sanitary facilities for construction personnel for duration of work; remove upon completion of work.
- c) Contractor shall not store construction equipment, employee vehicles, or materials on streets open to traffic.
- d) Contractor shall provide suitable storage facilities necessary for proper storage of materials and equipment. Location for storage of equipment by Contractor is subject to approval of Engineer.
- e) Contractor will be required to make arrangements for all services required during the construction period and pay for such services at no additional cost to the Owner.

#### 13) PROJECT SUPERVISION

- a) The Contractor shall be represented in person at the construction site at all times that construction operations are proceeding. Representation constitutes a qualified superintendent or other designated, qualified representative capable of providing adequate supervision. The representative must be duly authorized to receive and execute instructions, notices, and written orders from the Engineer.

- b) Resolution of issues that arise during construction relating to traffic control, construction staging, etc. is the responsibility of the Contractor.
- c) Weekly progress meetings, if specified at the preconstruction conference may be held at the project site to review project schedule, coordinate activities, resolve conflicts, and coordinate the construction work. The day and time for this meeting will be set at the preconstruction conference. The Contractor shall provide qualified representation at each meeting.
- d) Refer to Division 1 – General Provisions and Covenants, Section 1080 – Contractual Provisions, Part 1 – Prosecution and Progress of the Work, Section 1.10 Contractors Employees, Methods and Equipment for additional requirements.
- e) Contractor shall provide supervision of all sub-contractors and their personnel while on the site.

#### 14) COORDINATION WITH OTHERS

- a) Contractor shall cooperate and coordinate construction with the Owner, utility companies, affected property owners, and other contractors working in vicinity of this project.
- b) It is the Contractor's responsibility to schedule and coordinate work to minimize construction delays and conflicts.
- c) Contractor shall cooperate and coordinate with property owners prior to beginning work that will affect their parcel.

#### 15) CONSTRUCTION LIMITS

- a) Contractor shall confine the construction operations within the construction limits shown on the plans.
- b) Contractor shall not store equipment, vehicles, or materials within the right-of-way of any streets open to traffic or on temporary access roads at any time.
- c) Areas disturbed outside of construction limits shall be restored at the contractor's expense to the satisfaction of the Jurisdiction.
- d) Contractor shall protect trees, fences, and landscaping within the construction limits not marked for removal.
- e) All work on this project will be within City Right-of-Way, Easements or Public Property.

#### 16) CONSTRUCTION SCHEDULE

- a) The Contractor will prepare and submit to the Engineer a project schedule that will assure the completion of the project within the time specified within the Contract.
- b) Adequate equipment and forces shall be made available by the Contractor to start work immediately upon receipt of the Notice to Proceed.
- c) Contractor shall submit a construction schedule at the preconstruction conference.
- d) Contractor shall periodically update it as needed due to changes in progress of construction from original schedule or as requested by the Engineer. Updates shall be completed within one week of request.
- e) The Contractor shall be required to meet the final completion date as specified in the written Notice to Proceed.

- f) Contractor shall notify the City and property owners at least 48 hours prior to any street closures.
- i) Notification shall be provided by written notice placed on the front door. The following items shall be included within the notice:
  - (a) The street name, location and proposed date of street closure
  - (b) The estimated schedule for completion of work
  - (c) The estimated date for reopening of the street
  - (d) Procedure for garbage collection recycling and postal service

#### 17) CONSTRUCTION PHASING

- a) Contractor shall refer to construction staging and traffic control plans when included in construction plans.
- b) Contractor shall include construction phasing on the required construction schedule submittal.

#### 18) CONSTRUCTION SURVEY DOCUMENTATION & RESPONSIBILITIES OF ENGINEER AND CONTRACTOR

- a) Contractor is responsible to provide construction staking per SUDAS requirements.

#### 19) MATERIALS TESTS

- a) Material testing as specified for construction will be completed by an independent testing laboratory retained by the Contractor and approved by the Engineer. Testing shall meet the requirements of the SUDAS Standard Specifications.
- b) The Contractor shall coordinate all material testing with the Engineer.
- c) The Contractor shall provide transportation of all samples to the laboratory.
- d) The Contractor shall not deliver materials to the project site until laboratory tests have been furnished which verify compliance of materials with specifications.
- e) Contractor shall provide gradation and materials certifications for all granular materials. Certify that sources of Portland Cement and aggregate sources are Iowa DOT approved.
- f) Contractor shall certify that materials and equipment are manufactured in accordance with applicable specifications.

#### 20) SOIL BORINGS

- a) N/A

#### 21) EXISTING UTILITIES

- a) Location of utility lines, mains, cables, and appurtenances shown on plans are from information provided by utility companies and records of the Owner.
- b) Prior to construction, Contractor shall contact all utility companies and have all utility lines and services located. The Contractor is responsible for excavating and exposing underground utilities in order to confirm their locations ahead of the work.

- c) The Contractor is solely responsible for damage to utilities or private or public property due to utility disruption.
- d) The Contractor shall notify utility company immediately if utility infrastructure is damaged during construction.
- e) The Contractor shall support and protect all utilities that are not moved.
- f) Utility services are not generally shown on plans; protect and maintain services during construction. Notify Jurisdiction and affected property Jurisdictions 48 hours prior to any planned utility service interruptions.
- g) If private utility work occurs within/adjacent to the site during the construction period, Contractor shall coordinate work schedules with the Engineer.
- h) Existing utilities shall remain in substantially continuous operation during construction. Contractor shall select the order and methods of construction that will not interfere with the operation of the utility systems. Interrupt utility services only with approval of Jurisdiction and Engineer.
- i) No claims for additional compensation or time extensions will be allowed to the Contractor for interference or delay caused by utility companies.

## 22) SALVAGE OF MATERIALS / DISPOSAL

- a) The Contractor shall remove from the project site and dispose of trees, shrubs, vegetation, excess soil excavation, rubbish, concrete, granular materials, and other materials encountered as shown on plans and as specified. Excess soil excavation not designated for waste locations shall be disposed as directed by the Engineer.
- b) The Contractor shall dispose of materials in accordance with applicable laws and ordinances. Disposal sites are subject to the review and approval of the Engineer.
- c) Burning of brush and other debris is not permitted. Contractor is responsible for selecting disposal location off site.
- d) The Contractor shall dispose of broken concrete, asphalt, granular material, rubble, and excess or unsuitable excavated material. Contractor is responsible for selecting disposal location off site.
- e) The Contractor shall cooperate with all applicable City, State and Federal agencies concerning disposal of materials.
- f) The City of Windsor Heights, Iowa retains first right of refusal for retaining any existing materials removed by the construction.
- g) The Contractor shall carefully remove, in a manner to prevent damage, all materials and equipment specified or indicated as salvage. The Contractor shall protect and store items specified.
- h) Any items damaged in removal, storage, or handling through carelessness or improper procedures shall be replaced by the Contractor in kind with new items.

## 23) TRAFFIC CONTROL

- a) Contractor shall furnish, erect, and maintain traffic control devices as specified in the construction drawings and directed by the Engineer including signs, barrels, cones, and barricades to direct traffic and separate traffic from work areas. Traffic control shall be in place prior to the closing of any streets.



- b) Contractor shall provide traffic control devices in accordance with the Iowa DOT Standard Specification, Section 2528, Traffic Control, and the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).
- c) Adjustments to the traffic control or the addition of flaggers will be required if, in the opinion of the Engineer, undue traffic congestion occurs.
- d) Contractor shall provide continuous access for police, fire, and other emergency vehicles.
- e) Contractor shall notify the Engineer in writing at least 72 hours prior to the start of any construction operation that will necessitate land closure or internal traffic control signing.

#### 24) TEMPORARY FENCES

- a) Contractor shall install temporary fencing around open excavations or material storage areas and as directed by Engineer to prevent access of unauthorized persons to construction areas.
- b) Contractor shall provide orange plastic mesh safety fence with a nominal height of 48". Support fence securely on driven posts in vertical position without sagging.
  - i) Refer to Iowa DOT Section 4188.03 for fence materials.
- c) Temporary fencing installed around open excavations or material storage areas is incidental to construction and will not be measured for payment.
- d) Contractor shall remove temporary fencing upon completion of construction.

#### 25) DEWATERING

- a) Contractor shall perform all construction work in dry conditions.
- b) Unless specified in the Bid Items, all costs associated with Dewatering activities shall be incidental to the project.
- c) Contractor shall submit dewatering methods to the Engineer for review. Obtain the Engineer's approval on methods prior to construction.
- d) Groundwater levels are subject to variation. No additional compensation will be permitted due to high groundwater conditions.
- e) Should cohesive soils with no wet sand seams or layers be encountered, it may be possible to control water seepage by draining groundwater to temporary construction sumps and pumping it outside the perimeter of the excavation.
- f) The Contractor shall not pump water from open excavation in sand and gravel below the natural ground water level.
- g) Contractor shall maintain water levels 2 feet or more below the bottom of excavations in saturated cohesionless (sand and/or gravel) soils to prevent upward seepage, which could reduce subgrade support.
  - i) A dewatering system (well points or shallow wells) shall be installed when working in cohesionless soils.
  - ii) Costs of installing and operating dewatering system are incidental, unless specified otherwise.
- h) Contractor shall provide means for conveying surface water encountered during construction.

- i) Surface water shall be prevented from flowing into excavation and accumulated water shall be removed.
- ii) Surface water and storm sewer flows shall be diverted around areas of construction.
- iii) Sanitary sewers shall not be used for the disposal of dewatering or trench water.
- i) Contractor shall backfill pipe and structures prior to stopping dewatering operations. Contractor shall not lay pipe or construct concrete structures on excessively wet soils.
- j) Costs of conveying both surface water and groundwater are incidental.

## 26) INCIDENTAL CONTRACT ITEMS

- a) The furnishing and installing of specific items and/or the performance of work under certain circumstances shall not be individually paid in the absence of a specific bid item for the work. These costs shall be included in the Unit Price bid for the individual items associated with the stated specific item or work effort. Such items of work include, but are not limited to:

- Concrete header removal
- Construction fencing
- Construction staging & phasing
- Coordination and cooperation with affected property owners
- Coordination and cooperation with the City of Windsor Heights
- Coordination and cooperation with other Contractors
- Coordination and cooperation with other projects in the area
- Coordination and cooperation with utility companies
- Dust control measures
- Engineering Fabric
- Excavation, verification and protection of existing utilities
- Field testing
- Finish grading
- Full depth sawcutting of existing pavement
- Granular surfacing removal
- Maintenance and watering for seeding and sodding
- Maintenance of erosion control measures, including silt removal
- Material testing
- Monitoring weather conditions
- Mowing
- Overhaul
- Protection of existing hydrant(s) and valve(s)
- Protection of existing trees and plantings not shown as removals
- Protection of existing utilities and light poles
- Removing and reinstalling existing signs
- Reseeding
- Site cleanup/restoration
- Temporary safety closures
- Working backfill to reduce moisture content
- Working subgrade to achieve acceptable moisture content

\*\*\*\*END OF SECTION\*\*\*\*

Des Moines Water Works Specifications  
for  
68th Street Reconstruction  
City of Windsor Heights  
Windsor Heights, IA



**WINDSOR HEIGHTS 68<sup>TH</sup> STREET  
RECONSTRUCTION**

**SPECIAL PROVISION**

**WATER MAINS**

**CITY OF DES MOINES**

|                                                                                    |                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>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.</p>                                                                                    |
|                                                                                    | <p><u>Carla J. Schumacher</u>      <u>01/04/2023</u><br/>Carla J. Schumacher, P.E.      Date<br/>Des Moines Water Works<br/>License Number:      18191<br/>My license renewal date is:      December 31, 2024<br/>Pages or sheets covered by this seal:      WATER MAIN SPECIAL PROVISION</p> |



## **SPECIAL PROVISION**

### **WATER MAINS**

#### **I. GENERAL INFORMATION**

##### **A. Submittals**

Des Moines Water Works (DMWW) will review all shop drawings for materials related to water main construction. DMWW requires 15 calendar days to review.

Supplier shall provide summary sheet with shop drawing submittal and label each shop drawing within submittal.

Shop drawing review shall be completed prior to start of water main construction. DMWW Engineering Technician will match shop drawings to materials brought to site. Materials not matching submittal will be rejected.

The Contractor shall submit these shop drawings to:

Carla Schumacher  
Des Moines Water Works  
cschumacher@dmww.com

##### **B. Preparation**

Notify DMWW (515-323-6227) 48 hours prior to the start of any water main related construction.

Verify proposed grades prior to construction to ensure adequate finished cover will be provided over all water mains.

The Contractor shall arrange for all survey required to install water main on line and grade as shown on the plans.

The Contractor shall arrange with DMWW for all valves and hydrants to be operated only by DMWW's personnel.

The Contractor shall allow 3-5 days for pressure testing and chlorination of water main within each stage.

##### **C. Connections to the Existing Water System**

Expose existing buried pipe at locations that will be connected to new piping. Confirm location, depth, orientation, type of pipe, outside diameter, and type and location of joints.

Verify outside diameter of water main to determine if it is oversized. Procure materials as appropriate prior to altering the water main.

Connections to the existing DMWW's system shall be coordinated with the Engineer and scheduled a minimum of 48 hours in advance. Customers who will be without water shall be notified by the Contractor a minimum of 24 hours in advance. Water main shutdowns may need to be completed outside of normal working hours to minimize impact on affected customers. No additional compensation will be paid for work outside normal working hours.

**D. Abandonment of Existing Facilities**

Existing water mains shall be abandoned as shown on the plans. Mains shall be capped and hydrant assemblies and valve boxes shall be removed incidental to water main construction.

**E. Adjustment of Facilities**

Adjust inline valve boxes, hydrant valve boxes, stop boxes, and hydrants per DMWW and paving inspector requirements.



## **PART 1 GENERAL**

### **1.01 SUMMARY OF WORK**

- A. Excavating, backfilling, and compacting specifications, as applicable, for installation of water main and appurtenances.

### **1.02 RELATED SECTIONS**

- A. Section 02 22 70 – Augured Pipe Casing.
- B. Section 02 61 00 – Ductile Iron and Polyvinyl Chloride Pipe for Water Mains.
- C. Section 02 64 00 – Valves and Hydrants.
- D. Section 02 66 00 – Water Service Transfers.

### **1.03 REFERENCES**

- A. American Society for Testing and Materials (ASTM) D2922 – Test Methods for Density of Soil and Soil-Aggregate in Place by Nuclear Methods (Shallow Depth).
- B. American Society for Testing and Materials (ASTM) D3017 – Test Method for Water Content of Soil and Rock in Place by Nuclear Methods (Shallow Depth).
- C. American Society for Testing and Materials (ASTM) D698 – Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort (12 400 ft-lbf/ft<sup>3</sup>).
- D. Federal Register – Occupational Safety and Health Administration (OSHA), Occupational Safety and Health Standards - Excavations.
- E. Iowa Department of Transportation (IDOT) Standard Specifications for Highway and Bridge Construction – current version, including Supplemental Specification.
- F. Iowa Statewide Urban Design and Specifications (SUDAS).

### **1.04 SUBMITTALS (NOT USED)**

### **1.05 MEASUREMENT AND PAYMENT**

- A. Stabilization Materials: per ton, based on quantities shown on material delivery tickets provided to Engineer.
  - 1. Include cost for all material, equipment, labor, and associated work necessary to complete work associated with stabilization materials in the unit bid price for “Foundation Rock” on the Proposal.
  - 2. Estimated quantity shown on Proposal for “Foundation Rock” is not to be used as an indication of site conditions that will be encountered during the course of the Work.
- B. Special Pipe Embedment and Encasement Material: per cubic yard, based on quantities shown on material delivery tickets provided to Engineer.
  - 1. Include cost for all material, equipment, labor, and associated work necessary to complete work associated with special pipe embedment and encasement material in the unit bid price for “Utility Embedment Material” on the Proposal.
  - 2. Estimated quantity shown on Proposal for “Utility Embedment Material” is not to be used as an indication of site conditions that will be encountered during the course of the Work.

## **PART 2 PRODUCTS**

### **2.01 EXCAVATED MATERIALS**

- A. Strip, grub, and stockpile topsoil for finished grading.
- B. Backfill material to be:
  - 1. Approved for use by Engineer.
  - 2. Selected material taken from the excavation or select borrow material, if sufficient quantities of compliant excavated material are not available.
  - 3. Inorganic clays, clayey sands, or inorganic and clayey silts, compatible with and having an obtainable density no less than adjacent soils.
  - 4. Free of lumps or clods over 3 inches in the largest dimension.
  - 5. Free of foreign debris including rocks, organic materials, and man-made debris.
  - 6. Material that is not frozen.

### **2.02 BEDDING MATERIAL**

- A. Steel Pipe: Bed pipe using sand free of frozen material, foreign debris, including rocks, organic materials, and man-made debris.
- B. Ductile iron pipe, prestressed concrete cylinder pipe, polyvinyl chloride pipe, and corrugated steel pipe: Bed pipe using material taken from the excavation with the following characteristics:
  - 1. Inorganic clay, clayey sand, or inorganic and clayey silt.
  - 2. Free of lumps or clods over 2 inches in the largest dimension.
  - 3. Free of foreign debris including rocks, organic materials, and man-made debris.
  - 4. With a soil moisture range of optimum moisture to 4 percentage points above optimum moisture content.
  - 5. Material that is not frozen.

### **2.03 STABILIZATION MATERIAL**

- A. When required by field conditions, use stabilization material of crushed limestone, dolomite, or quartzite generally meeting the following characteristics:
  - 1. 2-inch nominal maximum size.
  - 2. 95 percent retained on a 3/4-inch screen.
  - 3. Generally free from deleterious substances as determined by Engineer.

### **2.04 BORROW MATERIALS**

- A. If sufficient quantity of suitable material is not available from excavations, obtain material from approved off-site sources. Off-site sources must hold a National Pollutant Discharge Elimination System (NPDES) permit from the IDNR for storm water discharge associated with construction activity.
- B. Conform borrow materials, including topsoil and backfill material, to specifications for excavated materials in Part 2.01.
- C. Topsoil borrow material to be:
  - 1. Natural loam and humus with characteristics consistent with the existing topsoil on site.
  - 2. Finely graded and free of clumps larger than 2 inches in the largest dimension.
  - 3. Free of man-made materials and debris.
  - 4. Free of rock or organic matter, including wood and roots, greater than 3/4-inch, in the largest dimension.
  - 5. Comprised of less than 0.5 percent clay.

## 2.05 SPECIAL PIPE EMBEDMENT AND ENCASEMENT MATERIAL

- A. When directed by Engineer, install controlled low-strength material to provide support to existing utilities.
  - 1. Controlled Low-Strength Material (CLSM):
    - a. Approximate quantities per cubic yard:
      - (1) Cement: 50 pounds.
      - (2) Fly ash: 250 pounds.
      - (3) Fine aggregate: 2,910 pounds.
      - (4) Water: 60 gallons.
    - b. A compressive strength of at least 50 psi compressive strength at 28 calendar days.
    - c. Comply with material requirements of Section 2506.02 of IDOT Standard Specifications, current version.

## 2.06 MANUFACTURED SAND MATERIAL

- A. When directed by Engineer, install manufactured sand.
  - 1. Stone sand complying with the following gradation:

| Sieve    | Percent Passing |
|----------|-----------------|
| 3/8-inch | 100             |
| No. 4    | 90-100          |
| No. 8    | 60-75           |
| No. 30   | 15-30           |
| No. 200  | 0-4             |

## PART 3 EXECUTION

### 3.01 GENERAL

- A. General Description
  - 1. Complete trenching, backfilling, and compacting for water main in accordance with the SUDAS manual. These specifications are intended to highlight or modify basic requirements; see SUDAS manual for more detailed information.
- B. Quality Assurance
  - 1. Give Engineer the opportunity to review excavated or borrowed soils prior to placement as backfill.
  - 2. Owner will commission and compensate a qualified soils engineer to develop Proctor curves indicating moisture-density relationships for all soil types used as backfill.
  - 3. Use Proctor curves and soil analysis information in determining proper compaction of soils placed.
- C. General Safety
  - 1. Blasting not permitted.
  - 2. Safety and protection:
    - a. Provide shoring, sheeting, and bracing, as required, to protect Work, adjacent property, private or public utilities, and workers.
    - b. Strictly observe laws and ordinances regulating health and safety measures.
    - c. Excavations that Owner's personnel are required to enter shall comply with OSHA standards.

D. Soil Testing

1. Field tests for density and moisture content to be performed by the soils engineer, defined in Part 3.01.B above, to ensure that specified density is being obtained. Perform testing using ASTM D2922 nuclear methods or another method approved by Engineer.
2. Take density tests at finished grade, at 3 feet below finished grade, and as directed by Engineer under special conditions. Test locations to be selected by Engineer immediately prior to performing tests. Excavate, as directed by Engineer, for tests at intermediate depths. As a minimum, take density tests at approximately 200-foot intervals along the trench. The following locations require additional testing:
  - a. Over jacking pits where casing was installed.
  - b. Immediately adjacent to all structures.
3. When test results indicate compaction is not as specified:
  - a. Additional tests will be required in both directions from the failed test until satisfactory results are obtained.
  - b. Remove, replace, and recompact all material between the satisfactory tests in lifts to meet specifications. Compaction corrections are made at no expense to Owner.
  - c. Provide density tests to recompact areas at the same frequency as the original tests. Testing of recompact areas performed at the Contractor's expense.
4. Notify Engineer if petroleum-based materials are detected in soils. Appropriate action will be taken by Owner.
5. Tests that are not conducted in the presence of the Engineer, or are conducted at locations not selected by the Engineer, will be rejected.

E. Protection of Utility Lines

1. Conduct trenching operations to avoid damaging underground utilities.
2. Protect all underground utilities. Damage resulting from trenching or backfilling to be repaired by Contractor or utility company at Contractor's expense.
3. Underground utilities discovered by Contractor are to be protected.

**3.02 DISPOSAL OF EXCAVATED MATERIAL**

- A. Remove excess material excavated for water main trench from site and in compliance with environmental regulations.
- B. Backfill consisting of suitable material, which comes from an off-site source, must conform to Part 2.01.

**3.03 TRENCH EXCAVATION**

- A. Strip and stockpile topsoil for finished grading. A minimum of 12 inches of topsoil must be segregated from other materials in agricultural areas.
- B. Excavate trenches so as to:
  1. Follow lines and grades as indicated on plans.
  2. Provide uniform bearing on undisturbed soil and continuous support along the entire length of pipe.
  3. Prevent over-excavation in locations where suitable subgrade conditions exist.
  4. Provide vertical trench walls to an elevation no less than 12 inches above the pipe.
- C. Correct unstable trench bottoms, as determined by Engineer, as follows:
  1. Over-excavate the trench to stable soil or to a maximum of 2 feet below the bottom of the pipe.
  2. If stable soil is reached, bring trench back to grade using suitable backfill material or bedding material compacted to 90 percent Standard Proctor Density.
  3. If stable soil is not reached after 2 feet of over-excavation, place one (1) foot of the specified trench stabilization material in the trench bottom and compact. Bring trench back to grade using suitable backfill material or bedding material compacted to 90 percent Standard Proctor Density.
  4. Place pipe only after trench bottom has been fully stabilized.

- D. Remove stones encountered during excavation. When large rocks are encountered, remove to an elevation 6 inches below the bottom of the proposed improvement. Fill voids created through removal of stones with approved backfill material and thoroughly compact to 90 percent Standard Proctor Density.
- E. Excavate trench bottoms deeper at location of bell joints to permit body of pipe to rest uniformly supported upon trench bottom. Use bell holes no longer than is necessary for practical installation of pipe.
- F. The length of trench to be opened at one time is as follows:
  - 1. In extended runs, open trench length is not to exceed 100 feet.
  - 2. In street crossings, trench shall not be open in more than one lane at a time, unless specified differently in traffic control plan.
  - 3. Backfill driveways and entrances immediately after placement of pipe.
- G. Place excavated material:
  - 1. As approved by Engineer when these specifications do not apply.
  - 2. Compactly along sides of excavation.
  - 3. To provide continuous access to fire hydrants and utility valves.
  - 4. To provide as little inconvenience as possible to public travel.
  - 5. To minimize damage to adjacent lawns and planted areas.

### **3.04 PIPE BEDDING**

- A. Bed pipe with 4-inch-thick layer of specified bedding material for pipes 20-inch and larger.
- B. Place bedding alongside of pipe to an elevation above springline (no lower than half the height of the pipe).
- C. Compact bedding to a minimum of 90 percent Standard Proctor Density.
- D. Obtain required compaction within a soil moisture range of optimum moisture to 4 percentage points above optimum moisture content.
- E. Do not damage pipe coating or wrapping system during bedding placement and compaction.

### **3.05 BACKFILLING**

- A. Perform backfilling of trenches only after pipe installation, jointing, and bedding are complete, inspected, and approved.
- B. Use backfill material complying with Part 2 above.
- C. Mechanically tamp backfill with impact or vibrating compaction equipment.
- D. Place backfill in layers and compact to required density.
- E. Backfill to be:
  - 1. Compacted to 90 percent Standard Proctor Density to a level one (1) foot above the pipe.
  - 2. For the remainder of the trench:
    - a. Compact public rights-of-way to 95 percent Standard Proctor Density.
    - b. Compact easement areas to 90 percent Standard Proctor Density.
  - 3. Within a soil moisture range of optimum moisture to 4 percentage points above optimum moisture content.
- F. Protect pipe coating or pipe wrapping system from damage during backfill operations.
- G. Hydraulic compaction or water jetting of pipe trenches is not permitted.

- H. Adjust moisture content of material that exceeds optimum moisture range, but is otherwise acceptable, by spreading and aerating or otherwise drying as necessary until moisture content is within required moisture range and required compaction can be obtained.
- I. Adjust moisture content of material that is below optimum moisture, but is otherwise acceptable, by wetting as necessary until moisture content is within required moisture range and required compaction can be obtained.

### **3.06 GRADING**

- A. Finish-grade surfaces with a well-compacted, free-draining, uniform surface without obstructive protrusions or depressions.
- B. Place topsoil at a uniform depth equal to surrounding topsoil, but not less than 4 inches.
- C. Place topsoil to a minimum depth of 6 inches when ample native topsoil is available.
- D. Place topsoil only under lawn and planted areas.

### **3.07 CONTROL OF WATER**

- A. Install pipe in the dry.
- B. Dewater as necessary to prevent water from entering pipe or rising around pipe.
- C. Do not allow water pumped or diverted from excavation site to be:
  - 1. Pooled anywhere on site.
  - 2. Removed in such a manner as to disperse silt.
  - 3. Placed on surfaces heavily traveled by pedestrian traffic.
- D. Do not use installed pipe as a conduit for trench dewatering.
- E. Control surface water as follows:
  - 1. Divert surface water to prevent entry into pipe trenches.
  - 2. Remove surface water accumulated in pipe trenches and other excavations prior to continuation of excavation work.
  - 3. Remove surface water saturated soil from excavation.
- F. Control groundwater as follows:
  - 1. Where groundwater is encountered, dewater trenches and other excavations, as necessary, to permit proper execution of the Project.
  - 2. When large quantities of groundwater are encountered, stabilize trenches with the specified stabilization material, and bed pipe as specified.

### **3.08 DISPOSAL OF UNSUITABLE OR EXCESS MATERIAL**

- A. Dispose of surplus material and material not suitable for backfill off-site at a location provided by Contractor.
  - 1. Off-site disposal locations must hold a National Pollutant Discharge Elimination System (NPDES) permit from the IDNR for storm water discharge associated with construction activity.
  - 2. Contractor to provide transportation of such material.

### **3.09 CLEANUP AND RESTORATION**

- A. Clear the site in and around the excavation of mud and construction debris to a condition equal to, or better than, that existing prior to trenching work.
- B. Remove construction remnant materials from site.
- C. Repair damage to adjacent property suffered during installation work to a condition equal to, or better than, that condition existing prior to trenching Work.

**\*\* END OF SECTION \*\***





## **PART 1 GENERAL**

### **1.01 SUMMARY OF WORK**

- A. This Section describes Iowa Department of Natural Resources (IDNR) requirements for protection of water supply systems and reflects IDNR updates to 567 IAC 43.3(2)"a"(3) that became effective March 16, 2022, and the Standard Specifications on file with IDNR dated October 10, 2014, that include a variance for electronic leak detection.

### **1.02 RELATED SECTIONS**

- A. Section 02 22 80 – Horizontally Directional Drilled Water Main.
- B. Section 02 61 00 – Ductile Iron and Polyvinyl Chloride Pipe for Water Mains.
- C. Section 02 64 00 – Valves and Hydrants.
- D. Section 02 67 40 – Pressure Testing Water Mains.
- E. Section 02 67 50 – Disinfection of Water Distribution Systems.

### **1.03 REFERENCES**

- A. American Society for Testing and Materials (ASTM) C443 – Standard Specification for Joints for Concrete Pipe and Manholes, Using Rubber Gaskets.
- B. 567 IAC 43.3 (2)"a"(3) new subparagraphs (3) and (4), effective March 16, 2022.
- C. Standard Specifications on file with IDNR dated October 10, 2014, with variance for electronic leak detection.

### **1.04 SUBMITTALS (NOT USED)**

### **1.05 MEASUREMENT AND PAYMENT (NOT USED)**

## **PART 2 PRODUCTS (NOT USED)**

## **PART 3 EXECUTION**

### **3.01 GENERAL INSTALLATION REQUIREMENTS**

- A. Lay water mains to avoid high points where air can accumulate. Grade piping so that proposed hydrants will be at the highest points.
- B. Do not locate hydrants within 10 feet of sanitary sewers or storm drains.
- C. Plug hydrant drain ports in areas where groundwater rises above water main and pump hydrant barrel dry following construction.
- D. Pressure test and disinfect new water mains prior to placing them in service.

### 3.02 SEPARATION DISTANCE

**A. Horizontal separation of water mains from gravity sanitary and combined sewers:**

1. When horizontal separation is at least 10 feet from edge to edge, there are no additional requirements.
2. When horizontal separation is at least 3 feet from edge to edge and less than 10 feet, with water main located at least 18 inches or more above top of sewer, sewer must be placed in a separate trench than the water main or on a bench of undisturbed earth in the same trench as the water main.
3. When horizontal separation is at least 3 feet from edge to edge and less than 10 feet, with water main located less than 18 inches above top of sewer:
  - a. Option 1: Construct water main within watertight casing pipe with evenly spaced annular gap provided by watertight end seals, or
  - b. Option 2: Construct sewer of water main materials.
4. When it is impossible to obtain the required 3-foot horizontal clearance edge to edge, the sewer must be replaced with water main quality materials.
5. In no case shall horizontal separation be less than 2 feet.

**B. Horizontal separation of water mains from sanitary sewer force mains:**

1. When horizontal separation distance is at least 10 feet from edge to edge, there are no additional requirements.
2. When horizontal separation is at least 4 feet from edge to edge and less than 10 feet, sewer must be constructed of water main materials.
3. In no case shall horizontal separation be less than 4 feet.

**C. Vertical separation of water mains from gravity sanitary and combined sewer crossings:**

1. When vertical separation distance is at least 18 inches or greater from edge to edge, there are no additional requirements.
2. When vertical separation distance is at least 6 inches from edge to edge and less than 18 inches, and water main is located above sewer:
  - a. Option 1: Construct water main within watertight casing pipe with evenly spaced annular gap and watertight end seals, or
  - b. Option 2: construct sewer of water main materials.
3. When vertical separation distance is 18 inches or greater from edge to edge, and water main is located below sewer:
  - a. Option 1: Construct water main within watertight casing pipe with evenly spaced annular gap and watertight end seals, or
  - b. Option 2: construct sewer of water main materials.
4. In no case shall vertical separation be less than 6 inches edge to edge when water main is above sewer.
5. In no case shall vertical separation be less than 18 inches edge to edge when water main is below sewer.

**D. Horizontal separation of water mains from gravity storm sewers:**

1. When horizontal separation is at least 10 feet from edge to edge, there are no additional requirements.
2. When horizontal separation is at least 3 feet from edge to edge and less than 10 feet:
  - a. Option 1: Construct water main of ductile iron pipe with gaskets impermeable to hydrocarbons, or
  - b. Option 2: Construct water main within watertight casing pipe with evenly spaced annular gap using chocks and watertight end seals, or
  - c. Option 3: Construct sewer of water main materials, or
  - d. Option 4: Construct reinforced concrete pipe storm sewers with gaskets manufactured in accordance with ASTM C443.
3. In no case shall horizontal separation be less than 3 feet.

**E. Vertical separation of water mains from gravity storm sewer crossings:**

1. When vertical separation distance is at least 18 inches from edge to edge, there are no additional requirements.
2. When vertical separation distance is at least 6 inches from edge to edge and less than 18 inches, and water main is located above sewer:
  - a. Option 1: Construct water main of ductile iron pipe with gaskets impermeable to hydrocarbons, or
  - b. Option 2: Construct water main within watertight casing pipe with evenly spaced annular gap using chocks and watertight end seals, or
  - c. Option 3: Construct sewer of water main materials, or
  - d. Option 4: Construct reinforced concrete pipe storm sewers shall be constructed with gaskets manufactured in accordance with ASTM C443.
3. In no case shall vertical separation be less than 6 inches when water main is above sewer.
4. In no case shall vertical separation be less than 18 inches when water main is below sewer.

**F. Separation of water mains from sewer manholes:**

1. No water pipe shall pass through, or come in contact with, any part of a sewer manhole.
2. Provide a horizontal separation distance of at least 10 feet between water mains and sewer manholes whenever possible.
3. In no case shall the horizontal separation of water main from sanitary and combined sewer manholes be less than 3 feet.

**G. Advise Engineer should physical conditions exist such that exceptions to Part 3.02 of this Section are necessary.**

**3.03 WATER CROSSINGS**

**A. Above-water Crossings:**

1. Adequately support and anchor pipe used for above-water crossings.
2. Protect pipe from damage and freezing.
3. Ensure pipe is accessible for repair or replacement.

**B. Underwater Crossings:**

1. Use restrained joint pipe for water mains entering or crossing streams that are 15 feet in width or larger.
  - a. Place top of water main a minimum of 5 feet below natural bottom of streambed.
  - b. Securely anchor water main to prevent movement of pipe and provide easily accessible shutoff valves located outside the floodway at each end of the water crossing.
  - c. Backfill trench with crushed rock or gravel.
  - d. Seed, sod, or otherwise protect streambank from erosion upon completion of the Project.
2. For smaller streams, the same requirements shall apply except that shutoff valves do not need to be located immediately adjacent to the water crossing.
3. Water crossings, in areas where no evidence of erosion exists, are excluded from these requirements.
4. DMWW will electronically pinpoint leaks in lieu of inserting a small meter to determine leakage and obtain water samples on each side of shutoff valve.

**3.04 DEPTH OF COVER AND WIDTH OF TRENCH**

- A. Provide 5 feet minimum depth of cover from top of pipe to ground surface.
- B. Where possible, provide an additional 6 inches of cover under pavement.
- C. Insulate water mains where conditions prevent adequate earth cover.
- D. Provide a trench width adequate to lay and joint pipe properly but not more than 12 inches on either side of the pipe.

**\*\* END OF SECTION \*\***



## **PART 1 GENERAL**

### **1.01 SUMMARY OF WORK**

- A. This Section includes water mains, fittings, as shown on the plans, complete with accessories.

### **1.02 RELATED SECTIONS**

- A. Section 02 22 00 – Excavating, Backfilling, and Compacting for Water Mains.
- B. Section 02 60 00 – Protection of Water Supply.
- C. Section 02 64 00 – Valves and Hydrants.
- D. Section 02 67 40 – Pressure Testing Water Mains.
- E. Section 02 67 50 – Disinfection of Water Distribution Systems.

### **1.03 REFERENCES**

- A. American National Standards Institute (ANSI) B16.1 – Cast Iron Pipe Flanges and Flanged Fittings.
- B. American Society for Testing and Materials (ASTM) A320 – Alloy-Steel and Stainless-Steel Bolting for Low-Temperature Service.
- C. American Society for Testing and Materials (ASTM) A536 – Standard Specification for Ductile Iron Castings.
- D. American Water Works Association (AWWA) C104 – Cement-Mortar Lining for Ductile-Iron Pipe and Fittings.
- E. American Water Works Association (AWWA) C105 – Polyethylene Encasement for Ductile-Iron Pipe Systems.
- F. American Water Works Association (AWWA) C110 – Ductile-Iron and Gray-Iron Fittings.
- G. American Water Works Association (AWWA) C111 – Rubber-Gasket Joints for Ductile-Iron Pressure Pipe and Fittings.
- H. American Water Works Association (AWWA) C115 – Flanged Ductile-Iron Pipe with Ductile-Iron or Gray-Iron Threaded Flanges.
- I. American Water Works Association (AWWA) C150 – Thickness Design of Ductile Iron Pipe.
- J. American Water Works Association (AWWA) C151 – Ductile Iron Pipe, Centrifugally Cast.
- K. American Water Works Association (AWWA) C153 – Ductile-Iron Compact Fittings.
- L. American Water Works Association (AWWA) C600 – Installation of Ductile-Iron Water Mains and Their Appurtenances.
- M. American Water Works Association (AWWA) C605 – Underground Installation of Polyvinyl Chloride (PVC) Pressure Pipe and Fittings for Water.
- N. American Water Works Association (AWWA) C900 – Polyvinyl Chloride (PVC) Pressure Pipe and Fabricated Fittings, 4 In. Through 60 In.

#### **1.04 SUBMITTALS**

- A. Submit the following items for materials provided by the Contractor:
  - 1. Manufacturer's certification that materials furnished are in compliance with applicable requirements of referenced standards and this Section.
  - 2. Drawings and manufacturer's data showing details of pipe and fittings to comply with this Section.
  - 3. Class of pipe and fittings.
  - 4. Restrained joint details for Engineer's approval.
  - 5. List of at least ten projects similar to this Project. Include project name, scope, duration of Project, and references with phone numbers.
- B. Provide dimensional drawings, fabrication details, functional description, and properly identified catalog data on pipe and equipment to prove complete compliance with Drawings and Specifications.

#### **1.05 MEASUREMENT AND PAYMENT**

- A. Measure water main in linear feet, along centerline of pipe.
- B. Include costs for material, equipment, and labor for Work included in this Section.

### **PART 2 PRODUCTS**

#### **2.01 DUCTILE IRON PIPE (12-INCH AND SMALLER)**

- A. Special Thickness Class 52 per AWWA C150.
- B. Manufacture pipe in accordance with AWWA C151.
- C. Provide asphaltic outside coating per AWWA C151, 1 mil in thickness.
- D. Cement Mortar Lining:
  - 1. Provide pipe with standard thickness cement mortar lining per AWWA C104.
  - 2. Seal-coat cement mortar lining in accordance with AWWA C104.

#### **2.02 POLYVINYL CHLORIDE PIPE**

- A. Use Class 235 (DR 18) pipe with ductile iron pipe equivalent outside diameters.
- B. Manufacture pipe in accordance with AWWA C900.
- C. Use restrained-joint PVC pipe for pipe installed utilizing horizontal directional drilling.
- D. Use blue pipe.

#### **2.03 FITTINGS FOR DUCTILE IRON AND POLYVINYL CHLORIDE PIPE**

- A. Use compact fittings in accordance with AWWA C153, or full size in accordance with AWWA C110.
- B. Use ductile iron material for construction in accordance with AWWA C110.
- C. Joints
  - 1. Mechanical in accordance with AWWA C111 with restraint.
    - a. T-bolts and hex-head nuts for mechanical joints in accordance with AWWA C111.
      - (1) Material: low carbon alloy weathering Cor-Ten steel.
      - (2) Coating: Cor-Blue fluorocarbon resin.

- (3) Color: Blue.
  - (4) Approved Manufacturers:
    - (a) Birmingham Fastener Manufacturing Fluorocarbon Coated T-Head Bolt.
    - (b) Or approved equal.
- 2. Flanged in accordance with AWWA C115, as indicated on plans, with ANSI Class 125 full-faced flange.
  - a. Gaskets: of thickness compatible with machining tolerance of flange faces. Minimum thickness: 1/8-inch.
  - b. Nuts and bolts: stainless steel in accordance with ASTM A320, Type 304.
- D. Pressure Rating:
 

| Size<br>(inches) | Pressure Rating<br>(psi) |
|------------------|--------------------------|
| 3 – 24           | 350                      |
| 30 – 48          | 250                      |
| 54 – 64          | 150                      |
- E. Provide asphaltic outside coating per AWWA C110, 1 mil in thickness.
- F. Cement Mortar Lining:
  - 1. Provide standard thickness cement mortar lining per AWWA C104.
  - 2. Seal-coat cement mortar lining in accordance with AWWA C104.

## 2.04 JOINTS FOR DUCTILE IRON AND POLYVINYL CHLORIDE PIPE

- A. Use push-on joints using an integral bell with an elastomeric or nitrile gasket in accordance with AWWA C111, mechanical in accordance with AWWA C111, or restrained as needed for thrust restraint.
- B. Use ductile iron follower glands for mechanical joints.
- C. Solvent cement joints are strictly prohibited.
- D. T-bolts and hex-head nuts for mechanical joints in accordance with AWWA C111.
  - 1. Material: low carbon alloy weathering Cor-Ten steel.
  - 2. Coating: Cor-Blue fluorocarbon resin.
  - 3. Color: Blue.
  - 4. Approved Manufacturers:
    - a. Birmingham Fastener Manufacturing Fluorocarbon Coated T-Head Bolt.
    - b. Or approved equal.
- E. Solvent cement joints are strictly prohibited.
- F. Provide flanged joints for connections to flanged valves, hydrant valves, and other flanged fittings where shown on plans. Conform to AWWA C115 with ANSI Class 125 full-faced flange.
  - 1. Gaskets: SBR Rubber of thickness compatible with machining tolerances of flange faces. Minimum thickness: 1/8 inch.
  - 2. Nuts and bolts: Conform to ASTM A320, Type 304.
- G. Joint bonds: No. 2 AWG-HMWPE stranded copper cable per Section 13 11 00.

## 2.05 RESTRAINED JOINTS

- A. Mechanical Joint
  - 1. Incorporate restraint for all mechanical joints into the design of the follower gland.
  - 2. Use retainer gland designed to impart multiple wedging actions against the pipe, increasing its resistance as pressure increases.
  - 3. Restrained joints to consist of a mechanical joint with retainer gland or manufacturer's proprietary-restrained joint.

4. Conform dimensions to the requirements of AWWA C111 and AWWA C153.
  5. Pressure rating:
    - a. Minimum of 235 psi for PVC pipe.
    - b. Minimum of 350 psi for ductile iron pipe for sizes 16-inch and smaller.
    - c. Minimum of 250 psi for ductile iron pipe for sizes 18-inch and larger.
  6. Color:
    - a. Red for PVC pipe.
    - b. Black for ductile iron pipe.
  7. Materials for construction:
    - a. Body, wedge segments, and break-off bolt assemblies: Grade 65-45-12 ductile iron as specified by ASTM A536.
    - b. Coating to be electrostatically applied and heat cured.
      - (1) Approved manufacturers:
        - (a) MEGA-BOND by EBAA Iron, Inc.
        - (b) CORRSafe by Sigma.
        - (c) Starbond by Star Products.
        - (d) Resicoat R2-ES by Tyler Union.
        - (e) EZ Shield by SIP Industries.
        - (f) Or approved equal.
  8. Minimum safety factor of 2.
  9. Use ductile iron retainer wedge segments heat treated to a minimum Brinell hardness number of 370.
  10. Incorporate twist-off nuts, the same size as hex-head nuts for T-bolts, into the design to ensure proper actuating torque is applied during installation.
  11. Approved manufacturers for PVC pipe:
    - a. Megalug by EBAA Iron Inc. Series 2000PV.
    - b. One-Lok by Sigma Series SLCE.
    - c. Stargrip by Star Products Series 4000.
    - d. TUFGRip by Tyler Union Series 2000.
    - e. EZ Grip by SIP Industries Series EZP.
    - f. Or approved equal.
  12. Approved manufacturers for ductile iron pipe:
    - a. Megalug by EBAA Iron Inc. Series 1000.
    - b. One-Lok by Sigma Series SLDE.
    - c. Stargrip by Star Products Series 3000.
    - d. TUFGRip by Tyler Union Series 1000.
    - e. EZ Grip by SIP Industries Series EZD.
    - f. Or approved equal.
- B. PVC Pipe Joint
1. Provide restraint for in-line PVC pipe through the use of groove and spline or grip ring located in the bell that provides full-circumferential restrained joint.
  2. Restraint joints to have a minimum pressure rating of 150 psi.
  3. Manufacturers:
    - a. Certa-Lok by North American Specialty Products.
    - b. Diamond Lok-21 by Diamond Plastics.
    - c. Eagle Loc 900 by JM Eagle.
    - d. Or approved equal.
- C. Ductile Iron Pipe Joint
1. Restraint for in-line ductile iron pipe shall consist of the manufacturer's proprietary-restrained joint.
  2. Restraint joints to have a minimum pressure rating of 250 psi.

## **2.06 POLYETHYLENE PIPE ENCASEMENT MATERIAL (DUCTILE IRON PIPE AND FITTINGS)**

- A. Polyethylene encasement manufactured in accordance with AWWA C105.
- B. Linear low-density polyethylene film.



- C. Minimum thickness of be 8 mils.
- D. Color: Blue.
- E. Physical Properties:
  - 1. Tensile strength 3600 psi, minimum.
  - 2. Elongation 800 percent, minimum.
  - 3. Dielectric strength 800 V/mil, minimum.
  - 4. Impact resistance 600 g, minimum.
  - 5. Propagation tear resistance 2550 gf, minimum.

F. Use flat-width tubing of the following sizes:

| <u>Pipe Size</u> | <u>Tubing Width</u> |
|------------------|---------------------|
| 3 inches         | 14 inches           |
| 4 inches         | 14 inches           |
| 6 inches         | 16 inches           |
| 8 inches         | 20 inches           |
| 12 inches        | 27 inches           |
| 16 inches        | 34 inches           |
| 20 inches        | 41 inches           |
| 24 inches        | 54 inches           |
| 30 inches        | 67 inches           |
| 36 inches        | 81 inches           |

- G. Provide markings containing the following information spaced every 2 feet apart:
  - 1. Name of manufacturer.
  - 2. Year of manufacture.
  - 3. ANSI/AWWA C105-A21.5.
  - 4. 8 mil linear low-density polyethylene (LLDPE).
  - 5. Applicable range of nominal pipe diameter.
  - 6. Warning – Corrosion Protection – Repair Any Damage.
- H. Sheet material can be used to wrap irregular-shaped valves and fittings.
- I. Use 2-inch-wide, 10-mil-thick pressure-sensitive polyethylene tape to close seams and hold overlaps.

## 2.07 TRACER SYSTEM

- A. Tracer Wire:
  - 1. Open Cut:
    - a. No. 12 AWG Solid Single Copper Conductor
      - (1) Insulation: 45 mil, high-density, high molecular weight polyethylene (HDPE) and rated for direct burial at 30 volts.
      - (2) Tensile Strength: 150 pounds, minimum.
      - (3) Color: Blue.
  - 2. Directional Drilling/Boring:
    - a. No. 12 AWG extra-high-strength copper clad steel conductor (EHS-CCS).
      - (1) Insulation: 45 mil, high-density, high molecular weight polyethylene (HDPE) and rated for direct burial at 30 volts.
      - (2) EHS-CCS Conductor: 21 percent conductivity for locating purposes with a minimum 1150 pounds break load.
      - (3) Origin of copper clad steel manufacture is required and steel core must be manufactured in the United States.
      - (4) Color: Blue.
    - b. Install tracer wire on pipe installations with a combination of open cut and directional drilling to meet directional drilling requirements.

- B. Anode Ground Rod: 3/8-inch minimum diameter, 8-foot minimum length steel rod uniformly coated with metallically bonded electrolytic copper.
- C. Ground Rod Clamp: High-strength, corrosion-resistant copper alloy.
- D. Wire Splice Connector:
  - 1. Tracer wire splices shall only be used to connect the anode ground rod to the tracer wire, at tees/crosses and at places where tracer wire has been damaged during construction. All splices must be brought to the attention of inspector and a GPS shot recorded for DMWW records.
  - 2. Tracer wire splices will not be allowed for:
    - a. Splices between the end of a roll of wire and the beginning of a new roll. If wire roll does not contain enough wire to reach next required splice point or a Triview connection terminal, contractor shall start a new wire roll.
    - b. Between anode ground rods and Triview connection terminal.
    - c. At hydrant tees.
  - 3. Splices used for tracer wire repair must be approved by Engineer.
    - a. Splice Kit: DryConn Direct Bury Lug Aqua (SKU 90220)
    - b. Or approved equal.
- E. Tracer Wire Connection:
  - 1. Rhino TriView TracerPed, or approved equal.
    - a. Three internal terminals with two shunts.
    - b. 5-foot white plastic triangular post.
    - c. Removable top cap with lock.
    - d. Three 2-7/8-inch by 14-inch custom vinyl decals No. SD-5594K.
    - e. Tri-grip anchor.

## **PART 3 EXECUTION**

### **3.01 HANDLING, STORAGE, AND SHIPPING**

- A. Handle pipe carefully.
- B. Use blocking and hold-downs during shipment to prevent movement or shifting.
- C. Pipe with damage to cement mortar lining will be rejected with field-patching not permitted.
- D. Do not telescope small pipe inside larger pipe for shipment and storage.
- E. Handle pipe materials by use of nylon straps, wide canvas or padded slings, wide-padded forks and skids, or other approved means designed to prevent damage to the polyethylene encasement. Unpadded chains, sharp edges or buckets, wire ropes, narrow forks, hooks, and metal bars are unacceptable.
- F. Dropping or rolling of pipe material is not permitted.
- G. Do not store PVC pipe in direct sunlight for prolonged periods of time.
- H. Protect pipe to prevent dirt entering the pipe.

### **3.02 GENERAL PIPE INSTALLATION**

- A. Protect pipe joints from injury while handling and storing.
- B. Use no deformed, defective, gouged, or otherwise impaired pipe.
- C. Excavate and prepare trench as specified in Section 02 22 00.
- D. Install ductile iron pipe in accordance with AWWA C600.

- E. Install PVC pipe in accordance with AWWA C605.
- F. Prepare trench bottom with sufficient exactness before pipe is installed so that only minor movement of the pipe will be necessary after installation.
- G. Clean pipe interior prior to placement in trench.
- H. Install pipe to line and grade shown on plans with an allowable tolerance of 6 inches, plus or minus.
- I. Maintain uniform bearing along full length of pipe barrel at all times. Blocking the pipe up will not be acceptable. Excavate trench bottoms deeper at location of bell joints to permit body of pipe to rest uniformly supported upon trench bottom. Use bell holes no longer than is necessary for practical installation of the pipe.
- J. Clean joint surfaces of dirt and foreign matter using a wire brush before jointing pipe.
- K. Lubricate gasket and pipe bell. Provide food grade lubricant meeting manufacturer's recommendations. Use lubricant approved for use with potable water.
- L. Make joints in strict accordance with manufacturer's recommendations.
- M. Deflect joints within manufacturer's specifications for maximum deflections.
- N. Tighten bolts on mechanical joints evenly around pipe by alternating from one side of the pipe to the other.
- O. Cut pipe in a neat manner, without damage to pipe or cement mortar lining, if any. Leave a smooth end at right angles to axis of pipe. Bevel cut pipe ends for push-on-type joints in accordance with manufacturer's recommendations.
- P. Do not install pipe in water, nor allow water to rise in trench above bottom of pipe.
- Q. Place watertight bulkheads on exposed ends of pipe at all times when pipe installation is not actually in progress.
- R. Backfill and compact around pipe as outlined in Section 02 22 00.

### **3.03 INSTALLATION OF POLYETHYLENE PIPE ENCASEMENT MATERIAL**

- A. Use polyethylene encasement material on buried ductile iron pipe, fittings, rods, and appurtenances in accordance with AWWA C105, Method A.
- B. Use polyethylene tubing to encase pipe.
- C. Cut tubing 2 feet longer than pipe section. Overlap tubing one (1) foot at each end of pipe.
- D. Gather and lap tubing to provide a snug fit.
- E. Secure lap at quarter points with polyethylene tape. Secure each end of tube with a complete wrap of polyethylene tape.
- F. Use polyethylene encasement to prevent contact between the pipe and bedding material. The polyethylene encasement is not intended to be a completely airtight and watertight enclosure.
- G. Repair damaged polyethylene encasement material using polyethylene tape or replace damaged section(s).
- H. Pick and move polyethylene-encased pipe with nylon slings; wire rope is not permitted.

### **3.04 THRUST BLOCKS**

- A. Provide concrete thrust blocks or collars at changes in alignment, tees, and dead ends.
- B. Carry thrust blocks or collars to undisturbed soil that will provide adequate bearing.
- C. The bearing area of thrust blocks or collars, in square feet, to be as shown on the plans. Minimum thickness for any thrust block to be 1.5 times outside pipe diameter or 18 inches, whichever is greater.
- D. Hold thrust blocks or collars back 3 inches from all bolts, nuts, glands, or other jointing materials. Ensure joints could be remade without disturbing thrust block or collar.
- E. Provide bond breaker between thrust block or collar and pipe. Polyethylene encasement material will be considered an acceptable bond breaker.
- F. Provide thrust blocks at all connections to existing water mains.

### **3.05 TRACER SYSTEM INSTALLATION**

- A. Install tracer wire with buried piping.
- B. Duct tape tracer wire to pipe every 5 feet in the 5 or 7 o'clock position to prevent damage to wire during backfill and future construction exposure.
- C. Install anode ground rods adjacent to connections to existing piping and at each fire hydrant.
- D. Terminate tracer wire in tracer wire connection next to each fire hydrant or other locations directed by Engineer.
- E. Wire splice connectors can only be used to connect ground rods to tracer wire. Wire splice connectors are not allowed at any other locations unless approved by Engineer. Provide long enough roll of tracer wire to not need the use of wire splice connectors.
- F. Allow Engineer to inspect underground splices prior to backfilling.
- G. Tracer wire installation is considered incidental to water main installation.

### **3.06 TESTING AND CHLORINATION**

- A. Perform hydrostatic and leakage tests in accordance with Section 02 67 40.
- B. Disinfect all water mains in accordance with Section 02 67 50.
- C. A tracer wire test will be conducted by Owner prior to any pavement or surface restoration. The tracer wire system including terminations at all TriViews, anode ground rods, and splice kits are to be completely installed prior to tracer wire test. Any deficiency found in tracer wire system to be corrected by Contractor at Contractor's expense.

**\*\* END OF SECTION \*\***

## **PART 1 GENERAL**

### **1.01 SUMMARY OF WORK**

- A. This Section includes valves and hydrants as shown on the plans, complete with accessories.

### **1.02 RELATED SECTIONS**

- A. Section 02 22 00 – Excavating, Backfilling, and Compacting for Water Mains.
- B. Section 02 60 00 – Protection of Water Supply.
- C. Section 02 61 00 – Ductile Iron and Polyvinyl Chloride Pipe for Water Mains.
- D. Section 02 67 40 – Pressure Testing
- E. Section 02 67 50 – Disinfection

### **1.03 REFERENCES**

- A. American National Standards Institute (ANSI) B16.1 – Cast Iron Pipe Flanges and Flanged Fittings.
- B. American Society for Testing and Materials (ASTM) A320 – Alloy-Steel and Stainless-Steel Bolting for Low-Temperature Service.
- C. American Society for Testing and Materials (ASTM) A536 – Standard Specification for Ductile Iron Castings.
- D. American Society for Testing and Materials (ASTM) B584 – Copper Alloy Sand Castings for General Applications.
- E. American Water Works Association (AWWA) C105 – Polyethylene Encasement for Ductile-Iron Pipe Systems.
- F. American Water Works Association (AWWA) C111 – Rubber-Gasket Joints for Ductile-Iron Pressure Pipe and Fittings.
- G. American Water Works Association (AWWA) C115 – Flanged Ductile-Iron Pipe with Ductile-Iron or Gray-Iron Threaded Flanges.
- H. American Water Works Association (AWWA) C153 – Ductile Iron Compact Fittings.
- I. American Water Works Association (AWWA) C502 – Dry-Barrel Fire Hydrants.
- J. American Water Works Association (AWWA) C509 – Resilient-Seated Gate Valves for Water Supply Service.
- K. American Water Works Association (AWWA) C515 – Reduced-Wall, Resilient-Seated Gate Valves for Water Supply Service.
- L. American Water Works Association (AWWA) C550 – Protective Interior Coatings for Valves and Hydrants.
- M. American Water Works Association (AWWA) C600 – Installation of Ductile-Iron Water Mains and Their Appurtenances.

## 1.04 SUBMITTALS

- A. Submit manufacturer's certification that materials furnished are in compliance with applicable requirements of referenced standards and this Section.
- B. Provide dimensional drawings, fabrication details, functional description, and properly identified catalog data on all items to prove complete compliance with Drawings and Specifications.

## 1.05 MEASUREMENT AND PAYMENT

- A. All material, equipment, and labor necessary to comply with this Section incidental to unit price bids on the Proposal.

## PART 2 PRODUCTS

### 2.01 GATE VALVES

- A. Provide resilient-seated gate valves manufactured in accordance with AWWA C509 or AWWA C515.
  - 1. Type of service: buried service handling potable water with a pH range of 9.5 to 9.8.
  - 2. Minimum pressure rating: 250 psi.
  - 3. Provide valves with non-rising stem.
  - 4. Provide 2-inch by 2-inch wrench operating nut that opens valves when turned in clockwise direction (open to the right), unless noted otherwise on Drawings.
  - 5. Valve gearing for 20-inch to 48-inch valves:
    - a. Provide valve with gear box.
    - b. Provide vertical valve unless otherwise specified on Drawings.
    - c. Use the following gear ratios for the corresponding sizes:

| Valve Size<br>(inches) | Gear<br>Ratio |
|------------------------|---------------|
| 20                     | 3 to 1        |
| 24                     | 3 to 1        |
| 30                     | 6 to 1        |
| 36                     | 6 to 1        |
| 42                     | 8 to 1        |
| 48                     | 8 to 1        |
  - d. Totally enclosed type, oil-filled, and designed for buried and submerged service.
  - e. Materials of construction:
    - (1) Gear housing: ductile iron.
    - (2) Gears: carbon steel.
    - (3) Pinion shaft: 304 stainless steel.
    - (4) Design input shaft with a ball bearing and sealed with O-rings.
    - (5) Exposed hex nuts and bolts: 304 stainless steel.
- B. Materials of Construction:
  - 1. Body and bonnet: ductile iron.
  - 2. Gate: cast or ductile iron fully encapsulated with synthetic rubber.
  - 3. Stem and stem nut: bronze.
  - 4. O-rings: Buna-N.
  - 5. Exposed hex bolts and nuts: 304 stainless steel.
  - 6. Joints:
    - a. Mechanical in accordance with AWWA C111.
      - (1) Gaskets: Buna-N or nitrile.
      - (2) Nuts and bolts:
        - (a) All T-bolts and hex-head nuts for mechanical joints in accordance with AWWA C111.
        - (b) Material: low carbon alloy weathering Cor-Ten steel.
        - (c) Coating: Cor-Blue fluorocarbon resin.

- (d) Color: Blue.
  - (e) Approved Manufacturers:
    - 1) Birmingham Fastener Manufacturing Fluorocarbon Coated T-Head Bolt.
    - 2) Or approved equal.
- b. Flanged in accordance with AWWA C115, as indicated on the plans, with ANSI Class 125 full-faced flange.
  - (1) Gaskets: Buna-N or nitrile, of thickness compatible with machining tolerances of flange faces. Minimum thickness: 1/8-inch.
  - (2) Nuts and bolts: 304 stainless steel.
- C. Design valve to:
  - 1. Allow replacement of upper O-ring while valve is under pressure in the full-open position.
  - 2. Not permit metal-to-metal contact between gate and body.
  - 3. Accommodate full-size tapping machine shell cutter.
- D. Horizontal valves are required to have a cleaning system on both sides of the gate consisting of materials that are non-corrosive.
- E. Interior and exterior valve coating minimum of 10-mil-thick fusion-bonded epoxy per AWWA C550.
- F. Operating valve through 500 cycles at rated pressure must not result in disbondment or degradation of the coating. Certification will be required for manufacturers not listed below.
- G. Indicate manufacturer, casting year, size, working pressure, and body material (ductile iron) in valve casting.
- H. Manufacturers' Models for 4-inch to 16-inch valves:
  - 1. Clow Model 2638.
  - 2. American Flow Control Series 2500.
  - 3. Mueller 2300 Series.
  - 4. M & H Style 4067.
  - 5. EJ Flowmaster.
  - 6. Approved equal.
- I. Manufacturers' Models for 20-inch to 48-inch valves:
  - 1. Clow Model 2638.
  - 2. American Flow Control Series 2500.
  - 3. Mueller 2300 Series.
  - 4. EJ Flowmaster.
  - 5. Approved equal.

## **2.02 SWING CHECK VALVE (WHEN NEEDED)**

- A. Provide swing check valves manufactured in accordance with AWWA C508.
  - 1. Type of service: buried service handling potable water with a pH range of 9.5 to 9.8.
  - 2. Minimum pressure rating: 250 psi.
- B. Materials of Construction:
  - 1. Body and cover: ductile iron per ASTM A536.
  - 2. Disc: molded Buna-N (NBR) per ASTM D2000-BG.
  - 3. Disc accelerator: Type 302 stainless steel.
  - 4. Exposed hex bolts and nuts: stainless steel.
  - 5. Joints:
    - a. Flanged in accordance with AWWA C115, as indicated on the plans, with ANSI Class 125 full-faced flange.
      - (1) Gaskets: Buna-N or nitrile, of thickness compatible with machining tolerances of flange faces. Minimum thickness: 1/8-inch.
      - (2) Nuts and bolts: Conform to ASTM A320, Type 304.
- C. Provide full-size top access port to allow removal of the disc without removing the valve from the line.

- D. Provide one-piece disc with alloy steel and nylon reinforcement.
- E. Provide one-piece disc accelerator, enclosed within the valve, field adjustable, and replaceable without removing the valve from the line.
- F. Interior and exterior valve coating shall be ANSI/NSF approved fusion-bonded epoxy.
- G. Manufacturers:
  - 1. Val-Matic Series #7200 Surgebuster Swing Check Valve.
  - 2. Approved equal.

## 2.03 HYDRANTS (DES MOINES)

- A. Hydrants manufactured in accordance with AWWA C502.
- B. Use dry-barrel, breakaway type hydrants designed to break near ground line on impact. The breaking ring consists of a full circumference one piece or split contact retaining ring.
- C. Provide flanged connections for head and base to hydrant barrel.
- D. Provide 6-inch mechanical joint shoe with harnessing lugs.
- E. Provide 4-1/2-inch-minimum-diameter main valve with bronze seat ring. Thread seat ring directly to bronze bushing or drain ring that is securely locked to hydrant shoe.
- F. Provide pentagon-shaped operating nut with weather cap. Dimension from point to flat at top of operating nut: 1-3/16-inch.
- G. Provide two 2-1/2-inch hose nozzles and one 4-inch pumper nozzle with caps having nut with dimensions identical to operating nut:
  - 1. Hose nozzle threads
    - a. Outside diameter of male thread: 3-1/16 inches
    - b. Diameter at root of male thread: 2-7/8 inches
    - c. Threads per inch: 7-1/2
    - d. Length of nozzle threads: 1 inch
    - e. Cut off at top of threads: 1/4 inch
  - 2. Pumper nozzle threads
    - a. Outside diameter of male thread: 4-31/32 inches
    - b. Diameter at root of male thread: 4-19/32 inches
    - c. Threads per inch: 4
    - d. Length of nozzle threads: 1-1/2 inches
    - e. Cut off at top of threads: 1/4 inch
- H. Provide markings cast-in-bonnet that indicate direction of opening. Hydrants to open clockwise (to the right).
- I. Provide anti-thrust washers for ease of operation.
- J. Provide grease chamber or oil reservoir, sealed by means of O-rings, for lubrication of operation threads. Provide lubricant suitable for contact with potable water.
- K. Painting:
  - 1. Prepare surfaces to be coated according to SSPC-SP6, commercial blast cleaning.
  - 2. Coat hydrant in accordance with AWWA C502 and coating manufacturer's instructions.
  - 3. Tnemec epoxy paint system (Alternative 1)
    - a. Coat interior surfaces, other than machined surfaces, with asphaltic coating.
    - b. Coat exterior surfaces below grade with two coats of asphaltic coating.
    - c. Prime exterior surfaces above grade using an aromatic urethane, zinc-rich system with 2.5 to 3.5 mils dry film thickness. Tnemec Series 90-97.



- d. Paint exterior surfaces above grade using an aliphatic acrylic polyurethane system at 2.5 to 3.5 mils dry film thickness. Tnemec Series 73.
    - e. Apply a 2 to 3 mils dry film thickness of high gloss clear coat to exterior surfaces above grade after paint has been allowed to dry thoroughly. Tnemec Series 1079.
    - f. Color:
      - (1) Asphaltic coating: Black.
      - (2) Primer: Reddish-gray.
      - (3) Body: Bright Yellow (03SF).
      - (4) Bonnet: Safety Green (09SF).
      - (5) Caps: Bright Yellow (03SF).
  - 4. Tnemec epoxy paint system (Alternative 2)
    - a. Coat interior surfaces, other than machined surfaces, with asphaltic coating.
    - b. Coat exterior surfaces below grade with two coats of asphaltic coating.
    - c. Prime exterior surfaces above grade using a polyamide epoxy system, Tnemec Series 20, FC20 or 66, and paint using an aliphatic acrylic polyurethane system, Tnemec Series 75, or approved equal. Provide total dry mil thickness of 5 to 7 mils.
    - d. Apply a 2 to 4 mils dry thickness of clear coat to exterior surfaces above grade after paint has been allowed to dry thoroughly.
    - e. Color:
      - (1) Asphaltic coating: Black.
      - (2) Primer: White (AA83).
      - (3) Paint: Bright Yellow (SC02).
      - (4) Bonnet: Safety Green (SC07).
      - (5) Caps: Bright Yellow (SC02).
  - 5. Approved equal.
    - a. System must be approved by DMWW prior to bid opening.
- L. Materials of Construction:
- 1. Breakaway stem coupling: steel, cast iron, or stainless steel.
  - 2. Bonnet barrel, shoe, gate, and nozzle caps: cast iron.
  - 3. Threaded internal components exposed to water, valve seats, and nozzles: bronze.
  - 4. Cotter pins, drive pins, bolts, and screws exposed to water: stainless steel or brass.
  - 5. Exterior bolts, nuts, set screws, and other miscellaneous fasteners: stainless steel or bronze. Metal components in contact with water to comply with requirements of ASTM B584 copper alloy UNS No. C89520 or UNS No. C89833. Residual lead levels of the metal not to exceed 0.25 percent by weight as cast or extruded.
- M. Manufacturers:
- 1. Clow Medallion.
  - 2. Mueller Centurion.
  - 3. Approved equal.

## 2.04 JOINTS FOR VALVES AND HYDRANTS

- A. Use mechanical joints in accordance with AWWA C111, or restrained as indicated on plans.
- B. Use ductile iron follower glands for mechanical joints.
- C. Bolts:
  - 1. All T-bolts and hex-head nuts for mechanical joints in accordance with AWWA C111.
    - a. Material: low carbon alloy weathering Cor-Ten steel.
    - b. Coating: Cor-Blue fluorocarbon resin.
    - c. Color: Blue.
    - d. Approved Manufacturers:
      - (1) Birmingham Fastener Manufacturing Fluorocarbon Coated T-Head Bolt.
      - (2) Or approved equal.
  - 2. All bolts and hex nuts for flanged joints of 304 stainless steel.

- D. 1/8-inch rubber ring gaskets for nominal diameter greater than 24 inches.
- E. Use elastomeric or nitrile gaskets in accordance with AWWA C111.

## **2.05 RETAINER GLANDS**

- A. Incorporate restraint for all mechanical joints into design of follower gland.
- B. Use a retainer gland design imparting multiple wedging actions against the pipe, increasing its resistance as pressure increases.
- C. Restrained joints to consist of a mechanical joint with retainer gland or manufacturer's proprietary-restrained joint.
- D. Dimensions conforming to the requirements of AWWA C111 and AWWA C153.
- E. Pressure rating:
  - 1. Minimum of 235 psi for PVC pipe.
  - 2. Minimum of 350 psi for ductile iron pipe for sizes 16-inch and smaller.
  - 3. Minimum of 250 psi for ductile iron pipe for sizes 18-inch and larger.
- F. Color:
  - 1. Red for PVC pipe.
  - 2. Black for ductile iron pipe.
- G. Materials for construction:
  - 1. Body, wedge segments, and break-off bolt assemblies: Grade 65-45-12 ductile iron as specified by ASTM A536.
  - 2. Coating to be electrostatically applied and heat-cured.
    - a. Approved manufacturers:
      - (1) MEGA-BOND by EBAA Iron, Inc.
      - (2) CORRSafe by Sigma.
      - (3) Starbond by Star Products.
      - (4) Resicoat R2-ES by Tyler Union.
      - (5) EZ Shield by SIP Industries.
      - (6) Or approved equal.
- H. Minimum factor of safety of 2.
- I. Use ductile iron retainer wedge segments heat-treated to a minimum Brinell hardness number of 370.
- J. Incorporate twist-off nuts, the same size as hex-head nuts for T-bolts, into the design to ensure proper actuating torque is applied during installation.
- K. Approved manufacturers for PVC pipe:
  - 1. Megalug by EBAA Iron Inc. Series 2000PV.
  - 2. One-Lok by Sigma Series SLCE.
  - 3. Stargrip by Star Products Series 4000.
  - 4. TUFgrip by Tyler Union Series 2000.
  - 5. EZ Grip by SIP Industries Series EZP.
  - 6. Or approved equal.
- L. Approved manufacturers for ductile iron pipe:
  - 1. Megalug by EBAA Iron Inc. Series 1000.
  - 2. One-Lok by Sigma Series SLDE.
  - 3. Stargrip by Star Products Series 3000.
  - 4. TUFgrip by Tyler Union Series 1000.
  - 5. EZ Grip by SIP Industries Series EZD.
  - 6. Or approved equal.

## 2.06 VALVE BOXES

A. Provide cast iron screw-type adjustable heavy-duty valve box with cast iron stay-put cover marked "WATER" for each buried valve.

B. Minimum inside diameter of valve boxes of 5-1/8 inches.

C. Weight of valve box assembled, top and bottom sections, without valve box lid as follows:

| Extension Height<br>(inches) | Weight<br>(pounds) |
|------------------------------|--------------------|
| 27-37                        | 71                 |
| 33-43                        | 78                 |
| 39-50                        | 85                 |
| 36-52                        | 93                 |
| 39-60                        | 100                |

D. Tyler No. 6850 29-U Domestic, or approved equal.

E. For an approved equal, provide proof that all parts of proposed valve box can be interchangeable with Tyler No. 6850 29-U Domestic.

F. Install valve boxes upon valve with use of a rubber Valve Box Adapter II as manufactured by Adaptor Inc., or approved equal.

## 2.07 POLYETHYLENE ENCASEMENT MATERIAL

A. Polyethylene encasement manufactured in accordance with AWWA C105.

B. Linear low-density polyethylene film.

C. Minimum thickness of 8 mils.

D. Color: Blue.

E. Physical Properties:

1. Tensile strength 3600 psi, minimum.
2. Elongation 800 percent, minimum.
3. Dielectric strength 800 V/mil, minimum.
4. Impact resistance 600 g, minimum.
5. Propagation tear resistance 2550 gf, minimum.

F. Sheet material can be used to wrap irregular-shaped valves and fittings.

G. Use 2-inch-wide, 10-mil-thick pressure-sensitive polyethylene tape to close seams and hold overlaps.

## PART 3 EXECUTION

### 3.01 HANDLING, STORAGE, AND SHIPPING

A. Handle valves and hydrants carefully.

B. Use blocking and hold-downs during shipment to prevent movement or shifting.

### 3.02 GENERAL INSTALLATION REQUIREMENTS

A. Protect valves and hydrants from injury while handling and storing.

B. Use no defective, damaged, or otherwise impaired materials.

- C. Prepare excavation as outlined in Section 02 22 00.
- D. Install valves and hydrants in accordance with AWWA C600.
- E. Clean interior of valve or hydrant prior to placement in trench.
- F. Install valves and hydrants to line and grade as shown on plans.
- G. Install valves and hydrants plumb.
- H. Clean joint surfaces of dirt and foreign matter using a wire brush before jointing.
- I. Lubricate gasket and bell. Provide food grade lubricant meeting manufacturer's recommendations. Use lubricant approved for use with potable water.
- J. Make joints in strict accordance with manufacturer's recommendations.
- K. Evenly tighten bolts on mechanical joints or flanged joints around pipe by alternating from one side of pipe to the other. Follow manufacturer's installation specifications for electrical isolation flanges to prevent damage during bolt torquing.
- L. Backfill and compact around hydrants and valves as outlined in Section 02 22 00.

### **3.03 VALVE INSTALLATION**

- A. Do not support valves off of piping.
- B. Ensure valve box is centered over operating nut.
- C. Install rubber Valve Box Adapter II as manufactured by Adapter Inc., or approved equal, inside of valve box centered on valve.

### **3.04 HYDRANT INSTALLATION**

- A. Anchor auxiliary valve to hydrant tee.
- B. Install hydrant with break flange more than 1 inch and less than 7 inches above finished grade.
- C. The use of hydrant extensions will not be allowed to set hydrant to appropriate height, unless approved by Engineer. Hydrant extensions, if approved, must be from same manufacture as the fire hydrant.
- D. Use restrained joints in hydrant branch.
- E. Set hydrant on a solid concrete cinder block not smaller than 8-inch by 16-inch by 4-inch.
- F. Provide poured concrete thrust blocks behind hydrant and hydrant tee.
- G. Ensure hydrant drain is free-flowing and unobstructed in areas where normal groundwater level is below drain opening.
- H. Provide not less than one (1) cubic yard of open-graded granular fill around base of hydrant for drainage.
- I. Lubricate and exercise each of the three (3) hydrant caps to prevent seizing. Provide food grade grease lubricant meeting manufacturer's recommendations. Use lubricant approved for use with potable water.

### **3.05 INSTALLATION OF POLYETHYLENE PIPE ENCASEMENT MATERIAL**

- A. Use polyethylene encasement material on buried valves and buried portion of hydrants in accordance with AWWA C105.
- B. Wrap valves using polyethylene sheet material to prevent contact with bedding. Secure sheet to adjacent pipe and just below valve operation nut using polyethylene tape.
- C. Wrap buried portions of hydrants using 24-inch flat-width polyethylene tubing. Secure tubing to hydrant barrel just below grade using polyethylene tape.
- D. The polyethylene encasement preventing contact with bedding material is not intended to be an airtight and watertight enclosure.
- E. Repair damaged polyethylene encasement material using polyethylene tape, or replace the damaged section.

### **3.06 THRUST BLOCKS**

- A. Provide concrete thrust blocks at hydrants and hydrant tees.
- B. Carry thrust blocks to undisturbed soil that will provide adequate bearing.
- C. The bearing area of thrust blocks, in square feet, as shown on the plans. Minimum thickness for thrust block of 1.5 times outside pipe diameter or 18 inches, whichever is greater.
- D. Hold thrust blocks back 3 inches from bolts, nuts, glands, or other jointing materials. Ensure joints could be remade without disturbing thrust block.
- E. Provide bond breaker between thrust block and pipe or hydrant. Polyethylene encasement material will be considered an acceptable bond breaker.

### **3.07 REMOVAL OF ABANDONED FIRE HYDRANTS AND VALVE BOXES**

- A. Surface restoration items including pavement removal and replacement, seeding, or sodding, needed to remove abandoned fire hydrants or valve boxes to be paid in accordance with appropriate bid item in Contract.
- B. All other items related to removal of abandoned fire hydrants and valve boxes including repairs to traffic loops and lawn irrigations systems incidental to Contract.
- C. Remove abandoned fire hydrants by disconnecting pipe from fire hydrant at the shoe.
- D. Return abandoned fire hydrants to Des Moines Water Works at 408 Fleur Drive, unless Engineer approves their disposal.
- E. Backfill and restore all excavations for fire hydrant removals according to Sections 02 22 00 and 02 50 00 of these Specifications.
- F. Remove abandoned valve box and entire top section, backfill the lower section and excavation, and restore according to Sections 02 22 00 and 02 50 00 of these Specifications.

**\*\* END OF SECTION \*\***



## **PART 1 GENERAL**

### **1.01 SUMMARY OF WORK**

- A. Transferring existing water services from existing water mains to new water mains to the extent shown in the Plans.

### **1.02 RELATED SECTIONS**

- A. Section 02 22 00 – Excavating, Backfilling, and Compacting for Water Mains.
- B. Section 02 60 00 – Protection of Water Supply.
- C. Section 02 61 00 – Ductile Iron and Polyvinyl Chloride Pipe for Water Mains.
- D. Section 02 64 00 – Valves and Hydrants.
- E. Section 02 67 40 – Pressure Testing Water Mains.
- F. Section 02 67 50 – Disinfection of Water Distribution Systems.

### **1.03 REFERENCES**

- A. American Society for Testing and Materials (ASTM) B62 – Composition Bronze or Ounce Metal Castings.
- B. American Society for Testing and Materials (ASTM) B88 – Seamless Copper Water Tube.
- C. American Society for Testing and Materials (ASTM) B584 – Copper Alloy Sand Castings for General Applications.
- D. American Water Works Association (AWWA) C800 – Underground Service Line Valves and Fittings.
- E. Federal Register – Occupational Safety and Health Administration (OSHA), Occupational Safety and Health Standards – Excavations.

### **1.04 SUBMITTALS**

- A. Submit the following items for materials provided by the Contractor:
  - 1. Manufacturer's certification that materials furnished are in compliance with the applicable requirements of the referenced standards and this Section.
  - 2. Drawings and manufacturer's data showing details of the pipe and fittings to comply with this Section.
- B. Provide dimensional drawings, fabrication details, functional description, and properly identified catalog data on all equipment to prove complete compliance with Drawings and Specifications.

### **1.05 MEASUREMENT AND PAYMENT**

- A. Payment for installation of 1-inch to 2-inch water service transfer is made as a unit, including but not limited to, the corporation elbow, installation of copper pipe, installation of new curb stop and stop box, connection to existing water service, excavation, backfill, and compaction, and final adjustment of curb stop to final grade.
- B. Payment for installation of 4-inch and larger water service transfer is made as a unit, including the tee, valve, DI pipe, valve box, valve box adapter, needed fittings, poly wrap, bonded joints, and thrust restraint.

- C. Payment for tap fee for 1-inch to 2-inch water service transfer is made as a unit to cover the fee charged by DMWW to provide the tap in the Contractor's excavation.
- D. water service transfer is considered incidental to the installation of the water service transfer.

## **PART 2 PRODUCTS**

### **2.01 CORPORATION VALVES**

- A. Type: one-quarter-turn ball valve in accordance with AWWA C800.
- B. Inlet Threads: standard AWWA corporation valve inlet threads.
- C. Outlet Threads: flared copper connection.
- D. Provide corporations to be used on iron pipe with a dielectric insulator that prevents the passage of electric current.
- E. Metal components in contact with water to comply with the requirements of ASTM B584 copper alloy UNS No. C89520 or UNS No. C89833. Residual lead levels of the metal not to exceed 0.25 percent by weight as cast or extruded.
- F. Metal components not in contact with water to comply with the requirements of ASTM B62 copper alloy UNS No. C38600 or the material as described in Part 2.01.E.
- G. Meet Des Moines Water Works Rules and Regulations for Water Services.
- H. Approved Manufacturers for Corporation Valves on Non-iron Pipe:
  - 1. A.Y. McDonald Mfg. Co., Model No. 74701B.
  - 2. The Ford Meter Box Company, Inc., Catalog No. FB600-NL.
  - 3. Mueller Co., Model No. 300 Catalog No. B-25000N.
- I. Approved Manufacturers for Corporation Valves on Iron Pipe:
  - 1. A.Y. McDonald Mfg. Co., Model No. 74701BDB.
  - 2. The Ford Meter Box Company, Inc., Catalog No. SI-FB600-NL.
  - 3. Mueller Co., Model No. 300 Catalog No. N-35000N.

### **2.02 COPPER PIPE**

- A. Copper Tubing: ASTM B88, Type K, annealed.
- B. Joints: flared.
- C. Meet Des Moines Water Works Rules and Regulations for Water Services.

### **2.03 FITTINGS (2-INCH AND SMALLER)**

- A. Joints: flared.
- B. Metal components in contact with water to comply with the requirements of ASTM B584 copper alloy UNS No. C89520 or UNS No. C89833. Residual lead levels of the metal not to exceed 0.25 percent by weight as cast or extruded.
- C. Metal components not in contact with water to comply with the requirements of ASTM B62 copper alloy UNS No. C38600 or the material as described in Part 2.03.B.
- D. Meet Des Moines Water Works Rules and Regulations for Water Services.



## 2.04 CURB STOP

- A. Type: "T" handle, quarter-turn, ball pattern valves conforming to AWWA C800, with flared copper inlet and outlet connections.
- B. Provide pre-drilled valve head for attaching stationary shutoff rod.
- C. Provide valve head checks that limit rotation to 90 degrees. Valve head to be parallel to valve body when open; valve head to be perpendicular to valve body when closed (Operate right to shutoff).
- D. Metal components in contact with water to comply with the requirements of ASTM B584 copper alloy UNS No. C89520 or UNS No. C89833. Residual lead levels of the metal not to exceed 0.25 percent by weight as cast or extruded.
- E. Metal components not in contact with water to comply with the requirements of ASTM B62 copper alloy UNS No. C38600 or the material as described in Part 2.04.D.
- F. Meet Des Moines Water Works Rules and Regulations for Water Services.
- G. Approved Manufacturers:
  - 1. A.Y. McDonald Mfg. Co., Model No. 76100.
  - 2. A.Y. McDonald Mfg. Co., Model No. 76104.
  - 3. The Ford Meter Box Company, Inc., Catalog No. B22-444M-NL or B22-777M-NL.
  - 4. The Ford Meter Box Company, Inc., Catalog No. B22-444-NL or B22-777-NL.
  - 5. Mueller Co., Model No. 300 Catalog No. B-25204N.
  - 6. Mueller Co., Model No. 300 Catalog No. B-25154N.

## 2.05 CURB BOX

- A. Body:
  - 1. Upper section: 1-inch-inside-diameter steel pipe.
  - 2. Base section: arch base pattern, with telescoping 1-inch upper section, stainless steel rod and pin, and lid.
  - 3. Adjust to accommodate:
    - a. 5-foot-minimum service depth.
    - b. 7-foot-maximum service depth.
  - 4. Provide a positive means of preventing rotation of upper section during removal of lid.
- B. Lid:
  - 1. Material: cast iron.
  - 2. Style: two-hole Erie pattern, to fit spanner wrench.
  - 3. Provide 1-inch NPT female-threaded brass bushing to screw onto curb box with 1-inch-diameter upper section. Bushing shall be secure and rotate integrally with lid.
  - 4. Acceptable lids:
    - a. A.Y. McDonald Mfg. Co., Model No. 5601L.
    - b. The Ford Meter Box Company, Inc., Type HS.
    - c. Mueller Co., Model Part No. 89982.
    - d. Or approved equal.
- C. Stationary Shutoff Rod
  - 1. Material: 304 stainless steel, single-piece construction.
  - 2. Diameter: approximately 1/2-inch.
  - 3. Rod:
    - a. Self-centered in curb box.
    - b. Extending above curb box joint. Distance between top of rod and top of box to be:
      - (1) No less than 12 inches.
      - (2) No greater than 24 inches.
  - 4. Provide a blade at the upper end of rod in a plane parallel to the curb stop valve head with thickness appropriate for operation using a stationary rod key.

5. Provide a fork at the lower end of rod to fit over and operate the valve head of a standard curb stop. Provide holes in fork to align with hole in curb stop valve head.
6. Connect rod to curb stop using stainless steel cotter pin, or approved equal, inserted through holes in rod fork and curb stop valve head.

D. Meet Des Moines Water Works Rules and Regulations for Water Services.

E. Approved Manufacturers:

1. A.Y. McDonald Mfg. Co., Model No. 5601.
2. The Ford Meter Box Company, Inc., Catalog No. EA1-   #1   -40-   #2   R, with #1 being extended length of stop box housing and #2 being rod length.
3. Or approved equal.

## **2.06 LARGE WATER SERVICE TRANSFERS (4-INCH AND LARGER)**

A. Use products listed in Sections 02 61 00 and 02 64 00.

B. Use ductile iron for all pipe.

## **PART 3 EXECUTION**

### **3.01 GENERAL**

A. Qualifications:

1. Plumbing work covered by this Section to be completed by a plumber who is bonded with Des Moines Water Works and licensed in accordance with local plumbing codes.
2. Contractors will not be permitted to make their own 1-inch direct taps on mains installed under this Contract. Contact Des Moines Water Works 24 hours in advance to schedule taps.

B. Plumbing Permits and Inspections:

1. Obtain permits necessary for service transfers.
2. Arrange for and schedule required plumbing inspections in accordance with local plumbing codes.

C. Scheduling:

1. Install services only after the new water main passes pressure test per Section 02 67 40 and disinfection per Section 02 67 50.
2. The Contractor is to notify residential customers 24 hours in advance when their water service will be interrupted for service transfer.
3. The Contractor is to notify commercial and industrial customers a minimum of 24 hours in advance when water service will be interrupted for service transfer and to coordinate the interruption completely with the customer. Commercial and industrial service transfers may need to be completed outside normal working hours to minimize impact on the affected customers. No additional compensation will be paid for work outside normal working hours.

### **3.02 EXAMINATION**

A. Confirm location, elevation, and orientation of existing utilities and modify elevation of new water services to omit conflicts with utilities while maintaining 5-foot-minimum cover.

B. Verify location and size of existing service line prior to excavation and installation of new tap.

### **3.03 SIZE OF SERVICE LINES AND TAPS**

- A. Transfer water service lines according to Plans and Specifications as follows:
  - 1. Complete 1/2-inch, 3/4-inch, and 1-inch service transfers with 1-inch taps and 1-inch pipe needed to make connection.
  - 2. Complete 1-1/2-inch and 2-inch service transfers with 2-inch taps and pipe same size as existing.
- B. Complete 4-inch and larger service transfers with valve, pipe, and fittings needed to make connection.

### **3.04 PREPARATION**

- A. Excavate in accordance with Section 02 22 00.
- B. Cut pipe ends square, ream tube ends to full pipe diameter, and remove burrs.
- C. Remove scale and dirt on inside and outside before assembly.

### **3.05 INSTALLATION**

- A. Schedule taps to be made by Owner a minimum of 24 hours in advance. Such taps will be made only between the hours of 8 a.m. and 3:30 p.m. and only on the Owner's normal work days.
- B. Shore excavations for taps to be made by Owner according to OSHA Trench Shoring Standards.
- C. Provide 12-inch clear area behind and below main and 48-inch clear area in front of main to be tapped.
- D. Install service lines in accordance with local plumbing codes.
- E. Use trenchless construction methods when installing water service lines underneath roads, driveways, shoulders, or other traffic-carrying surfaces.
- F. Corporation:
  - 1. Install corporations no closer than 18 inches from a pipe joint, another corporation, or side of excavation.
  - 2. One-inch corporations will be installed at a 45-degree angle above horizontal; 2-inch corporations will be installed horizontal.
  - 3. Corporation to face the property to be served.
  - 4. Corporation taps will not be allowed on dry mains.
- G. Pipe:
  - 1. Maintain minimum separation between water piping and sewer piping in accordance with IDNR requirements as described in Section 02 60 00.
  - 2. Maintain 5-foot-minimum cover below final grade. Do not exceed 7-foot cover without Owner's authorization.
  - 3. Install 4-inch SDR 26 PVC encasement for all 1-inch water services installed under storm sewers as indicated on Plans.
- H. Curb Stop:
  - 1. Set curb stop on solid bearing.
  - 2. Center and plumb curb box over curb stop.
  - 3. Install stationary shutoff rod. Attach shutoff rod to curb stop as specified above.
  - 4. Set box cover flush with finished grade and plumb.
  - 5. Location:
    - a. In public right-of-way.
    - b. 1 to 6 feet from property line in the City of Des Moines.
    - c. 1 foot from property line in Polk County.
    - d. Not within driveway or sidewalk.

- I. Repair leaks that develop in new service lines or water mains due to water service installation operations.
- J. Coordinate necessary inspections to satisfaction of jurisdictional authority for water service lines.
- K. Install large service transfers in accordance with Section 02 61 00.

### **3.06 RETIREMENT OF EXISTING SERVICE LINES**

- A. Effectively cap existing service stub after service is transferred to new main.
- B. Repair of leaks that develop in existing service lines or mains due to service transfer operations are the responsibility of the Contractor and costs are incidental to service line transfer.

### **3.07 BACKFILL, COMPACTION, AND RESTORATION**

- A. Backfill and compact excavations as specified in Section 02 22 00 for trenches.
- B. Restore affected areas as specified elsewhere and as shown on Plans.

**\*\* END OF SECTION \*\***

## **PART 1 GENERAL**

### **1.01 SUMMARY OF WORK**

- A. Pressure test water mains in accordance with this Section.

### **1.02 RELATED SECTIONS**

- A. Section 02 22 80 – Horizontally Directional Drilled Water Main.
- B. Section 02 61 00 – Ductile Iron and Polyvinyl Chloride Pipe for Water Mains.
- C. Section 02 64 00 – Valves and Hydrants

### **1.03 REFERENCES**

- A. American Water Works Association (AWWA) C600 – Installation of Ductile Iron Water Mains and Their Appurtenances.
- B. American Water Works Association (AWWA) C605 – Underground Installation of Polyvinyl Chloride (PVC) Pressure Pipe and Fittings for Water.

### **1.04 SUBMITTALS (NOT USED)**

### **1.05 MEASUREMENT AND PAYMENT**

- A. Work under this Section incidental to Contract.

## **PART 2 PRODUCTS**

NOT USED.

## **PART 3 EXECUTION**

### **3.01 PRESSURE TESTING**

- A. Perform Work in accordance with AWWA C600 and AWWA C605.
- B. Test piping at 150 psi or as indicated on plans for 2 hours.
- C. Fill and flush new piping with potable water, ensuring that all trapped air is removed.
- D. Isolate new piping from the existing system.
- E. Pressure test new piping in sections by isolating each section using in-line gate valves. Relieve pressure on non-test side of gate valve.
- F. Pressurize new piping to test pressure at lowest point in the isolated system. Do not pressurize to more than 5 psi over test pressure at lowest point in the isolated system.
- G. Monitor pressure in line being tested for a period of not less than 2 hours.
- H. If at any point during that 2-hour period the pressure drops to 5 psi below test pressure, re-pressurize by pumping water into the line in sufficient quantity to bring pressure back to between test pressure and 5 psi above test pressure. Accurately measure the quantity of water required to re-pressurize the main.
- I. At the end of the 2-hour period, if pressure in the line has dropped below test pressure, re-pressurize to test pressure. Accurately measure the quantity of water required to re-pressurize the main.

- J. Allowable leakage, in gallons, per hour of testing shall equal  $(LD(P)^{1/2}) / 148,000$ .  
L = length of pipe section being tested in feet  
D = nominal diameter of pipe in inches  
P = average test pressure in psig
- K. Leakage equals total quantity of water required to keep line pressurized during the 2-hour test period and re-pressurize line at the end of the test period.
- L. If average leakage per hour is less than allowable leakage, the pressure test is acceptable.
- M. If average leakage per hour is more than allowable leakage, the pressure test is not acceptable.  
Locate and make approved repairs as necessary until leakage is within specific allowance.
- N. If pressure in the isolated line never drops to test pressure, having started no more than 5 psi above test pressure, the pressure test is acceptable.
- O. Repair visible leaks regardless of the quantity of leakage.

**\*\* END OF SECTION \*\***

## **PART 1 GENERAL**

### **1.01 SUMMARY OF WORK**

- A. Disinfect water mains and 2-inch and larger water services in accordance with this Section.

### **1.02 RELATED SECTIONS**

- A. Section 02 22 00 – Excavating, Backfilling, and Compacting for Water Mains.
- B. Section 02 22 80 – Horizontally Directional Drilled Water Main.
- C. Section 02 61 00 – Ductile Iron and Polyvinyl Chloride Pipe for Water Mains.
- D. Section 02 64 00 – Valves and Hydrants
- E. Section 02 66 00 – Water Service Transfers.

### **1.03 REFERENCES**

- A. American Water Works Association (AWWA) B300 – Hypochlorites.
- B. American Water Works Association (AWWA) B301 – Liquid Chlorine.
- C. American Water Works Association (AWWA) C651 – Disinfecting Water Mains.

### **1.04 SUBMITTALS (NOT USED)**

### **1.05 MEASUREMENT AND PAYMENT**

- A. Work under this Section incidental to Contract.

## **PART 2 PRODUCTS**

### **2.01 CHLORINE**

- A. Calcium hypochlorite granules conforming to AWWA B300.
- B. Liquid chlorine conforming to AWWA B301.

### **2.02 DE-CHLORINATION CHEMICALS**

- A. Vita-D-Chlor (Ascorbic Acid) by Integra Chemical Company.
- B. Vita-D-Chlor, Neutral (Sodium Ascorbate) by Integra Chemical Company.
- C. No-Chlor (Ascorbic Acid) by Measurement Technologies.
- D. Approved equal.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Water for disinfection will be provided by Owner for two disinfection attempts. If additional attempts are necessary, the Contractor will be billed for water used at the normal rate set for industrial customers.
- B. Perform disinfection of piping and appurtenances only after satisfactory pressure testing.
- C. Ensure piping to be disinfected is isolated from portion of distribution system that is in service.
- D. Review procedures and coordinate disinfection with Owner.
- E. Perform Work in accordance with AWWA C651.
- F. Bacteriological samples shall be taken and tested by Owner to ensure satisfactory disinfection.

### **3.02 CHLORINATION OF PIPING**

- A. Provide equipment and materials necessary to complete chlorination.
- B. Use continuous feed method as outlined in AWWA C651.
- C. Prior to feeding chlorine, fill and flush new piping to remove trapped air and particulates. Provide equipment and materials necessary to obtain a minimum flushing velocity of 3.0 fps in piping to be disinfected. When flushing velocities of 3.0 fps cannot be obtained, swab pipe until pipe is free of debris. Type of swab and procedures for use shall be approved by Owner prior to its use.
- D. Induce flow of potable water through new piping at required flushing velocity. Make provisions for diverting and disposing of flushing water that does not damage surroundings. Repair damage caused by flushing activities.
- E. At a point within five pipe diameters of connection to existing distribution system, introduce highly chlorinated water in sufficient quantity to provide at least 25 mg/L free chlorine in the new piping. Provide all metering and feed equipment and temporary chlorination taps. Remove temporary chlorination taps and cap the main once the main passes.
- F. Introduce highly chlorinated water continuously until entire section of new piping contains a minimum of 25 mg/L free chlorine. Do not exceed 100 mg/L free chlorine.
- G. Isolate newly chlorinated piping for a contact period of at least 24 hours, and not more than 48 hours, taking care not to backflow chlorinated water into existing potable water system.
- H. After the contact period, water in new piping must have a residual-free chlorine content of not less than 10 mg/L. If residual is less than 10 mg/L, rechlorinate as outlined above.

### **3.03 FLUSHING CHLORINATED PIPING**

- A. After the contact period, flush recently chlorinated piping with potable water.
- B. Continue flushing until chlorine residual in new piping is equal to chlorine residual in existing distribution system.
- C. Isolate new piping from existing distribution system for a period of not less than 24 hours.



- D. Chlorinated water, flushed from new piping, shall be dechlorinated and disposed of so not to cause damage to the environment. Conform to state and federal requirements.
- E. De-chlorinate all water from flushing activities and testing before it is released into the ground, stream, or storm sewers. Method to be approved by Owner prior to any flushing activities.

#### **3.04 BACTERIOLOGICAL TESTING**

- A. Immediately following flushing of pipelines and again at least 24 hours after flushing pipelines, samples will be taken and tested by Owner.
- B. The Owner reserves the right to take and test additional samples 48 hours after flushing.
- C. Approximately one sample will be taken for each 1,200 feet of new water main.
- D. Additional samples may be taken at the discretion of Owner.
- E. Samples must show the absence of coliform organisms and other contaminants and meet requirements of the Iowa Department of Natural Resources to be considered acceptable.
- F. If any sample is not satisfactory with either sampling, the piping represented by that sample must be flushed and rechlorinated by the Contractor at the discretion of, and as directed by, the Owner.

**\*\* END OF SECTION \*\***



Soil Borings Report  
for  
68th Street Reconstruction  
City of Windsor Heights  
Windsor Heights, IA



## GENERAL NOTES - BORING LOG DESCRIPTIONS

Soil descriptions stated on the Boring Logs are based on the Unified Soil Classification System as stated in ASTM Designations D-2487 and D-2488. The Unified Soil Classification group symbol listed in the table below correlate to the group symbols listed on the Boring Logs. The classification is mainly based on visual observations to define the soil characteristics. If a more detailed soil description is required, additional soil testing will be conducted to better define the soil characteristics.

| Group Symbol | Group Name         | Group Symbol | Group Name           | Group Symbol | Group Name   | Group Symbol | Group Name   |
|--------------|--------------------|--------------|----------------------|--------------|--------------|--------------|--------------|
| SW           | Well-graded Sand   | GW           | Well-graded Gravel   | CL           | Lean Clay    | CH           | Fat Clay     |
| SP           | Poorly-graded Sand | GP           | Poorly-graded Gravel | ML           | Silt         | MH           | Elastic Silt |
| SM           | Silty Sand         | GM           | Silty Gravel         | OL or OH     | Organic Silt | Pt           | Peat         |
| SC           | Clayey Sand        | GC           | Clayey Gravel        |              | Organic Clay |              |              |

| RELATIVE DENSITY OF COARSE-GRAINED SOILS |                  | CONSISTENCY OF FINE-GRAINED SOILS            |              |          |
|------------------------------------------|------------------|----------------------------------------------|--------------|----------|
| SPT, bpf                                 | Relative Density | Unconfined Compressive Strength, $Q_u$ , psf | Consistency  | SPT, bpf |
| 0-3                                      | Very Loose       | < 500                                        | Very Soft    | 0 – 2    |
| 4-9                                      | Loose            | 500 - 1,000                                  | Soft         | 2 – 4    |
| 10-29                                    | Medium Dense     | 1,001 - 2,000                                | Medium Stiff | 4 – 8    |
| 30-49                                    | Dense            | 2,001 – 4,000                                | Stiff        | 8 – 15   |
| 50-80                                    | Very Dense       | 4,001 – 8,000                                | Very Stiff   | 15 – 30  |
| 80+                                      | Extremely Dense  | 8,001 – 16,000                               | Hard         | 30 – 100 |
|                                          |                  | >16,000                                      | Very Hard    | >100     |

| GRAIN SIZE TERMINOLOGY    |                                           | RELATIVE PROPORTIONS                                        |                             |                                       |
|---------------------------|-------------------------------------------|-------------------------------------------------------------|-----------------------------|---------------------------------------|
| Major Component of Sample | Size Range                                | Descriptive Terms(s) (of components also present in sample) | Fines Percent of Dry Weight | Sand and Gravel Percent of Dry Weight |
| Cobbles                   | 12 in. to 3 in.<br>(300 mm to 75 mm)      | Trace                                                       | < 5                         | < 15                                  |
| Gravel                    | 3 in. to #4 sieve<br>(75 mm to 4.75 mm)   | With                                                        | 5 – 12                      | 15 – 29                               |
| Sand                      | #4 to #200 sieve<br>(4.75 mm to 0.074 mm) | Modifier                                                    | > 12                        | > 30                                  |
| Silt or Clay              | Passing #200 sieve<br>(> 0.074 mm)        |                                                             |                             |                                       |

### DRILLING AND SAMPLING ABBREVIATIONS

#### *Drilling Methods*

CFA – Continuous Flight Auger; typically, 4, 6, or 8 inches in diameter (ASTM D 1452)

HSA – Hollow Stem Auger; 6 or 8 inches in diameter, continuous flight auger remains in bore hole with undisturbed soil samples obtained from center of auger.

HA – Hand Auger; typically with a 4 inch or less diameter auger

#### *Sample Types*

SS - Split Spoon; samples obtained with a 140 lb manual hammer in accordance with ASTM D1586.

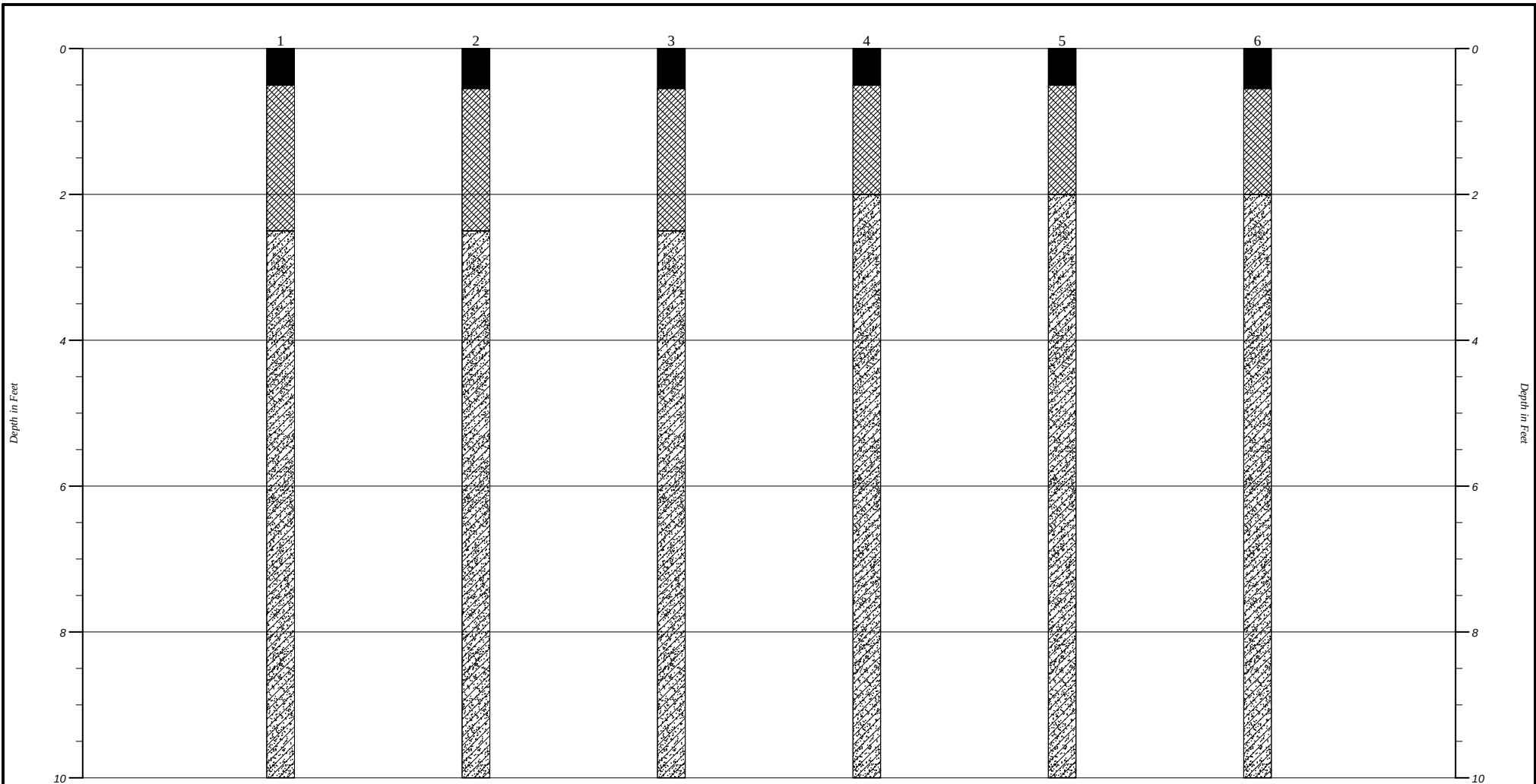
SSA – Split Spoon; samples obtained with a 140 lb automatic hammer in accordance with ASTM D 1586.

ST – Shelby Tube; thin walled tube samples, typically for cohesive soils, in accordance with ASTM D1587.

SPT- Standard Penetration Test: The number of blows required to drive a sampler, either split spoon or drive cone, into the soil with a 140 lb mass dropped a distance of 30 inches, in accordance with ASTM D 1586, and the number of blows are recorded in each 6 inch interval over a distance of 18 inches. Blow counts are reported for each 6 inch interval or the sum of the last two intervals is reported. The sum of the last two intervals is referred to as N, in blows per foot.

BS – Bulk Disturbed Sample

CPT – Cone Penetration Test; A device in which a 60° cone is pushed continuously into the soil and the cone end resistance is measured for skin friction and end bearing (ASTM D3441).



Strata symbols

-  Paving
-  Fill
-  Sandy lean clay

## CONSTRUCTION MATERIALS TESTING GENERALIZED SOIL PROFILE

|                                                     |                      |               |
|-----------------------------------------------------|----------------------|---------------|
| HORIZONTAL SCALE:                                   | DRAWN BY/APPROVED BY | DATE DRAWN    |
| VERTICAL SCALE: 1"=2'                               |                      | 7/27/2022     |
| 68th Street Reconstruction<br>Windsor Heights, Iowa |                      |               |
| PROJECT NO. 222082SEB                               |                      | FIGURE NUMBER |



**Project** 68th Street Reconstruction  
**Windsor Heights, Iowa**  
**Boring #** 1  
**Client** City of Windsor Heights  
**Surface Elev.** Existing Ground Surface

| Depth Ft. | Sample # | Method | SPT bpf | Moisture % | Dry Density pcf | Unconfined Compressive Strength | Cross Section | Material Description *                                                                                          | USCS | Water Level |
|-----------|----------|--------|---------|------------|-----------------|---------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------|------|-------------|
| 0         |          |        |         |            |                 |                                 |               | ±2.0 inches HMA, ±4.0 inches PCC                                                                                |      |             |
|           |          |        |         |            |                 |                                 |               | Very dark brown sandy lean clay, trace gravel, moist                                                            | CL   |             |
| 2         |          |        |         |            |                 |                                 |               | EXISTING FILL                                                                                                   |      |             |
|           |          |        |         |            |                 |                                 |               | Rusty-brown-gray sandy lean clay, moist                                                                         | CL   |             |
| 4         | 1        | CS     |         | 20.3       |                 | 2,000**                         |               |                                                                                                                 |      |             |
| 6         |          |        |         |            |                 |                                 |               | GLACIAL TILL                                                                                                    |      |             |
| 8         |          |        |         |            |                 |                                 |               |                                                                                                                 |      |             |
| 10        | 2        | CS     |         | 20.3       |                 | 2,500**                         |               |                                                                                                                 |      |             |
| 12        |          |        |         |            |                 |                                 |               | End of Boring<br>No groundwater noted during drilling operations.<br>**Estimated using calibrated penetrometer. |      |             |



**Project** 68th Street Reconstruction  
**Windsor Heights, Iowa**  
**Boring #** 2  
**Client** City of Windsor Heights  
**Surface Elev.** Existing Ground Surface

| Depth Ft. | Sample # | Method | SPT bpf | Moisture % | Dry Density pcf | Unconfined Compressive Strength | Cross Section | Material Description *                                                                                          | USCS | Water Level |
|-----------|----------|--------|---------|------------|-----------------|---------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------|------|-------------|
| 0         |          |        |         |            |                 |                                 |               | ±6.5 inches PCC                                                                                                 |      |             |
|           |          |        |         |            |                 |                                 |               | Dark brown silty lean clay, trace sand, moist                                                                   | CL   |             |
| 2         |          |        |         |            |                 |                                 |               | EXISTING FILL<br>Moisture seepage noted near 1.5 ft during drilling operations.                                 |      |             |
|           |          |        |         |            |                 |                                 |               | Rusty-brown-gray sandy lean clay, moist                                                                         | CL   |             |
| 4         | 1        | CS     |         | 29.9       |                 | 500**                           |               |                                                                                                                 |      |             |
| 6         |          |        |         |            |                 |                                 |               | GLACIAL TILL                                                                                                    |      |             |
| 8         |          |        |         |            |                 |                                 |               |                                                                                                                 |      |             |
| 10        | 2        | CS     |         | 21.1       |                 | 2,500**                         |               |                                                                                                                 |      |             |
| 12        |          |        |         |            |                 |                                 |               | End of Boring<br>No groundwater noted during drilling operations.<br>**Estimated using calibrated penetrometer. |      |             |





**Project** 68th Street Reconstruction  
**Windsor Heights, Iowa**  
**Boring #** 3  
**Client** City of Windsor Heights  
**Surface Elev.** Existing Ground Surface

| Depth Ft. | Sample # | Method | SPT bpf | Moisture % | Dry Density pcf | Unconfined Compressive Strength | Cross Section | Material Description *                                                                                          | USCS | Water Level |
|-----------|----------|--------|---------|------------|-----------------|---------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------|------|-------------|
| 0         |          |        |         |            |                 |                                 |               | ±6.5 inches PCC                                                                                                 |      |             |
|           |          |        |         |            |                 |                                 |               | Very dark brown silty lean clay, trace sand, moist                                                              | CL   |             |
| 2         |          |        |         |            |                 |                                 |               | EXISTING FILL                                                                                                   |      |             |
|           |          |        |         |            |                 |                                 |               | Rusty-brown-gray sandy lean clay, moist                                                                         | CL   |             |
| 4         | 1        | CS     |         | 26.7       |                 | 1,000**                         |               |                                                                                                                 |      |             |
| 6         |          |        |         |            |                 |                                 |               | GLACIAL TILL                                                                                                    |      |             |
| 8         |          |        |         |            |                 |                                 |               |                                                                                                                 |      |             |
| 10        | 2        | CS     |         | 25.3       |                 | 1,500**                         |               |                                                                                                                 |      |             |
| 12        |          |        |         |            |                 |                                 |               | End of Boring<br>No groundwater noted during drilling operations.<br>**Estimated using calibrated penetrometer. |      |             |



**Project** 68th Street Reconstruction  
**Windsor Heights, Iowa**  
**Boring #** 4  
**Client** City of Windsor Heights  
**Surface Elev.** Existing Ground Surface

| Depth Ft. | Sample # | Method | SPT bpf | Moisture % | Dry Density pcf | Unconfined Compressive Strength | Cross Section | Material Description *                                                                                          | USCS | Water Level |
|-----------|----------|--------|---------|------------|-----------------|---------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------|------|-------------|
| 0         |          |        |         |            |                 |                                 |               | ±6.0 inches PCC                                                                                                 |      |             |
|           |          |        |         |            |                 |                                 |               | Dark brown sandy lean clay, trace gravel, moist                                                                 | CL   |             |
|           |          |        |         |            |                 |                                 |               | EXISTING FILL                                                                                                   |      |             |
| 2         |          |        |         |            |                 |                                 |               | Brown-gray sandy lean clay, moist                                                                               | CL   |             |
| 4         | 1        | CS     |         | 25.4       |                 | 2,000**                         |               |                                                                                                                 |      |             |
| 6         |          |        |         |            |                 |                                 |               | GLACIAL TILL                                                                                                    |      |             |
| 8         |          |        |         |            |                 |                                 |               |                                                                                                                 |      |             |
| 10        | 2        | CS     |         | 30.5       |                 | 500**                           |               |                                                                                                                 |      |             |
| 12        |          |        |         |            |                 |                                 |               | End of Boring<br>No groundwater noted during drilling operations.<br>**Estimated using calibrated penetrometer. |      |             |



**Project** 68th Street Reconstruction  
**Windsor Heights, Iowa**  
**Boring #** 5  
**Client** City of Windsor Heights  
**Surface Elev.** Existing Ground Surface

| Depth Ft. | Sample # | Method | SPT bpf | Moisture % | Dry Density pcf | Unconfined Compressive Strength | Cross Section | Material Description *                                                                                          | USCS | Water Level |
|-----------|----------|--------|---------|------------|-----------------|---------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------|------|-------------|
| 0         |          |        |         |            |                 |                                 |               | ±6.25 inches PCC                                                                                                |      |             |
|           |          |        |         |            |                 |                                 |               | Dark brown sandy lean clay, trace gravel, moist                                                                 | CL   |             |
|           |          |        |         |            |                 |                                 |               | EXISTING FILL                                                                                                   |      |             |
| 2         |          |        |         |            |                 |                                 |               | Brown-gray sandy lean clay, trace gravel, moist                                                                 | CL   |             |
| 4         | 1        | CS     |         | 23.8       |                 | 2,500**                         |               |                                                                                                                 |      |             |
| 6         |          |        |         |            |                 |                                 |               | GLACIAL TILL                                                                                                    |      |             |
| 8         |          |        |         |            |                 |                                 |               |                                                                                                                 |      |             |
| 10        | 2        | CS     |         | 31.7       |                 | 500**                           |               |                                                                                                                 |      |             |
| 12        |          |        |         |            |                 |                                 |               | End of Boring<br>No groundwater noted during drilling operations.<br>**Estimated using calibrated penetrometer. |      |             |



**Project** 68th Street Reconstruction  
**Windsor Heights, Iowa**  
**Boring #** 6  
**Client** City of Windsor Heights  
**Surface Elev.** Existing Ground Surface

| Depth Ft. | Sample # | Method | SPT bpf | Moisture % | Dry Density pcf | Unconfined Compressive Strength | Cross Section | Material Description *                                                                                          | USCS | Water Level |
|-----------|----------|--------|---------|------------|-----------------|---------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------|------|-------------|
| 0         |          |        |         |            |                 |                                 |               | ±6.5 inches PCC                                                                                                 |      |             |
|           |          |        |         |            |                 |                                 |               | Very dark gray sandy lean clay, trace gravel, moist                                                             | CL   |             |
|           |          |        |         |            |                 |                                 |               | EXISTING FILL                                                                                                   |      |             |
| 2         |          |        |         |            |                 |                                 |               | Dark brown sandy lean clay, trace gravel, moist                                                                 | CL   |             |
| 4         | 1        | CS     |         | 17.7       |                 | 3,500**                         |               |                                                                                                                 |      |             |
| 6         |          |        |         |            |                 |                                 |               | GLACIAL TILL                                                                                                    |      |             |
| 8         |          |        |         |            |                 |                                 |               |                                                                                                                 |      |             |
| 10        | 2        | CS     |         | 21.4       |                 | 3,000**                         |               |                                                                                                                 |      |             |
| 12        |          |        |         |            |                 |                                 |               | End of Boring<br>No groundwater noted during drilling operations.<br>**Estimated using calibrated penetrometer. |      |             |





**Site Map  
No Scale**

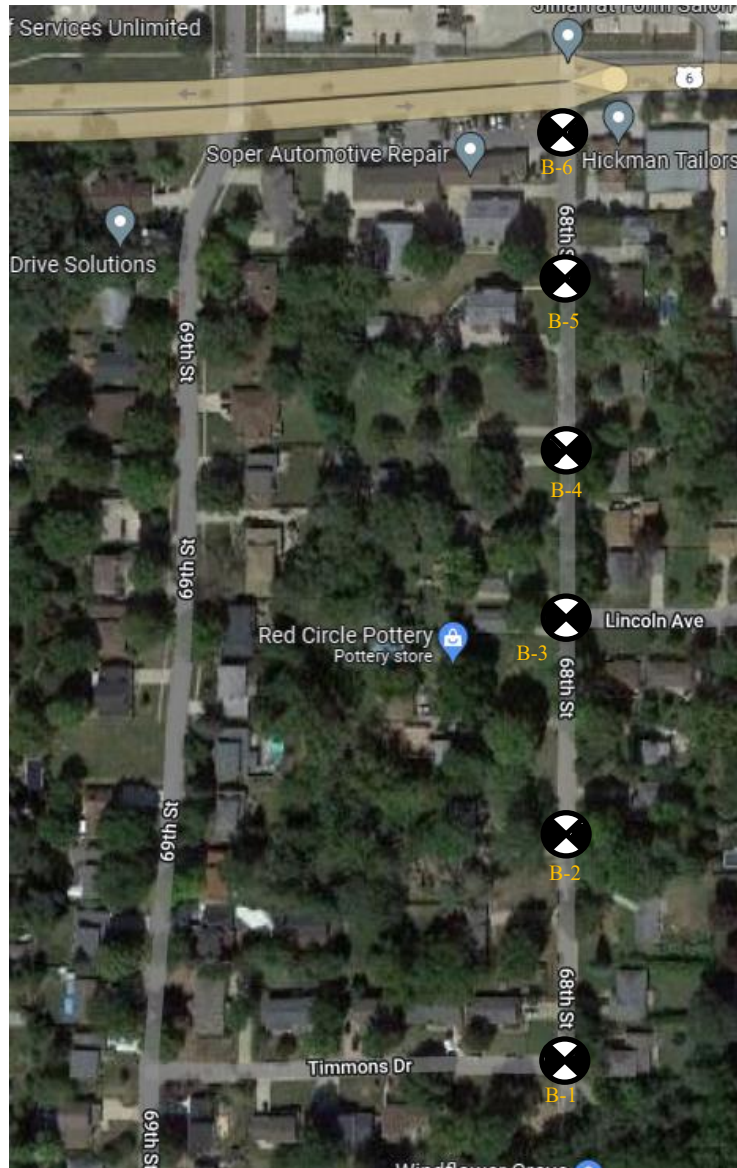


Photo Courtesy of Google Earth

**1610 East Madison Ave • Des Moines, Iowa 50313**  
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**CITY OF WINDSOR HEIGHTS**  
**68TH STREET RECONSTRUCTION**  
**OPINION OF PROBABLE COSTS**  
**Thursday, January 12, 2023**

| Item No. | Description                                                                 | Unit | Price         | Div 1   | Div 2       | Extension     |
|----------|-----------------------------------------------------------------------------|------|---------------|---------|-------------|---------------|
| 1        | CLEARING AND GRUBBING                                                       | LS   | \$ 10,000.00  | 1.00    | \$ -        | \$ 10,000.00  |
| 2        | TOPSOIL, ON-SITE                                                            | CY   | \$ 10.00      | 360.00  | \$ -        | \$ 3,600.00   |
| 3        | EXCAVATION, CLASS 10                                                        | CY   | \$ 10.00      | 1145.00 | \$ -        | \$ 11,450.00  |
| 4        | BELOW GRADE EXCAVATION (CORE OUT)                                           | CY   | \$ 10.00      | 230.00  | \$ -        | \$ 2,300.00   |
| 5        | SUBGRADE PREPARATION                                                        | SY   | \$ 15.00      | 5490.00 | \$ -        | \$ 82,350.00  |
| 6        | SUBGRADE TREATMENT, 15% POZZOSTONE                                          | SY   | \$ 90.00      | 450.00  | \$ -        | \$ 40,500.00  |
| 7        | SUBBASE, MODIFIED, 8"                                                       | SY   | \$ 45.00      | 5490.00 | \$ -        | \$ 247,050.00 |
| 8        | REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL                                 | CY   | \$ 25.00      | 200.00  | \$ -        | \$ 5,000.00   |
| 9        | SANITARY SEWER SERVICE STUB, PVC, 4"                                        | EA   | \$ 5,000.00   | 1.00    | \$ -        | \$ 5,000.00   |
| 10       | STORM SEWER, TRENCHED, RCP, 15"                                             | LF   | \$ 90.00      | 630.00  | \$ -        | \$ 56,700.00  |
| 11       | STORM SEWER, TRENCHED, RCP, 18"                                             | LF   | \$ 95.00      | 84.00   | \$ -        | \$ 7,980.00   |
| 12       | STORM SEWER, TRENCHED, RCP, 24"                                             | LF   | \$ 110.00     | 99.00   | \$ -        | \$ 10,890.00  |
| 13       | REMOVAL OF STORM SEWER, LESS THAN 36"                                       | LF   | \$ 25.00      | 132.00  | \$ -        | \$ 3,300.00   |
| 14       | SUBDRAIN, HDPE, 6"                                                          | LF   | \$ 15.00      | 2400.00 | \$ -        | \$ 36,000.00  |
| 15       | SUBDRAIN CLEANOUT, TYPE A-1, 6"                                             | EA   | \$ 750.00     | 11.00   | \$ -        | \$ 8,250.00   |
| 16       | SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6"                                   | EA   | \$ 350.00     | 10.00   | \$ -        | \$ 3,500.00   |
| 17       | CONNECT TO SUBDRAIN PIPE                                                    | EA   | \$ 250.00     | 1.00    | \$ -        | \$ 250.00     |
| 18       | WATER MAIN, TRENCHED, C900 DR18 PVC, STAB JOINT, 8", WITH TRACER WIRE       | LF   | \$ 75.00      | 0.00    | \$ 1,310.00 | \$ 98,250.00  |
| 19       | WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED JOINT, 8", WITH TRACER WIRE | LF   | \$ 75.00      | 0.00    | \$ 170.00   | \$ 12,750.00  |
| 20       | FITTING, 8"                                                                 | LB   | \$ 20.00      | 0.00    | \$ 1,150.00 | \$ 23,000.00  |
| 21       | WATER SERVICE TRANSFER, COPPER, 1" (SAME SIDE)                              | EA   | \$ 1,500.00   | 0.00    | \$ 13.00    | \$ 19,500.00  |
| 22       | WATER SERVICE TRANSFER, COPPER, 1" (OPPOSITE SIDE)                          | EA   | \$ 2,000.00   | 0.00    | \$ 13.00    | \$ 26,000.00  |
| 23       | WATER SERVICE CURB STOP AND BOX, 1"                                         | EA   | \$ 800.00     | 0.00    | \$ 26.00    | \$ 20,800.00  |
| 24       | WATER MAIN REMOVAL, 6"                                                      | LF   | \$ 20.00      | 0.00    | \$ 150.00   | \$ 3,000.00   |
| 25       | VALVE, GATE, DUCTILE IRON (DI), 8-IN                                        | EA   | \$ 2,000.00   | 0.00    | \$ 5.00     | \$ 10,000.00  |
| 26       | FIRE HYDRANT ASSEMBLY                                                       | EA   | \$ 6,500.00   | 0.00    | \$ 3.00     | \$ 19,500.00  |
| 27       | FLUSHING DEVICE (BLOW OFF)                                                  | EA   | \$ 2,000.00   | 0.00    | \$ 2.00     | \$ 4,000.00   |
| 28       | FIRE HYDRANT ASSEMBLY REMOVAL                                               | EA   | \$ 1,500.00   | 0.00    | \$ 3.00     | \$ 4,500.00   |
| 29       | VALVE BOX REMOVAL                                                           | EA   | \$ 700.00     | 0.00    | \$ 4.00     | \$ 2,800.00   |
| 30       | TAP FEE, 1", REPLACEMENT TAP FOR WATER SERVICE TRANSFER                     | EA   | \$ 500.00     | 0.00    | \$ 24.00    | \$ 12,000.00  |
| 31       | PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE                             | EA   | \$ 1,000.00   | 0.00    | \$ 3.00     | \$ 3,000.00   |
| 32       | FOUNDATION ROCK                                                             | TON  | \$ 50.00      | 0.00    | \$ 50.00    | \$ 2,500.00   |
| 33       | STORM MANHOLE, SW-401, 48"                                                  | EA   | \$ 5,000.00   | 1.00    | \$ -        | \$ 5,000.00   |
| 34       | INTAKE, SW-503                                                              | EA   | \$ 5,000.00   | 1.00    | \$ -        | \$ 5,000.00   |
| 35       | INTAKE, SW-505                                                              | EA   | \$ 6,500.00   | 6.00    | \$ -        | \$ 39,000.00  |
| 36       | INTAKE, SW-508                                                              | EA   | \$ 7,500.00   | 1.00    | \$ -        | \$ 7,500.00   |
| 37       | INTAKE, SW-510, MODIFIED                                                    | EA   | \$ 12,000.00  | 1.00    | \$ -        | \$ 12,000.00  |
| 38       | MANHOLE ADJUSTMENT, MINOR                                                   | EA   | \$ 2,000.00   | 3.00    | \$ -        | \$ 6,000.00   |
| 39       | MANHOLE ADJUSTMENT, MAJOR                                                   | EA   | \$ 4,000.00   | 2.00    | \$ -        | \$ 8,000.00   |
| 40       | REMOVE MANHOLE                                                              | EA   | \$ 2,500.00   | 1.00    | \$ -        | \$ 2,500.00   |
| 41       | REMOVE INTAKE                                                               | EA   | \$ 2,500.00   | 5.00    | \$ -        | \$ 12,500.00  |
| 42       | PAVEMENT, PCC, 7"                                                           | SY   | \$ 70.00      | 4290.00 | \$ -        | \$ 300,300.00 |
| 43       | REMOVAL OF DRIVEWAY                                                         | SY   | \$ 10.00      | 725.00  | \$ -        | \$ 7,250.00   |
| 44       | SIDEWALK, PCC, 4"                                                           | SY   | \$ 45.00      | 540.00  | \$ -        | \$ 24,300.00  |
| 45       | SIDEWALK, PCC, 6"                                                           | SY   | \$ 55.00      | 25.00   | \$ -        | \$ 1,375.00   |
| 46       | DETECTABLE WARNING                                                          | SF   | \$ 50.00      | 20.00   | \$ -        | \$ 1,000.00   |
| 47       | DRIVEWAY, PAVED, PCC, 6"                                                    | SY   | \$ 55.00      | 885.00  | \$ -        | \$ 48,675.00  |
| 48       | DRIVEWAY, GRANULAR                                                          | TON  | \$ 30.00      | 250.00  | \$ -        | \$ 7,500.00   |
| 49       | PAVEMENT REMOVAL                                                            | SY   | \$ 10.00      | 3980.00 | \$ -        | \$ 39,800.00  |
| 50       | TEMPORARY TRAFFIC CONTROL                                                   | LS   | \$ 15,000.00  | 1.00    | \$ -        | \$ 15,000.00  |
| 51       | PERFORATED SQUARE STEEL TUBE POSTS                                          | EA   | \$ 500.00     | 12.00   | \$ -        | \$ 6,000.00   |
| 52       | WATERING                                                                    | LS   | \$ 5,000.00   | 1.00    | \$ -        | \$ 5,000.00   |
| 53       | SOD                                                                         | SQ   | \$ 65.00      | 205.00  | \$ -        | \$ 13,325.00  |
| 54       | SWPPP PREPARATION                                                           | LS   | \$ 2,000.00   | 1.00    | \$ -        | \$ 2,000.00   |
| 55       | SWPPP MANAGEMENT                                                            | LS   | \$ 5,000.00   | 1.00    | \$ -        | \$ 5,000.00   |
| 56       | FILTER SOCK, 8"                                                             | LF   | \$ 2.50       | 2400.00 | \$ -        | \$ 6,000.00   |
| 57       | STABILIZED CONSTRUCTION ENTRANCE                                            | SY   | \$ 25.00      | 100.00  | \$ -        | \$ 2,500.00   |
| 58       | EROSION CONTROL MULCHING, HYDRO MULCHING                                    | AC   | \$ 3,000.00   | 0.45    | \$ -        | \$ 1,350.00   |
| 59       | INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL                           | EA   | \$ 200.00     | 15.00   | \$ -        | \$ 3,000.00   |
| 60       | MODULAR BLOCK RETAINING WALL                                                | SF   | \$ 60.00      | 200.00  | \$ -        | \$ 12,000.00  |
| 61       | MOBILIZATION                                                                | LS   | \$ 174,000.00 | 1.00    | \$ -        | \$ 174,000.00 |

|                                          |                                         |    |              |       |      |                        |
|------------------------------------------|-----------------------------------------|----|--------------|-------|------|------------------------|
| 62                                       | MAINTENANCE OF POSTAL SERVICE           | LS | \$ 2,500.00  | 1.00  | \$ - | \$ 2,500.00            |
| 63                                       | MAINTENANCE OF SOLID WASTE COLLECTION   | LS | \$ 10,000.00 | 1.00  | \$ - | \$ 10,000.00           |
| 64                                       | TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS | LS | \$ 10,000.00 | 1.00  | \$ - | \$ 10,000.00           |
| 65                                       | CONCRETE WASHOUT                        | LS | \$ 5,000.00  | 1.00  | \$ - | \$ 5,000.00            |
| 66                                       | CURBSIDE MAILBOX                        | EA | \$ 1,000.00  | 23.00 | \$ - | \$ 23,000.00           |
| 67                                       |                                         |    |              |       |      |                        |
|                                          |                                         |    |              |       |      |                        |
|                                          |                                         |    |              |       |      | \$ 1,619,095.00        |
| Subtotal Construction:                   |                                         |    |              |       |      | \$ 1,619,095.00        |
| Construction Contingencies 5%:           |                                         |    |              |       |      | \$ 81,000.00           |
| <b>TOTAL OPINION OF IMPROVEMENT COST</b> |                                         |    |              |       |      | <b>\$ 1,700,095.00</b> |



# CITY OF WINDSOR HEIGHTS, IOWA

## CONSTRUCTION PLANS FOR

# 68TH STREET RECONSTRUCTION

WINDSOR HEIGHTS, IA

JANUARY 2023

### GOVERNING SPECIFICATIONS

THE 2023 EDITION OF THE "IOWA STATEWIDE URBAN SPECIFICATIONS FOR PUBLIC IMPROVEMENTS".

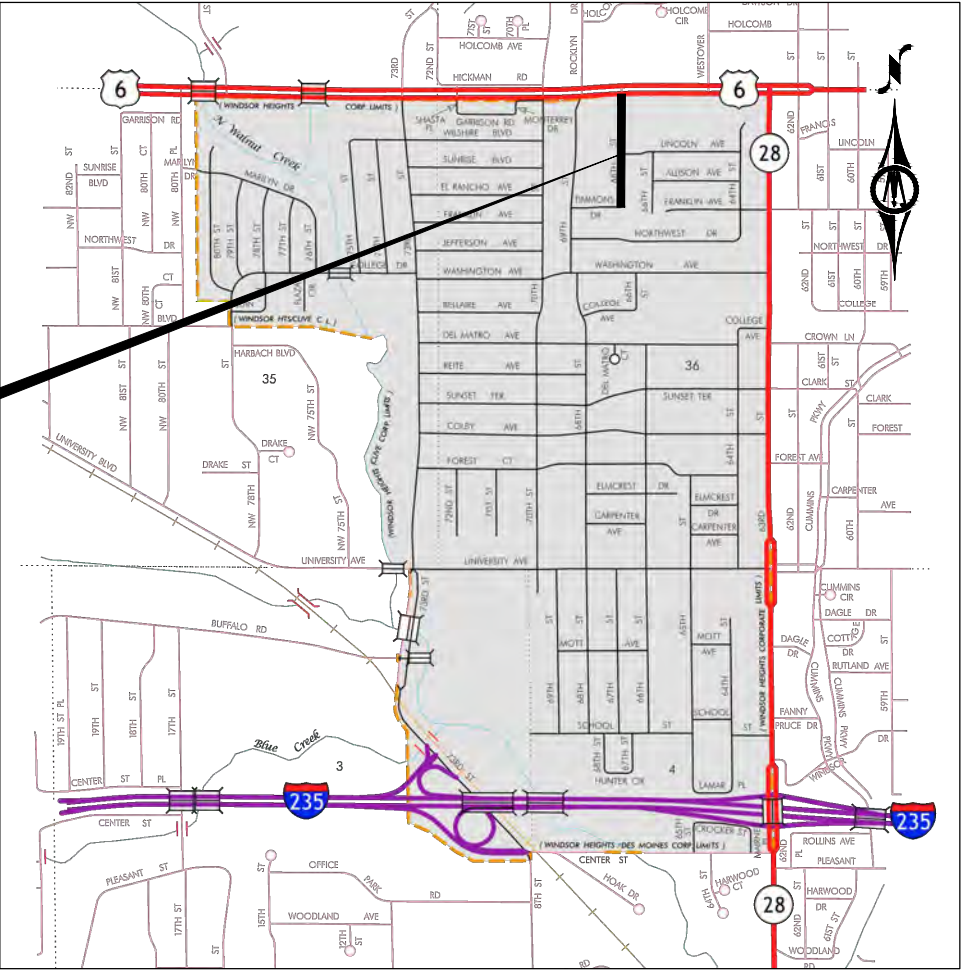
IOWA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION", VERSION OCTOBER 2015 AND ALL CURRENT GENERAL SUPPLEMENTAL SPECIFICATIONS AND MATERIALS INSTRUCTIONAL MEMORANDUM SHALL GOVERN AS REFERENCED.

MUTCD 2009 AS ADOPTED BY IOWA DEPARTMENT OF TRANSPORTATION.

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATION PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW, NOTIFY IOWA ONE CALL 1-800-292-8989

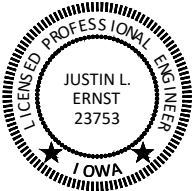


PROJECT LOCATION



MAP OF THE  
CITY OF WINDSOR HEIGHTS  
POLK COUNTY, IA

| SHEET INDEX  |                                |          |             |
|--------------|--------------------------------|----------|-------------|
| SHEET NUMBER | DESCRIPTION                    | REVISION | DATE ISSUED |
| A.01         | TITLE SHEET                    | 0        | 01-16-2023  |
| A.02         | LEGEND                         | 0        | 01-16-2023  |
| B.01         | TYPICAL SECTIONS               | 0        | 01-16-2023  |
| B.02         | DETAILS                        | 0        | 01-16-2023  |
| C.01         | GENERAL NOTES                  | 0        | 01-16-2023  |
| C.02         | ESTIMATED QUANTITIES           | 0        | 01-16-2023  |
| C.03         | ESTIMATE REFERENCE NOTES       | 0        | 01-16-2023  |
| C.04         | ESTIMATE REFERENCE NOTES       | 0        | 01-16-2023  |
| C.05         | TABULATIONS                    | 0        | 01-16-2023  |
| D.01         | 68TH STREET PLAN & PROFILE     | 0        | 01-16-2023  |
| D.02         | 68TH STREET PLAN & PROFILE     | 0        | 01-16-2023  |
| D.03         | 68TH STREET PLAN & PROFILE     | 0        | 01-16-2023  |
| E.01         | SIDE ROADS PLAN & PROFILE      | 0        | 01-16-2023  |
| F.01         | EXISTING CONDITIONS & REMOVALS | 0        | 01-16-2023  |
| F.02         | EXISTING CONDITIONS & REMOVALS | 0        | 01-16-2023  |
| G.01         | REFERENCE TIES & BENCHMARKS    | 0        | 01-16-2023  |
| J.01         | STAGING PLAN                   | 0        | 01-16-2023  |
| J.02         | STAGING PLAN                   | 0        | 01-16-2023  |
| J.03         | TRAFFIC CONTROL PHASE 1        | 0        | 01-16-2023  |
| J.04         | TRAFFIC CONTROL PHASE 2        | 0        | 01-16-2023  |
| L.01         | INTERSECTION DETAILS           | 0        | 01-16-2023  |
| L.02         | INTERSECTION DETAILS           | 0        | 01-16-2023  |
| L.03         | JOINING PLAN                   | 0        | 01-16-2023  |
| L.04         | JOINING PLAN                   | 0        | 01-16-2023  |
| L.05         | JOINING PLAN                   | 0        | 01-16-2023  |
| M.01         | STORM SEWER PLAN & PROFILE     | 0        | 01-16-2023  |
| M.02         | STORM SEWER PLAN & PROFILE     | 0        | 01-16-2023  |
| M.03         | STORM SEWER CROSS RUN PROFILES | 0        | 01-16-2023  |
| M.04         | SANITARY SEWER PLAN            | 0        | 01-16-2023  |
| M.05         | SANITARY SEWER PLAN            | 0        | 01-16-2023  |
| MWM.01       | WATER MAIN GENERAL NOTES       | 0        | 01-16-2023  |
| MWM.02       | DES MOINES WATER WORKS DETAILS | 0        | 01-16-2023  |
| MWM.03       | WATERMAIN PLAN & PROFILE       | 0        | 01-16-2023  |
| MWM.04       | WATERMAIN PLAN & PROFILE       | 0        | 01-16-2023  |
| MWM.05       | WATERMAIN PLAN & PROFILE       | 0        | 01-16-2023  |
| R.01         | EROSION CONTROL                | 0        | 01-16-2023  |
| R.02         | EROSION CONTROL                | 0        | 01-16-2023  |
| S.01         | SIDEWALK PLAN                  | 0        | 01-16-2023  |
| S.02         | SIDEWALK PLAN                  | 0        | 01-16-2023  |
| S.03         | SIDEWALK PLAN                  | 0        | 01-16-2023  |
| S.04         | SIDEWALK PLAN                  | 0        | 01-16-2023  |
| S.05         | SIDEWALK PLAN                  | 0        | 01-16-2023  |
| S.06         | ADA COMPLIANCE                 | 0        | 01-16-2023  |
| W.01         | CROSS SECTIONS                 | 0        | 01-16-2023  |
| W.02         | CROSS SECTIONS                 | 0        | 01-16-2023  |
| W.03         | CROSS SECTIONS                 | 0        | 01-16-2023  |
| W.04         | CROSS SECTIONS                 | 0        | 01-16-2023  |
| W.05         | CROSS SECTIONS                 | 0        | 01-16-2023  |



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.

JUSTIN L. ERNST, P.E.

LIC. NO. 23753 DATE: 01-16-2023

MY LICENSE RENEWAL DATE IS Dec. 31, 2023

PAGES OR SHEETS COVERED BY THIS SEAL:

ALL SHEETS

CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

TITLE SHEET

SHEET

A.01



430 E GRAND AVE, SUITE 101  
DES MOINES, IOWA 50309  
Phone: (515) 259-9190  
Email: DesMoines@bolton-menk.com  
www.bolton-menk.com



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CLIENT PROJ. NO.  
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## EXISTING TOPOGRAPHIC SYMBOLS

|  |                                 |
|--|---------------------------------|
|  | ACCESS GRATE                    |
|  | AIR CONDITION UNIT              |
|  | ANTENNA                         |
|  | AUTO SPRINKLER CONNECTION       |
|  | BARRICADE PERMANENT             |
|  | BASKETBALL POST                 |
|  | BENCH                           |
|  | BIRD FEEDER                     |
|  | BUSH-DECIDUOUS                  |
|  | CATCH BASIN RECTANGULAR CASTING |
|  | CATCH BASIN CIRCULAR CASTING    |
|  | CURB STOP                       |
|  | CLEAN OUT                       |
|  | CULVERT END                     |
|  | DRINKING FOUNTAIN               |
|  | DOWN SPOUT                      |
|  | FILL PIPE                       |
|  | FIRE HYDRANT                    |
|  | FLAG POLE                       |
|  | FLARED END / APRON              |
|  | FUEL PUMP                       |
|  | GRILL                           |
|  | GUY WIRE ANCHOR                 |
|  | HANDHOLE                        |
|  | HANDICAP SPACE                  |
|  | IRRIGATION SPRINKLER HEAD       |
|  | IRRIGATION VALVE BOX            |
|  | LIFT STATION CONTROL PANEL      |
|  | LIFT STATION                    |
|  | MAILBOX                         |
|  | MANHOLE-COMMUNICATION           |
|  | MANHOLE-ELECTRIC                |
|  | MANHOLE-GAS                     |
|  | MANHOLE-HEAT                    |
|  | MANHOLE-SANITARY SEWER          |
|  | MANHOLE-STORM SEWER             |
|  | MANHOLE-UTILITY                 |
|  | MANHOLE-WATER                   |
|  | METER                           |
|  | ORDER MICROPHONE                |
|  | PARKING METER                   |
|  | PAVEMENT MARKING                |
|  | PEDESTAL-COMMUNICATION          |
|  | PEDESTAL-ELECTRIC               |
|  | PEDESTRIAN PUSH BUTTON          |
|  | PICNIC TABLE                    |
|  | POLE-LIGHT                      |
|  | POLE-UTILITY                    |
|  | POST                            |
|  | RAILROAD SIGNAL POLE            |
|  | REGULATION STATION GAS          |
|  | SATELLITE DISH                  |

|  |                           |
|--|---------------------------|
|  | SIGN TRAFFIC              |
|  | SIGNAL CONTROL CABINET    |
|  | SOIL BORING               |
|  | SIREN                     |
|  | TELEPHONE BOOTH           |
|  | TILE INLET                |
|  | TILE OUTLET               |
|  | TILE RISER                |
|  | TRANSFORMER-ELECTRIC      |
|  | TREE-CONIFEROUS           |
|  | TREE-DEAD                 |
|  | TREE-DECIDUOUS            |
|  | TREE STUMP                |
|  | TRAFFIC ARM BARRIER       |
|  | TRAFFIC SIGNAL            |
|  | TRASH CAN                 |
|  | UTILITY MARKER            |
|  | VALVE                     |
|  | VALVE POST INDICATOR      |
|  | VALVE VAULT               |
|  | VENT PIPE                 |
|  | WATER SPIGOT              |
|  | WELL                      |
|  | WETLAND DELINEATED MARKER |
|  | WETLAND                   |
|  | YARD LIGHT                |
|  | WET WELL                  |
|  | YARD HYDRANT              |

## PROPOSED TOPOGRAPHIC SYMBOLS

|  |                                 |
|--|---------------------------------|
|  | CLEANOUT                        |
|  | MANHOLE                         |
|  | LIFT STATION                    |
|  | STORM SEWER CIRCULAR CASTING    |
|  | STORM SEWER RECTANGULAR CASTING |
|  | STORM SEWER FLARED END / APRON  |
|  | STORM SEWER OUTLET STRUCTURE    |
|  | STORM SEWER OVERFLOW STRUCTURE  |
|  | CURB BOX                        |
|  | FIRE HYDRANT                    |
|  | WATER VALVE                     |
|  | WATER REDUCER                   |
|  | WATER BEND                      |
|  | WATER TEE                       |
|  | WATER CROSS                     |
|  | WATER SLEEVE                    |
|  | WATER CAP / PLUG                |
|  | RIP RAP                         |
|  | DRAINAGE FLOW                   |

## SURVEY SYMBOLS

|  |                     |
|--|---------------------|
|  | BENCH MARK LOCATION |
|  | CONTROL POINT       |
|  | MONUMENT IRON FOUND |
|  | CAST IRON MONUMENT  |

## EXISTING TOPOGRAPHIC LINES

|  |                             |
|--|-----------------------------|
|  | RETAINING WALL              |
|  | FENCE                       |
|  | FENCE-DECORATIVE GUARD RAIL |
|  | TREE LINE                   |
|  | BUSH LINE                   |

## SURVEY LINES

|  |                        |
|--|------------------------|
|  | CONTROLLED ACCESS      |
|  | BOUNDARY               |
|  | CENTERLINE             |
|  | EXISTING EASEMENT LINE |
|  | PROPOSED EASEMENT LINE |
|  | EXISTING LOT LINE      |
|  | PROPOSED LOT LINE      |
|  | EXISTING RIGHT-OF-WAY  |
|  | PROPOSED RIGHT-OF-WAY  |
|  | SETBACK LINE           |
|  | SECTION LINE           |
|  | QUARTER LINE           |
|  | SIXTEENTH LINE         |

## EXISTING UTILITY LINES

|  |                        |
|--|------------------------|
|  | FORCEMAIN              |
|  | SANITARY SEWER         |
|  | SANITARY SERVICE       |
|  | STORM SEWER            |
|  | STORM SEWER DRAIN TILE |
|  | WATERMAIN              |
|  | WATER SERVICE          |

## PROPOSED UTILITY LINES

|  |                        |
|--|------------------------|
|  | FORCEMAIN              |
|  | SANITARY SEWER         |
|  | SANITARY SERVICE       |
|  | STORM SEWER            |
|  | STORM SEWER DRAIN TILE |
|  | WATERMAIN              |
|  | WATER SERVICE          |
|  | PIPE CASING            |

## GRADING INFORMATION

|  |                                        |
|--|----------------------------------------|
|  | EXISTING CONTOUR MINOR                 |
|  | EXISTING CONTOUR MAJOR                 |
|  | PROPOSED CONTOUR MINOR                 |
|  | PROPOSED CONTOUR MAJOR                 |
|  | PROPOSED GRADING LIMITS / SLOPE LIMITS |
|  | PROPOSED SPOT ELEVATION                |
|  | RISE:RUN (SLOPE)                       |

## HATCH PATTERNS

|  |              |
|--|--------------|
|  | PCC PAVEMENT |
|  | PCC SIDEWALK |
|  | HMA PAVEMENT |
|  | PCC DRIVEWAY |
|  | GRAVEL       |

## EXISTING PRIVATE UTILITY LINES

NOTE:  
EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY **IOWA ONE CALL**, 1-800-292-8989.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA"

|  |    |  |    |  |    |  |    |                           |
|--|----|--|----|--|----|--|----|---------------------------|
|  | FO |  | FO |  | FO |  | FO | UNDERGROUND FIBER OPTIC   |
|  | E  |  | E  |  | E  |  | E  | UNDERGROUND ELECTRIC      |
|  | G  |  | G  |  | G  |  | G  | UNDERGROUND GAS           |
|  | C  |  | C  |  | C  |  | C  | UNDERGROUND COMMUNICATION |
|  | OE |  | OE |  | OE |  | OE | OVERHEAD ELECTRIC         |
|  | OC |  | OC |  | OC |  | OC | OVERHEAD COMMUNICATION    |
|  | OU |  | OU |  | OU |  | OU | OVERHEAD UTILITY          |

## SECTION AND DETAIL IDENTIFICATION

| SECTION IDENTIFICATION                                                                                                              | DETAIL IDENTIFICATION               |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| SECTION CALL OUT AS SHOWN ON SHEETS:                                                                                                | DETAIL CALL OUT AS SHOWN ON SHEETS: |
|                                                                                                                                     |                                     |
| SECTION NUMBER                                                                                                                      | DETAIL NUMBER                       |
| DRAWING ON WHICH SECTION APPEARS *                                                                                                  | DRAWING ON WHICH DETAIL IS SHOWN *  |
| * NOTE:<br>IF PLAN AND SECTION (OR DETAIL CALL-OUT AND DETAIL) ARE SHOWN ON THE SAME DRAWING, DRAWING NUMBER IS REPLACED BY A LINE. |                                     |

## ABBREVIATIONS

|      |                          |      |                           |      |                                |
|------|--------------------------|------|---------------------------|------|--------------------------------|
| A    | ALGEBRAIC DIFFERENCE     | GRAV | GRAVEL                    | SCH  | SCHEDULE                       |
| ADJ  | ADJUST                   | GU   | GUTTER                    | SERV | SERVICE                        |
| ALT  | ALTERNATE                | GV   | GATE VALVE                | SHLD | SHOULDER                       |
| B-B  | BACK TO BACK             | HDPE | HIGH DENSITY POLYETHYLENE | STA  | STATION                        |
| BLDG | BUILDING                 | HH   | HANDHOLE                  | STD  | STANDARD                       |
| BMP  | BEST MANAGEMENT PRACTICE | HP   | HIGH POINT                | STM  | STORM SEWER                    |
| BR   | BEGIN RADIUS             | HWL  | HIGH WATER LEVEL          | TC   | TOP OF CURB                    |
| BV   | BUTTERFLY VALVE          | HYD  | HYDRANT                   | TEMP | TEMPORARY                      |
| CB   | CATCH BASIN              | I    | INVERT                    | TNH  | TOP NUT HYDRANT                |
| C&G  | CURB AND GUTTER          | K    | CURVE COEFFICIENT         | TYP  | TYPICAL                        |
| CIP  | CAST IRON PIPE           | L    | LENGTH                    | VCP  | VITRIFIED CLAY PIPE            |
| CIPP | CURED-IN-PLACE PIPE      | LO   | LOWEST OPENING            | VERT | VERTICAL                       |
| CL   | CENTER LINE              | LP   | LOW POINT                 | VPC  | VERTICAL POINT OF CURVE        |
| CL   | CLASS                    | LT   | LEFT                      | VPI  | VERTICAL POINT OF INTERSECTION |
| CMP  | CORRUGATED METAL PIPE    | MH   | MANHOLE                   | VPT  | VERTICAL POINT OF TANGENT      |
| CO   | CLEAN OUT                | MIN  | MINIMUM                   | WM   | WATERMAIN                      |
| C.O. | CHANGE ORDER             | MR   | MID RADIUS                |      |                                |
| COMM | COMMUNICATION            | NMC  | NON-METALLIC CONDUIT      |      |                                |
| CON  | CONCRETE                 | NTS  | NOT TO SCALE              | AC   | ACRES                          |
| CSP  | CORRUGATED STEEL PIPE    | NWL  | NORMAL WATER LEVEL        | CF   | CUBIC FEET                     |
| CLVT | CULVERT                  | OHW  | ORDINARY HIGH WATER LEVEL | CV   | COMPACTED VOLUME               |
| DIA  | DIAMETER                 | PC   | POINT OF CURVE            | CY   | CUBIC YARD                     |
| DIP  | DUCTILE IRON PIPE        | PCC  | PORTLAND CEMENT CONCRETE  | EA   | EACH                           |
| DWY  | DRIVEWAY                 | PED  | PEDESTRIAN, PEDESTAL      | EV   | EXCAVATED VOLUME               |
| E    | EXTERNAL CURVE DISTANCE  | PERF | PERFORATED PIPE           | LB   | POUND                          |
| EASE | EASEMENT                 | PERM | PERMANENT                 | LF   | LINEAR FEET                    |
| ELEC | ELECTRIC                 | PI   | POINT OF INTERSECTION     | LS   | LUMP SUM                       |
| ELEV | ELEVATION                | PL   | PROPERTY LINE             | LV   | LOOSE VOLUME                   |
| EOF  | EMERGENCY OVERFLOW       | PRC  | POINT OF REVERSE CURVE    | SF   | SQUARE FEET                    |
| ER   | END RADIUS               | PT   | POINT OF TANGENT          | SV   | STOCKPILE VOLUME               |
| EX   | EXISTING                 | PVC  | POLYVINYL CHLORIDE PIPE   | SY   | SQUARE YARD                    |
| FES  | FLARED END SECTION       | PVMT | PAVEMENT                  |      |                                |
| F-F  | FACE TO FACE             | R    | RADIUS                    |      |                                |
| FF   | FINISHED FLOOR           | RCP  | REINFORCED CONCRETE PIPE  |      |                                |
| F&I  | FURNISH AND INSTALL      | RET  | RETAINING                 |      |                                |
| FM   | FORCEMAIN                | ROW  | RIGHT-OF-WAY              |      |                                |
| FO   | FIBER OPTIC              | RSC  | RIGID STEEL CONDUIT       |      |                                |
| F.O. | FIELD ORDER              | RT   | RIGHT                     |      |                                |
| GRAN | GRANULAR                 | SAN  | SANITARY SEWER            |      |                                |

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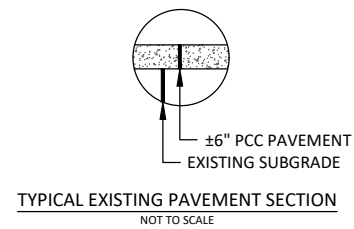
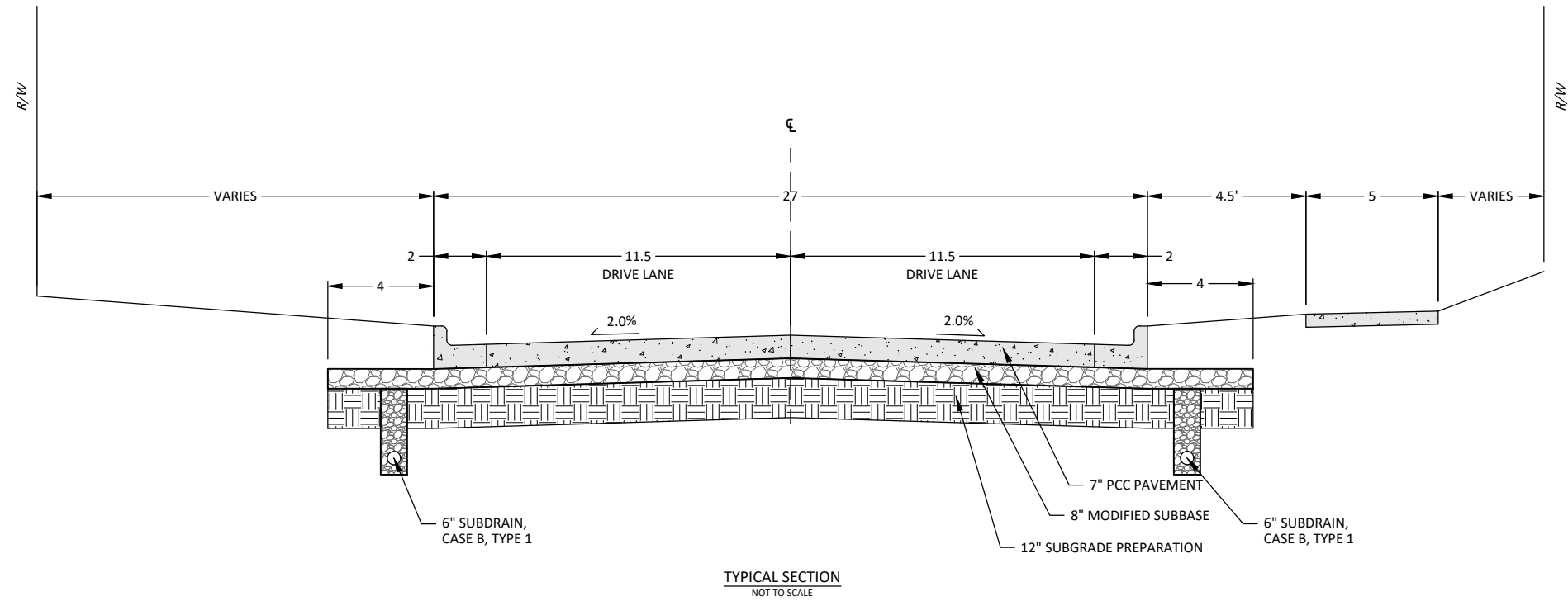
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68TH STREET RECONSTRUCTION

LEGEND

SHEET

A.02



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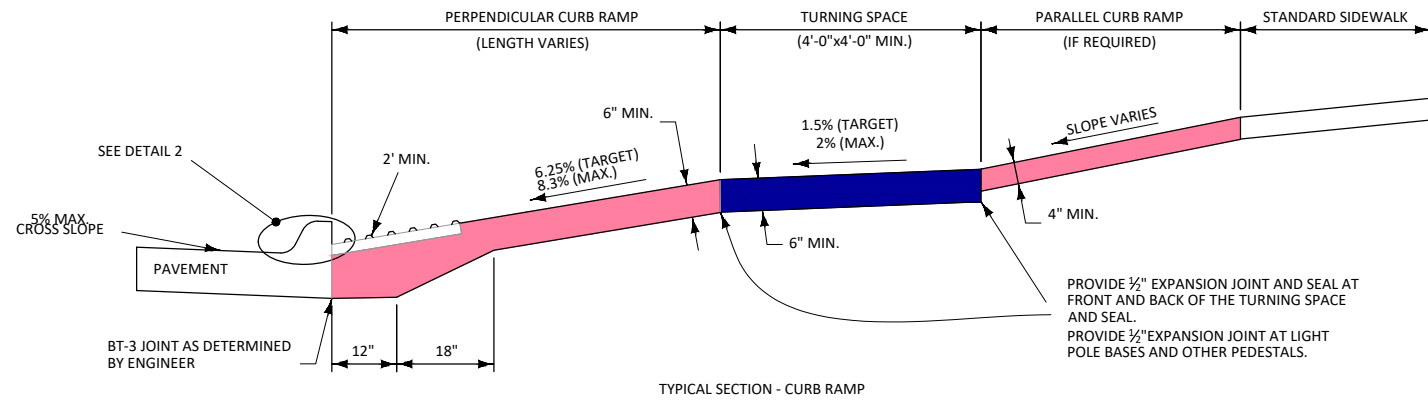
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CITY OF WINDSOR HEIGHTS, IOWA  
 68TH STREET RECONSTRUCTION  
 TYPICAL SECTIONS

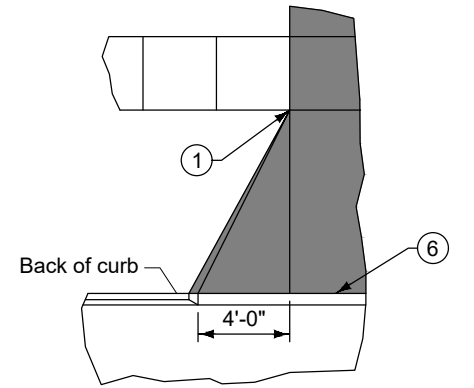
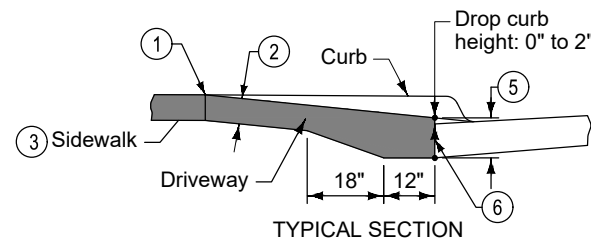
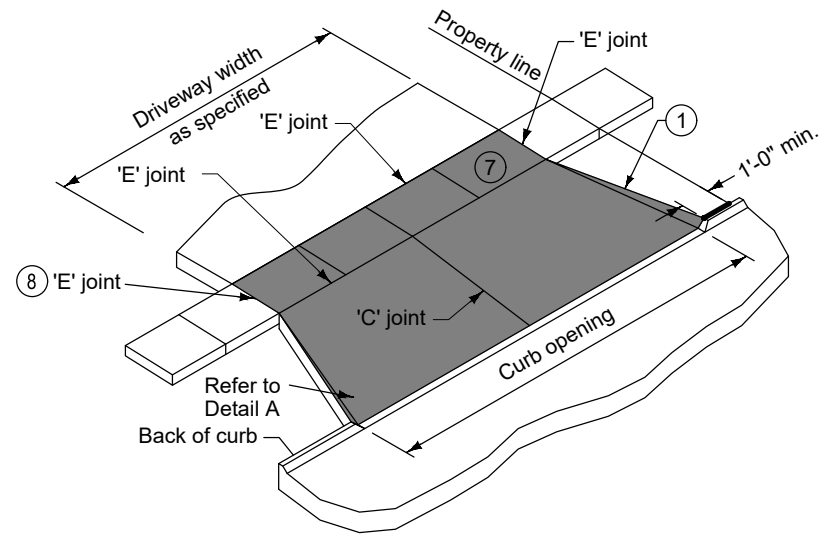
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- CURB RAMP
- TURNING SPACE
- DETECTABLE WARNING

1 TYPICAL SIDEWALK RAMP DETAIL  
ALL SHEETS NOT TO SCALE

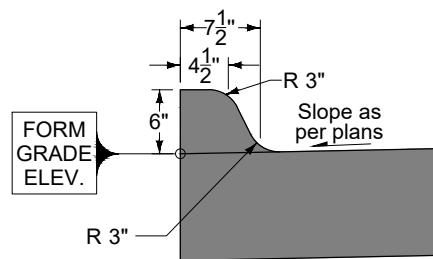
2 TYPICAL SIDEWALK CURB DETAIL  
ALL SHEETS NOT TO SCALE



DETAIL A

- Transition the curb height to 0 inches at end of taper/radius or at the front edge of sidewalk. Do not extend raised curb across sidewalk.
- Pavement thickness. Residential: 6 inches minimum.
- Sidewalk thickness through driveway to match thickness of driveway.
- Match thickness of adjacent roadway, 8 inches minimum.
- Provide 'B' joint at back of curb.
- Target cross slope of 1.5% with a maximum cross slope of 2.0%. If specified in the contract documents, construct the sidewalk through the driveway 5 feet wide to serve as a passing space.
- All 'E' joints shall be sealed.

3 PCC DRIVEWAY, TYPE A  
ALL SHEETS NOT TO SCALE



4 6" STANDARD CURB  
ALL SHEETS NOT TO SCALE

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CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

DETAILS

SHEET

B.02



STANDARD CONSTRUCTION NOTES:

1.

ALL IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE 2023 EDITION OF THE IOWA STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) AND SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES. THE CONTRACTOR SHALL HAVE A COMPLETE SET OF THE CURRENT SUDAS STANDARD SPECIFICATIONS ON SITE DURING ALL CONSTRUCTION ACTIVITIES.
2.

ANY DEFECTIVE WORK CONDEMNED BY THE ENGINEER SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE IN ACCORDANCE WITH SUDAS SECTION 1050. FAILURE TO REMOVE DEFECTIVE WORK MAY RESULT IN SUSPENSION OF OPERATIONS AND/OR WITHHOLDING OF PAYMENTS UNTIL DEFECTIVE WORK HAS BEEN REMOVED AND REPLACED.
3.

PRIOR TO MOBILIZING OFF OF THE JOB SITE, THE CONTRACTOR SHALL NOTIFY THE ENGINEER TO REQUEST A FINAL INSPECTION IN ACCORDANCE WITH SUDAS SECTION 1050.
4.

THE CONTRACTOR SHALL PROCURE ALL NECESSARY PERMITS AND LICENSES IN ACCORDANCE WITH SUDAS SECTION 1070.
5.

THE CONTRACTOR IS RESPONSIBLE FOR SITE SAFETY AND COMPLYING WITH ALL CURRENT AND FUTURE FEDERAL AND STATE OSHA REQUIREMENTS IN ACCORDANCE WITH SUDAS SECTION 1070.
6.

LIMITS OF CONSTRUCTION ARE WITHIN THE CITY RIGHT OF WAY, UNLESS SHOWN OTHERWISE IN THE CONSTRUCTION DRAWINGS. WORK SHALL BE COMPLETED IN THE LIMITS OF CONSTRUCTION AND IN ACCORDANCE WITH SUDAS SECTION 1070.
7.

THE CONTRACTOR SHALL UPDATE THE TRAFFIC CONTROL PLAN, IN ACCORDANCE WITH SUDAS SECTION 1070, IF CONSTRUCTION ACTIVITIES DEVIATE FROM STAGING PLAN PROVIDED. ANY TRAFFIC CONTROL DEVICES OR SAFETY EQUIPMENT NEEDED TO CONSTRUCT THE PROJECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL SUBMIT A CONSTRUCTION PHASING AND TRAFFIC CONTROL PLAN WITH PLANNED DETOURS TO THE CITY OF WINDSOR HEIGHTS PUBLIC SERVICES FOR APPROVAL BEFORE THE START OF ANY CONSTRUCTION ACTIVITIES.
8.

THE LOCATION OF ALL AERIAL AND UNDERGROUND UTILITIES MAY NOT BE INDICATED ON THESE PLANS. WORK SHALL BE COMPLETED IN ACCORDANCE WITH SUDAS SECTION 1070. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DAMAGE TO EXISTING UTILITIES.
9.

IN ACCORDANCE WITH SUDAS SECTION 1070, THE CONTRACTOR SHALL CONTINUOUSLY MAINTAIN ADEQUATE PROTECTION OF ALL ITS WORK FROM DAMAGE AND SHALL PROTECT THE JURISDICTION'S PROPERTY AND ADJACENT PRIVATE PROPERTY FROM INJURY OR LOSS ARISING IN CONNECTION WITH THE WORK. THE CONTRACTOR SHALL REPAIR OR RESTORE ANY SUCH DAMAGE, INJURY, OR LOSS TO JURISDICTION PROPERTY OR ADJACENT PROPERTY. THE CONTRACTOR SHALL PROTECT TREES AND OTHER PROPERTY NOT MARKED FOR REMOVAL . THE CONTRACTOR SHALL SALVAGE ANY LANDSCAPING WITHIN THE RIGHT OF WAY UPON REQUEST BY THE ADJACENT PROPERTY OWNERS.
10.

THE CONTRACTOR SHALL PRESERVE OR REPLACE ALL PROPERTY MONUMENTS ON THE PROJECT SITE IN ACCORDANCE WITH IOWA STATE CODE SECTION 355.6A AND SUDAS SECTION 1070.
11.

THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING SITE CLEANLINESS. UPON REQUEST BY THE ENGINEER, THE CONTRACTOR SHALL, AT ITS EXPENSE, CLEANUP AND REMOVE ALL REFUSE AND UNUSED MATERIALS OF ANY KIND RESULTING FROM THE WORK INCLUDING CLEANING AND SWEEPING OF ADJACENT STREETS. UPON FAILURE TO DO SO WITHIN THREE WORKING DAYS AFTER SUCH REQUEST BY THE ENGINEER, THE WORK MAY BE DONE BY THE JURISDICTION AND THE COST THERE OF CHARGED TO THE CONTRACTOR AND DEDUCTED FROM ITS FINAL PAYMENT IN ACCORDANCE WITH SUDAS SECTION 1070.
12.

THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER FOR APPROVAL A PROGRESS SCHEDULE THAT WILL ENSURE THE COMPLETION OF THE PROJECT WITHIN THE TIME SPECIFIED. IF IT APPEARS THE RATE OF PROGRESS IS SUCH THAT THE CONTRACT WILL NOT BE COMPLETED WITHIN THE TIME ALLOWED, OR IF THE WORK IS NOT BEING EXECUTED IN A SATISFACTORY AND WORKMANLIKE MANNER, THE ENGINEER MAY ORDER THE CONTRACTOR TO TAKE SUCH STEPS AS NECESSARY TO COMPLETE THE WORK AS SPECIFIED IN THE CONTRACT IN ACCORDANCE WITH SUDAS SECTION 1080.
13.

IF THE PROJECT IS SUBSTANTIALLY COMPLETE AND ONLY CLEANUP AND MINOR WORK ITEMS REMAIN FOR MORE THAN 30 CALENDAR DAYS, THE ENGINEER MAY RESTART CHARGING OF WORKING DAYS OR CHARGE PENALTIES EQUAL TO THE CONTRACT LIQUIDATED DAMAGES UNTIL ALL CORRECTIVE ACTION HAS BEEN COMPLETED IN ACCORDANCE WITH SUDAS SECTION 1080.
14.

CONTRACTOR TO STORE EQUIPMENT WITHIN THE WORK ZONE AND NOT ON THE STREET. EMPLOYEES ARE NOT TO PARK IN AREAS WHERE THEY OCCUPY ON-STREET PARKING FOR RESIDENTS AFFECTED BY CONSTRUCTION.

PROJECT NOTES:

1.

THE CONTRACTOR SHALL PROPERLY SECURE THE PROJECT SITE AT THE END OF EACH DAY.
2.

OPERATIONS BY THE CONTRACTOR CREATING OBJECTIONABLE LEVELS OF NOISE SHALL BE AVOIDED DURING WORKING HOURS ( 7 AM - 7 PM MONDAY-FRIDAY).
3.

IN ORDER TO AVOID ANY UNNECESSARY SURFACE BREAKS OR PREMATURE SPALLING, THE CONTRACTOR IS CAUTIONED TO EXERCISE EXTREME CARE WHEN PERFORMING ANY OF THE NECESSARY SAW CUTTING OPERATIONS FOR THE PROPOSED PAVEMENT REMOVAL. ADJACENT PAVEMENT THAT IS CHIPPED OR DAMAGED DUE TO SAW OPERATIONS SHALL BE REPLACED AT THE CONTRACTOR'S COST IN ACCORDANCE WITH THE PROJECT SPECIFICATION DETAILS FOR STREET EXCAVATION AND PAVEMENT REPLACEMENT. ALL SAW CUTS ADJACENT TO EXISTING PAVEMENT AND CURBS SHALL BE FULL DEPTH.
4.

THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NOT TO DAMAGE ADJACENT PAVEMENT, SIDEWALKS, DRIVES, MEDIANS, CURBS, STRUCTURES, AND OTHER AREAS NOT DESIGNATED AS PART OF THE PATCHING WORK AREA. THE CONTRACTOR SHALL REPAIR ANY DAMAGE TO AREAS NOT DESIGNATED AS PART OF THE PATCHING WORK AT NO COST TO THE OWNER.

TRAFFIC CONTROL NOTES:

1.

THE CONTRACTOR SHALL DEVELOP A TRAFFIC CONTROL PLAN IN ACCORDANCE WITH SECTION 1070, 2.06 'TRAFFIC CONTROL' OF THE STANDARD SPECIFICATIONS. ANY TRAFFIC CONTROL DEVICES OR SAFETY EQUIPMENT NEEDED TO CONSTRUCT THE PROJECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL SUBMIT A CONSTRUCTION PHASING AND TRAFFIC CONTROL PLAN WITH PLANNED DETOURS, IF APPLICABLE, TO THE ENGINEER FOR APPROVAL BEFORE THE START OF ANY CONSTRUCTION ACTIVITIES.
2.

ALL TRAFFIC CONTROL PLANS MUST BE REVIEWED AND APPROVED BY THE ENGINEER. COORDINATE WITH THE ENGINEER PRIOR TO PLACEMENT OF TRAFFIC CONTROL DEVICES AND SIGNS FOR EACH STAGE OF THE PROJECT.
3.

ALL TRAFFIC CONTROL DEVICES SHALL BE FURNISHED, ERECTED, MAINTAINED, AND REMOVED BY THE CONTRACTOR.
4.

THE PROPOSED SIGNAGE MAY BE MODIFIED TO MEET FIELD CONDITIONS, PREVENT OBSTRUCTIONS, AND TO ACCOMMODATE CONSTRUCTION SCHEDULING UPON APPROVAL OF THE PROJECT ENGINEER
5.

SIGNAGE MAINTENANCE SHALL BE CONSIDERED INCIDENTAL TO TRAFFIC CONTROL AND REQUIRED AS DIRECTED BY THE ENGINEER.
6.

ALL CONSTRUCTION SIGNS SHALL BE DIAMOND GRADE FLUORESCENT ORANGE OR WHITE V.I.P. SHEETING OR EQUIVALENT. (IOWA DOT TYPE VII SHEETING).
7.

AT THE TIME OF INITIAL SETUP OR AT THE TIME OF MAJOR STAGE CHANGES, 100 PERCENT OF EACH TYPE OF DEVICE (SIGNS, CONES, TUBULAR MARKERS, DRUMS, BARRICADES, VERTICAL PANELS, CHANGEABLE MESSAGE SIGNS, AND PAVEMENT MARKINGS) SHALL BE CLASSIFIED AS ACCEPTABLE BY THE REQUIREMENT OF THE AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA), "QUALITY STANDARD FOR WORK ZONE TRAFFIC CONTROL DEVICES 1992." THROUGHOUT THE DURATION OF THE PROJECT, UNACCEPTABLE DEVICES OR SITUATIONS THAT ARE FOUND ON THE JOBSITE AS DETERMINED BY BEFORE MENTIONED PUBLICATION SHALL BE REPLACED OR THE SITUATION CORRECTED WITHIN 12 HOURS OF INITIAL NOTIFICATIONS BY THE ENGINEER.
8.

THE LOCATION FOR STORAGE OF EQUIPMENT BY THE CONTRACTOR DURING NONWORKING HOURS SHALL BE AS APPROVED BY THE ENGINEER AND OWNER. THE CONTRACTOR SHALL PROVIDE A WRITTEN AGREEMENT WITH THE PROPERTY OWNER.

UTILITY COORDINATION NOTES:

1.

THE CONTRACTOR IS REQUIRED TO UTILIZE THE UTILITY ONE-CALL SERVICE AT (800) 292-8989 TO LOCATE EXISTING UNDERGROUND UTILITIES AT LEAST 48 HOURS PRIOR TO EXCAVATING ANYWHERE ON THE PROJECT.
2.

ANTICIPATED UTILITY CONFLICTS HAVE BEEN IDENTIFIED AND EACH RESPECTIVE UTILITY OWNER HAS BEEN INFORMED OF THE POTENTIAL CONFLICTS. THE CONTRACTOR SHALL PROTECT ALL UTILITIES WITHIN THE PROJECT SITE.
3.

IF A CONFLICT IS DISCOVERED BY THE CONTRACTOR, NOTIFY THE ENGINEER IMMEDIATELY AND COORDINATE WITH OWNER OF UTILITY TO RESOLVE CONFLICT.
4.

UTILITY CONTACT NUMBERS:

WINDSOR HEIGHTS PUBLIC SERVICES (SEWERS)  
DES MOINES WATER WORKS  
MID-AMERICAN ENERGY (ELECTRIC)  
MID-AMERICAN ENERGY (GAS)  
MID-AMERICAN ENERGY (ELECTRIC) - EMERGENCY  
MID-AMERICAN ENERGY (GAS) - EMERGENCY  
MEDIACOM  
LUMEN

CARLA SCHUMACHER (515-323-6227)  
SCOT ENGER (515-252-6742)  
SCOT ENGER (515-252-6742)  
1-800-799-4443  
1-800-595-5325  
KEVIN COLLINS (515-554-2648)  
ASHLIE CLEMENTS (906-284-2821)

CSCHUMACHER@DMWW.COM  
SEENGER@MIDAMERICAN.COM  
SEENGER@MIDAMERICAN.COM

KCCOLLINS1@MEDIACOMCC.COM  
ASHLIE.CLEMENTS@LUMEN.COM

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CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

GENERAL NOTES

SHEET

C.01

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| ESTIMATED PROJECT QUANTITIES - BASE BID |           |                                                                             |      |       |       |                 |
|-----------------------------------------|-----------|-----------------------------------------------------------------------------|------|-------|-------|-----------------|
| ITEM NO.                                | ITEM CODE | ITEM                                                                        | UNIT | DIV 1 | DIV 2 | AS BUILT QUANT. |
| 1                                       | 2010-C    | CLEARING AND GRUBBING                                                       | LS   | 1     | 0     |                 |
| 2                                       | 2010-D-1  | TOPSOIL, ON-SITE                                                            | CY   | 360   | 0     |                 |
| 3                                       | 2010-E    | EXCAVATION, CLASS 10                                                        | CY   | 1145  | 0     |                 |
| 4                                       | 2010-F    | BELOW GRADE EXCAVATION (CORE OUT)                                           | CY   | 230   | 0     |                 |
| 5                                       | 2010-G    | SUBGRADE PREPARATION                                                        | SY   | 5490  | 0     |                 |
| 6                                       | 2010-I    | SUBGRADE TREATMENT, 15% POZZOSTONE                                          | SY   | 450   | 0     |                 |
| 7                                       | 2010-J    | SUBBASE, MODIFIED, 8"                                                       | SY   | 5490  | 0     |                 |
| 8                                       | 3010-D    | REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL                                 | CY   | 200   | 0     |                 |
| 9                                       | 4010-E    | SANITARY SEWER SERVICE STUB, PVC, 4"                                        | EA   | 1     | 0     |                 |
| 10                                      | 4020-A-1  | STORM SEWER, TRENCHED, RCP, 15"                                             | LF   | 630   | 0     |                 |
| 11                                      | 4020-A-1  | STORM SEWER, TRENCHED, RCP, 18"                                             | LF   | 84    | 0     |                 |
| 12                                      | 4020-A-1  | STORM SEWER, TRENCHED, RCP, 24"                                             | LF   | 99    | 0     |                 |
| 13                                      | 4020-D    | REMOVAL OF STORM SEWER, LESS THAN 36"                                       | LF   | 132   | 0     |                 |
| 14                                      | 4040-A    | SUBDRAIN, HDPE, 6"                                                          | LF   | 2400  | 0     |                 |
| 15                                      | 4040-C    | SUBDRAIN CLEANOUT, TYPE A-1, 6"                                             | EA   | 11    | 0     |                 |
| 16                                      | 4040-D    | SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6"                                   | EA   | 10    | 0     |                 |
| 17                                      | 4040-X    | CONNECT TO SUBDRAIN PIPE                                                    | EA   | 1     | 0     |                 |
| 18                                      | 5010-A-1  | WATER MAIN, TRENCHED, C900 DR18 PVC, STAB JOINT, 8", WITH TRACER WIRE       | LF   | 0     | 1310  |                 |
| 19                                      | 5010-A-2  | WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED JOINT, 8", WITH TRACER WIRE | LF   | 0     | 170   |                 |
| 20                                      | 5010-C-2  | FITTING, 8"                                                                 | LB   | 0     | 1150  |                 |
| 21                                      | 5010-D    | WATER SERVICE TRANSFER, COPPER, 1" (SAME SIDE)                              | EA   | 0     | 13    |                 |
| 22                                      | 5010-D    | WATER SERVICE TRANSFER, COPPER, 1" (OPPOSITE SIDE)                          | EA   | 0     | 13    |                 |
| 23                                      | 5010-E-3  | WATER SERVICE CURB STOP AND BOX, 1"                                         | EA   | 0     | 26    |                 |
| 24                                      | 5010-H    | WATER MAIN REMOVAL, 6"                                                      | LF   | 0     | 150   |                 |
| 25                                      | 5020-A    | VALVE, GATE, DUCTILE IRON (DI), 8-IN                                        | EA   | 0     | 5     |                 |
| 26                                      | 5020-C    | FIRE HYDRANT ASSEMBLY                                                       | EA   | 0     | 3     |                 |
| 27                                      | 5020-E    | FLUSHING DEVICE (BLOW OFF)                                                  | EA   | 0     | 2     |                 |
| 28                                      | 5020-J    | FIRE HYDRANT ASSEMBLY REMOVAL                                               | EA   | 0     | 3     |                 |
| 29                                      | 5020-L    | VALVE BOX REMOVAL                                                           | EA   | 0     | 4     |                 |
| 30                                      | 5020-X-1  | TAP FEE, 1", REPLACEMENT TAP FOR WATER SERVICE TRANSFER                     | EA   | 0     | 24    |                 |
| 31                                      | 5020-X-2  | PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE                             | EA   | 0     | 3     |                 |
| 32                                      | 5020-X-3  | FOUNDATION ROCK                                                             | TON  | 0     | 50    |                 |
| 33                                      | 6010-A    | STORM MANHOLE, SW-401, 48"                                                  | EA   | 1     | 0     |                 |
| 34                                      | 6010-B    | INTAKE, SW-503                                                              | EA   | 1     | 0     |                 |
| 35                                      | 6010-B    | INTAKE, SW-505                                                              | EA   | 6     | 0     |                 |
| 36                                      | 6010-B    | INTAKE, SW-508                                                              | EA   | 1     | 0     |                 |
| 37                                      | 6010-B    | INTAKE, SW-510, MODIFIED                                                    | EA   | 1     | 0     |                 |
| 38                                      | 6010-E    | MANHOLE ADJUSTMENT, MINOR                                                   | EA   | 3     | 0     |                 |
| 39                                      | 6010-F    | MANHOLE ADJUSTMENT, MAJOR                                                   | EA   | 2     | 0     |                 |
| 40                                      | 6010-H    | REMOVE MANHOLE                                                              | EA   | 1     | 0     |                 |
| 41                                      | 6010-H    | REMOVE INTAKE                                                               | EA   | 5     | 0     |                 |
| 42                                      | 7010-A    | PAVEMENT, PCC, 7"                                                           | SY   | 4290  | 0     |                 |
| 43                                      | 7030-A    | REMOVAL OF DRIVEWAY                                                         | SY   | 725   | 0     |                 |
| 44                                      | 7030-E    | SIDEWALK, PCC, 4"                                                           | SY   | 540   | 0     |                 |
| 45                                      | 7030-E    | SIDEWALK, PCC, 6"                                                           | SY   | 25    | 0     |                 |
| 46                                      | 7030-G    | DETECTABLE WARNING                                                          | SF   | 20    | 0     |                 |
| 47                                      | 7030-H-1  | DRIVEWAY, PAVED, PCC, 6"                                                    | SY   | 885   | 0     |                 |
| 48                                      | 7030-H-2  | DRIVEWAY, GRANULAR                                                          | TON  | 250   | 0     |                 |
| 49                                      | 7040-H    | PAVEMENT REMOVAL                                                            | SY   | 3980  | 0     |                 |
| 50                                      | 8030-A    | TEMPORARY TRAFFIC CONTROL                                                   | LS   | 1     | 0     |                 |
| 51                                      | 8040-D    | PERFORATED SQUARE STEEL TUBE POSTS                                          | EA   | 12    | 0     |                 |
| 52                                      | 9010-D    | WATERING                                                                    | LS   | 1     | 0     |                 |
| 53                                      | 9020-A    | SOD                                                                         | SQ   | 205   | 0     |                 |
| 54                                      | 9040-A-1  | SWPPP PREPARATION                                                           | LS   | 1     | 0     |                 |
| 55                                      | 9040-A-2  | SWPPP MANAGEMENT                                                            | LS   | 1     | 0     |                 |
| 56                                      | 9040-D-1  | FILTER SOCK, 8"                                                             | LF   | 2400  | 0     |                 |
| 57                                      | 9040-O-1  | STABILIZED CONSTRUCTION ENTRANCE                                            | SY   | 100   | 0     |                 |
| 58                                      | 9040-Q-2  | EROSION CONTROL MULCHING, HYDRO MULCHING                                    | AC   | 0.45  | 0     |                 |
| 59                                      | 9040-T-1  | INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL                           | EA   | 15    | 0     |                 |
| 60                                      | 9070-A    | MODULAR BLOCK RETAINING WALL                                                | SF   | 200   | 0     |                 |
| 61                                      | 11020-A   | MOBILIZATION                                                                | LS   | 1     | 0     |                 |
| 62                                      | 11030-A   | MAINTENANCE OF POSTAL SERVICE                                               | LS   | 1     | 0     |                 |
| 63                                      | 11030-B   | MAINTENANCE OF SOLID WASTE COLLECTION                                       | LS   | 1     | 0     |                 |

|    |           |                                         |    |    |   |  |
|----|-----------|-----------------------------------------|----|----|---|--|
| 64 | 11040-A   | TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS | LS | 1  | 0 |  |
| 65 | 11050-A   | CONCRETE WASHOUT                        | LS | 1  | 0 |  |
| 66 | 12040-X-X | CURBSIDE MAILBOX                        | EA | 23 | 0 |  |
| 67 |           |                                         |    |    |   |  |

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430 E GRAND AVE, SUITE 101  
DES MOINES, IOWA 50309  
Phone: (515) 259-9190  
Email: DesMoines@bolton-menk.com  
www.bolton-menk.com



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CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

ESTIMATED QUANTITIES

SHEET

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| ESTIMATE REFERENCE INFORMATION |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITEM NO.                       | ITEM CODE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1                              | 2010-C    | <u>CLEARING AND GRUBBING</u><br>THIS ITEM SHALL INCLUDE ALL NECESSARY CLEARING AND GRUBBING TO COMPLETE CONSTRUCTION. PROTECT ALL TREES NOT MARKED FOR REMOVAL.                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2                              | 2010-D-1  | <u>TOPSOIL, ON-SITE</u><br>TOPSOIL WITHIN THE GRADING LIMITS OF THE PROJECT SHALL BE STRIPPED, SALVAGED, AND RESPREAD AT A MINIMUM DEPTH OF 6".                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3                              | 2010-E    | <u>EXCAVATION, CLASS 10</u><br>ALL EXCESS MATERIAL TO BECOME THE PROPERTY OF THE CONTRACTOR AND HAULED OFFSITE. TOPSOIL SHALL BE PLACED AND SPREAD TO A MINIMUM THICKNESS OF 6" IN ALL DISTURBED TURF AREAS. STRIPPING AND STOCKPILING OF EXISTING TOPSOIL SHALL BE CONSIDERED INCIDENTAL TO THIS ITEM.                                                                                                                                                                                                                                                              |
| 4                              | 2010-F    | <u>BELOW GRADE EXCAVATION (CORE OUT)</u><br>TO BE USED AS APPROVED BY ENGINEER.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5                              | 2010-G    | <u>SUBGRADE PREPARATION</u><br>TO BE USED AS APPROVED BY ENGINEER. CONTRACTOR SHALL COMPACT SUBGRADE AND PROOF ROLL. IF SUBGRADE PASSES PROOF ROLL, NO SUBGRADE PREPARATION WILL BE REQUIRED. IF REQUIRED, SUBGRADE PREPARATION MUST BE COMPLETED IN 2 - 6" LIFTS. MOISTURE AND DENSITY TESTING WILL BE PROVIDED BY THE OWNER. CHECKING OF SUBGRADE WILL BE PREFORMED WITH ROUGH GRADING STAKES SET 25' APART.                                                                                                                                                       |
| 6                              | 2010-I    | <u>SUBGRADE TREATMENT, 15% POZZOSTONE</u><br>THIS ITEM WILL BE USED ONLY WHEN THE ENGINEER DETERMINES IT IS REQUIRED TO PROVIDE SUITABLE SUBGRADE. LOCATION(S) OF TREATMENT, IF ANY, WILL BE SPECIFIED BY THE ENGINEER. MATERIAL SHALL MEET OR EXCEED THE REQUIREMENTS FOR TYPE 2 GEOGRID. MATERIAL TO HAVE NOT CHUNKS LARGER THA 2 INCHES. HAULING OFF ANY EXCESS MATERIAL GENERATED DURING THE PROCESS SHALL BE CONSIDERED INCIDENTAL. QUANTITY IS ESTIMATED TO ESTABLISH A UNIT PRICE, ONLY QUANTITY APPROVED BY ENGINEER WILL BE PAID.                           |
| 7                              | 2010-J    | <u>SUBBASE, MODIFIED, 8"</u><br>THIS ITEM INCLUDES, BUT IS NOT LIMITED TO, FURNISHING, PLACING, COMPACTING, AND TRIMMING TO THE PROPER GRADE. ENGINEER WILL VERIFY GRADE AFTER TRIMMING WITH PAVING HUBS.                                                                                                                                                                                                                                                                                                                                                            |
| 8                              | 3010-D    | <u>REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL</u><br>UNSUITABLE BACKFILL MATERIAL SHALL BE REPLACED WITH GRANULAR BACKFILL OR OTHER APPROVED MATERIAL AS APPROVED BY THE ENGINEER. GRANULAR BACKFILL IS INCIDENTAL TO THIS ITEM. THIS ITEM WILL BE PAID BY THE CUBIC YARD - LOOSE VOLUME. NO RECYCLED CONCRETE OR RIP RAP ALLOWED. QUANTITY IS ESTIMATED TO ESTABLISH A UNIT PRICE, ONLY QUANTITY APPROVED BY ENGINEER WILL BE PAID.                                                                                                                                |
| 9                              | 4010-E    | <u>SANITARY SEWER SERVICE STUB, PVC, 4"</u><br>REMOVAL OF EXISTING PIPE, TRENCH EXCAVATION, FURNISHING NEW PIPE AND BEDDING MATERIAL, PLACING BEDDING AND BACKFILL MATERIAL, CONNECTION BACK TO EXISTING SERVICE, COMPACTION, TESTING, AND INSPECTION. INFORM RESIDENT 48 HOURS PRIOR TO WORK ON THAT SERVICE. VISUAL INSPECTION BY ENGINEER IS REQUIRED. QUANTITY IS ESTIMATED TO ESTABLISH A UNIT PRICE, ONLY QUANTITY APPROVED BY ENGINEER WILL BE PAID.                                                                                                          |
| 10                             | 4020-A-1  | <u>STORM SEWER, TRENCHED, RCP, 15"</u><br>INCLUDES FLEXIBLE GASKET JOINTS AT WATERMAIN CROSSINGS. VIDEO INSPECTION TO OCCUR PRIOR TO PAVING PER SUDAS 4060.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 11                             | 4020-A-1  | <u>STORM SEWER, TRENCHED, RCP, 18"</u><br>INCLUDES FLEXIBLE GASKET JOINTS AT WATERMAIN CROSSINGS. VIDEO INSPECTION TO OCCUR PRIOR TO PAVING PER SUDAS 4060.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12                             | 4020-A-1  | <u>STORM SEWER, TRENCHED, RCP, 24"</u><br>INCLUDES FLEXIBLE GASKET JOINTS AT WATERMAIN CROSSINGS. VIDEO INSPECTION TO OCCUR PRIOR TO PAVING PER SUDAS 4060.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 13                             | 4020-D    | <u>REMOVAL OF STORM SEWER, LESS THAN 36"</u><br>REMOVAL, DISPOSAL, AND CAPPING OF PIPE; AND FURNISHING AND PLACING BACKFILL MATERIAL.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 14                             | 4040-A    | <u>SUBDRAIN, HDPE, 6"</u><br>THIS ITEM INCLUDES, BUT IS NOT LIMITED TO, TRENCH EXCAVATION, FURNISHING AND PLACEMENT OF BEDDING AND BACKFILL MATERIAL, ENGINEERING FABRIC, CONNECTORS, AND ELBOWS AND TEES. THE LENGTH OF ELBOWS AND TEES OF THE PIPES INSTALLED WILL BE INCLUDED IN THE LENGTH OF PIPE MEASURED. POTHOLE FOR ALL EXISTING UTILITIES PRIOR TO SUBDRAIN INSTALLATION TO DETERMINE WHERE SUBDRAIN CAN BE PLACED. POTHOLING SHALL BE CONSIDERED INCIDENTAL TO THIS ITEM.                                                                                 |
| 15                             | 4040-C    | <u>SUBDRAIN CLEANOUT, TYPE A-1, 6"</u><br>THIS ITEM INCLUDED, BUT IS NOT LIMITED TO, ALL LABOR AND MATERIALS NECESSARY TO INSTALL SUBDRAIN CLEANOUTS AS SPECIFIED IN THE CONTRACT DOCUMENTS. PVC RISER PIPE SHALL BE SOLID WALL PVC. ALL CLEANOUTS TO BE PLACED BEHIND OF CURB. USE LIGHT DUTY (HS-20) CAST IRON CASTING.                                                                                                                                                                                                                                            |
| 16                             | 4040-D    | <u>SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6"</u><br>THIS ITEM INCLUDES, BUT IS NOT LIMITED TO, PIPE, NON-SHRINK GROUT, COUPLING BANDS, AND RODENT GUARDS FOR ALL SUBDRAIN OUTLETS AND CONNECTIONS.                                                                                                                                                                                                                                                                                                                                                                   |
| 17                             | 4040-X    | <u>CONNECT TO SUBDRAIN PIPE</u><br>THIS ITEM INCLUDES , BUT NOT LIMITED TO, ALL LABOR AND MATERIALS NECESSARY TO MAKE A CONNECTION TO PROPOSED SUBDRAIN WITH THE USE OF A WYE. WYES WILL BE EITHER 6" X 1" OR 6" X 2". CONTRACTOR TO VERIFY PIPE DIAMETER FOR CONNECTION. INCLUDES UP TO 20' OF SCHEDULE 40 PIPE WITH CAPPED END, A STEEL MARKER AT THE END FOR LOCATING PURPOSES, AND CONNECTION TO EXISTING PIPE IF ONE EXISTS. LOCATION DETERMINED BY ENGINEER. QUANTITY IS ESTIMATED TO ESTABLISH A UNIT PRICE, ONLY QUANTITY APPROVED BY ENGINEER WILL BE PAID. |

|    |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18 | 5010-A-1 | <u>WATER MAIN, TRENCHED, C900 DR18 PVC, STAB JOINT, 8", WITH TRACER WIRE</u><br>PROVIDE ALL MATERIAL, EQUIPMENT, AND LABOR NECESSARY TO INSTALL C900 PVC PIPE OF SPECIFIED SIZE, TYPE, AND RESTRAINT IN AN OPEN TRENCH. CONTRACTOR'S EXCAVATION WILL BE IN ACCORDANCE WITH DES MOINES WATER WORKS (DMWW) RULES AND REGULATIONS LOCATED AT WWW.DMWW.COM AND OSHA REQUIREMENTS. WORK INCLUDES, BUT IS NOT LIMITED TO, TRENCH EXCAVATION AND SHORING, UTILITY LOCATION AND PROTECTION, DEWATERING, FURNISHING AND INSTALLING PIPE, PLACING AND COMPACTING BEDDING AND BACKFILL MATERIAL, FURNISHING AND INSTALLING TRACER SYSTEM, PRESSURE TESTING, AND DISINFECTION ALL IN ACCORDANCE WITH CHAPTER TWO DETAILED SPECIFICATIONS. EACH TYPE AND SIZE OF PIPE WILL BE MEASURED IN LINEAR FEET ALONG THE CENTERLINE OF THE PIPE, INCLUDING THE LENGTH THROUGH THE FITTINGS. THE ENGINEER WILL MEASURE THE LENTH OF PIPE INSTALLED. THE CONTRACTOR WILL BE PAID THE CONTRACT UNIT PRICE TO THE NEAREST 0.1 FOOT OF PVC PIPE INSTALLED AS MEASURED.       |
| 19 | 5010-A-2 | <u>WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED JOINT, 8", WITH TRACER WIRE</u><br>PROVIDE ALL MATERIAL, EQUIPMENT, AND LABOR NECESSARY TO INSTALL C900 PVC PIPE OF SPECIFIED SIZE, TYPE, AND RESTRAINT IN AN OPEN TRENCH. CONTRACTOR'S EXCAVATION WILL BE IN ACCORDANCE WITH DES MOINES WATER WORKS (DMWW) RULES AND REGULATIONS LOCATED AT WWW.DMWW.COM AND OSHA REQUIREMENTS. WORK INCLUDES, BUT IS NOT LIMITED TO, TRENCH EXCAVATION AND SHORING, UTILITY LOCATION AND PROTECTION, DEWATERING, FURNISHING AND INSTALLING PIPE, PLACING AND COMPACTING BEDDING AND BACKFILL MATERIAL, FURNISHING AND INSTALLING TRACER SYSTEM, PRESSURE TESTING, AND DISINFECTION ALL IN ACCORDANCE WITH CHAPTER TWO DETAILED SPECIFICATIONS. EACH TYPE AND SIZE OF PIPE WILL BE MEASURED IN LINEAR FEET ALONG THE CENTERLINE OF THE PIPE, INCLUDING THE LENGTH THROUGH THE FITTINGS. THE ENGINEER WILL MEASURE THE LENTH OF PIPE INSTALLED. THE CONTRACTOR WILL BE PAID THE CONTRACT UNIT PRICE TO THE NEAREST 0.1 FOOT OF PVC PIPE INSTALLED AS MEASURED. |
| 20 | 5010-C-2 | <u>FITTING, 8"</u><br>PROVIDE ALL MATERIAL, EQUIPMENT, AND LABOR NECESSARY TO INSTALL DI FITTINGS OF SPECIFIED SIZE AND TYPE INCLUDING EXCAVATION, PIPE BEDDING, BONDING CABLES (DUCTILE IRON WATER MAIN ONLY), POLYETHYLENE ENCASEMENT, THRUST RESTRAINT, TRACER WIRE SYSTEM, BACKFILL, COMPACTION, PRESSURE TESTING, AND DISINFECTION, ALL IN ACCORDANCE WITH CHAPTER TWO DETAILED SPECIFICATIONS. THE ENGINEER WILL MEASURE THE TOTAL WEIGHT OF FITTINGS INSTALLED. THE CONTRACTOR WILL BE PAID THE CONTRACT UNIT PRICE PER POUND FOR EACH FITTING INSTALLED.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 21 | 5010-D   | <u>WATER SERVICE TRANSFER, COPPER, 1" (SAME SIDE)</u><br>CONTRACTOR IS REQUIRED TO COMPACT BACKFILL IN TAP HOLE USING APPROPRIATELY SIZED EQUIPMENT TO OBTAIN REQUIRED COMPACTION, INCLUDING HANDHELD COMPACTION DEVICES. COST FOR REPLACEMENT OF UNSUITABLE BACKFILL WILL BE PAID BY THE CONTRACTOR UNLESS APPROVED BY ENGINEER PRIOR TO WORK BEING COMPLETED. THE ENGINEER WILL COUNT THE NUMBER OF 1-INCH OPPOSITE SIDE WATER SERVICES TRANSFERRED. THE CONTRACTOR WILL BE PAID THE CONTRACT UNIT PRICE FOR EACH 1-INCH SAME SIDE WATER SERVICE TRANSFERRED.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 22 | 5010-D   | <u>WATER SERVICE TRANSFER, COPPER, 1" (OPPOSITE SIDE)</u><br>CONTRACTOR IS REQUIRED TO COMPACT BACKFILL IN TAP HOLE USING APPROPRIATELY SIZED EQUIPMENT TO OBTAIN REQUIRED COMPACTION, INCLUDING HANDHELD COMPACTION DEVICES. COST FOR REPLACEMENT OF UNSUITABLE BACKFILL WILL BE PAID BY THE CONTRACTOR UNLESS APPROVED BY ENGINEER PRIOR TO WORK BEING COMPLETED. THE ENGINEER WILL COUNT THE NUMBER OF 1-INCH OPPOSITE SIDE WATER SERVICES TRANSFERRED. THE CONTRACTOR WILL BE PAID THE CONTRACT UNIT PRICE FOR EACH 1-INCH OPPOSITE SIDE WATER SERVICE TRANSFERRED.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 23 | 5010-E-3 | <u>WATER SERVICE CURB STOP AND BOX, 1"</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 24 | 5010-H   | <u>WATER MAIN REMOVAL, 6"</u><br>PROVIDE MATERIAL, EQUIPMENT, AND LABOR TO CAP, REMOVE, AND PROPERTY DISPOSE OF EXISTING WATER MAIN INCLUDING ANY FITTINGS OR VALVES.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 25 | 5020-A   | <u>VALVE, GATE, DUCTILE IRON (DI), 8-IN</u><br>PROVIDE ALL MATERIAL, EQUIPMENT, AND LABOR NECESSARY TO INSTALL VALVE OF SPECIFIED SIZE AND TYPE WITH VALVE JOINTS, RETAINER GLANDS, VALVE BOXES, VALVE BOX ADAPTER, TRACER WIRE, POLYETHYLENE ENCASEMENT MATERIAL AND THRUST RESTRAINT INCLUDING EXCAVATION, PIPE BEDDING, BACKFILL, COMPACTION, PRESSURE TESTING AND DISINFECTION, ALL IN ACCORDANCE WITH CHAPTER TWO DETAILED SPECIFICATIONS. THE ENGINEER WILL COUNT THE NUMBER OF VALVES INSTALLED. THE CONTRACTOR WILL BE PAID THE CONTRACT UNIT PRICE FOR EACH VALVE INSTALLED.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 26 | 5020-C   | <u>FIRE HYDRANT ASSEMBLY</u><br>PROVIDE ALL MATERIAL, EQUIPMENT, AND LABOR NECESSARY TO INSTALL FIRE HYDRANT, MECHANICAL JOINT BY ANCHOR JOINT (MJ X AJ) TEE OR ANCHOR SPOOL, 6-INCH VALVE, VALVE BOX, VALVE BOX ADAPTER, 6-INCH DUCTILE IRON RESTRAINED JOINT PIPING AS REQUIRED, FITTINGS AS REQUIRED TO COMPLETE CONNECTION, BONDING CABLES, POLYETHYLENE ENCASEMENT, THRUST BLOCK, TRACER WIRE SYSTEM WITH RECEPTACLE POST INCLUDING EXCAVATION, BACKFILL, COMPACTION, PRESSURE TESTING AND DISINFECTION, ALL IN ACCORDANCE WITH CHAPTER TWO DETAILED SPECIFICATIONS. THE ENGINEER WILL COUNT THE NUMBER OF FIRE HYDRANTS INSTALLED. THE CONTRACTOR WILL BE PAID THE CONTRACT UNIT PRICE FOR EACH FIRE HYDRANT INSTALLED.                                                                                                                                                                                                                                                                                                                     |
| 27 | 5020-E   | <u>FLUSHING DEVICE (BLOW OFF)</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 28 | 5020-J   | <u>FIRE HYDRANT ASSEMBLY REMOVAL</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 29 | 5020-L   | <u>VALVE BOX REMOVAL</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 30 | 5020-X-1 | <u>TAP FEE, 1", REPLACEMENT TAP FOR WATER SERVICE TRANSFER</u><br>PLUMBER'S PERFORMING WATER SERVICE INSTALLATION ARE REQUIRED TO SCHEDULE TAP BY CALLING DMWW CUSTOMER SERVICE 24 HOURS PRIOR TO TAP AT 515-283-8700. CONTRACTOR WILL PAY TAP FEE. CONTRACTOR'S PLUMBER MUST NOT HAVE PAST DUE ACCOUNTS WITH DMWW AT TIME OF TAP REQUEST OR THE TAP WILL BE DENIED. PLUMBER WILL BE REQUIRED TO SUPPLY A SURETY BOND WITH A MINIMUM VALUE OF \$20,000 (BOND MUST BE UPDATED YEARLY UNLESS IT IS A CONTINUOUS BOND). PLUMBER WILL PROVIDE PLUMBING PERMIT NUMBER FROM CITY OR COUNTY WHERE PROJECT IS LOCATED AND PROPERTY ADDRESS WHERE REPLACEMENT TAPS ARE REQUIRED. THE ENGINEER WILL COUNT THE NUMBER OF 1-INCH REPLACEMENT TAPS. THE CONTRACTOR WILL BE PAID THE CONTRACT UNIT PRICE FOR EACH 1-INCH REPLACEMENT TAP.                                                                                                                                                                                                                       |
| 31 | 5020-X-2 | <u>PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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430 E GRAND AVE, SUITE 101  
DES MOINES, IOWA 50309  
Phone: (515) 259-9190  
Email: DesMoines@bolton-menk.com  
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CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

ESTIMATE REFERENCE NOTES

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|    |          | PROVIDE ALL MATERIAL, EQUIPMENT, AND LABOR NECESSARY TO PREPARE EXCAVATION FOR INSTALLATION OF THE TAPPING SLEEVE AND VALVE BY DMWW. WORK INCLUDES, BUT IS NOT LIMITED TO, EXCAVATION, SHORING, CLEANING THE MAIN PRIOR TO TAPPING, POLYETHYLENE ENCASEMENT, THRUST BLOCKING, SETTING OF THE VALVE BOX WITH VALVE BOX ADAPTER, BACKFILL, AND COMPACTION. DMWW ENGINEERING TECHNICIAN WILL SCHEDULE TAP AND WILL REQUEST TAPPING FEE BE CHARGED TO DMWW ENGINEERING PROJECT NUMBER. TAPPING FEE WILL BE PAID BY DMWW. TAPPING SLEEVE AND VALVE WILL BE PROVIDED AND INSTALLED BY DMWW. CONTRACTOR WILL HAVE EXCAVATION PREPARED AND PROPERLY SHORED IN ADVANCE OF SCHEDULED TAP IN ACCORDANCE WITH DMWW RULES AND REGULATIONS LOCATED AT WWW.DMWW.COM AND OSHA REQUIREMENTS. THE ENGINEER WILL COUNT THE NUMBER OF EXCAVATIONS COMPLETED. THE CONTRACTOR WILL BE PAID THE CONTRACT UNIT PRICE FOR THE NUMBER OF EXCAVATIONS. |
| 32 | 5020-X-3 | FOUNDATION ROCK<br>PROVIDE MATERIAL, EQUIPMENT, AND LABOR NECESSARY TO PLACE ROCK USED TO STABILIZE PIPE TRENCHES PRIOR TO PIPE INSTALLATION. THE ESTIMATED QUANTITY ASSUMES WET CONDITIONS IN SOME AREAS. BASIS OF PAYMENT IS QUANTITIES SHOWN ON THE MATERIAL DELIVERY TICKETS PROVIDED TO ENGINEER. THE CONTRACTOR WILL BE PAID THE CONTRACT UNIT PRICE TO THE NEAREST TON OF FOUNDATION ROCK INSTALLED AND APPROVED BY ENGINEER.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 33 | 6010-A   | STORM MANHOLE, SW-401, 48"<br>EXCAVATION, FURNISHING BEDDING MATERIAL, PLACING BEDDING AND BACKFILL MATERIAL, COMPACTION, BASE, STRUCTURAL CONCRETE, REINFORCING STEEL, PRECAST UNITS (IF USED), CASTINGS, AND ADJUSTMENT RINGS. ANY SHORING SHALL BE CONSIDERED INCIDENTAL. CASTING SHALL BE STAMPED WITH "STORM". ADJUSTING RINGS TO BE CRETEX PRO-RING OR APPROVED EQUAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 34 | 6010-B   | INTAKE, SW-503<br>EXCAVATION, FURNISHING BEDDING MATERIAL, PLACING BEDDING AND BACKFILL MATERIAL, COMPACTION, BASE, STRUCTURAL CONCRETE, REINFORCING STEEL, PRECAST UNITS (IF USED), CASTINGS, AND ADJUSTMENT RINGS. ANY SHORING SHALL BE CONSIDERED INCIDENTAL. CASTING SHALL BE STAMPED WITH "STORM". ADJUSTING RINGS TO BE CRETEX PRO-RING OR APPROVED EQUAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 35 | 6010-B   | INTAKE, SW-505<br><br>EXCAVATION, FURNISHING BEDDING MATERIAL, PLACING BEDDING AND BACKFILL MATERIAL, COMPACTION, BASE, STRUCTURAL CONCRETE, REINFORCING STEEL, PRECAST UNITS (IF USED), CASTINGS, AND ADJUSTMENT RINGS. ANY SHORING SHALL BE CONSIDERED INCIDENTAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 36 | 6010-B   | INTAKE, SW-508<br><br>EXCAVATION, FURNISHING BEDDING MATERIAL, PLACING BEDDING AND BACKFILL MATERIAL, COMPACTION, BASE, STRUCTURAL CONCRETE, REINFORCING STEEL, PRECAST UNITS (IF USED), CASTINGS, AND ADJUSTMENT RINGS. ANY SHORING SHALL BE CONSIDERED INCIDENTAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 37 | 6010-B   | INTAKE, SW-510, MODIFIED<br><br>EXCAVATION, FURNISHING BEDDING MATERIAL, PLACING BEDDING AND BACKFILL MATERIAL, COMPACTION, BASE, STRUCTURAL CONCRETE, REINFORCING STEEL, PRECAST UNITS (IF USED), INFILTRATION BARRIERS , CASTINGS, AND ADJUSTMENT RINGS. ANY SHORING SHALL BE CONSIDERED INCIDENTAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 38 | 6010-E   | MANHOLE ADJUSTMENT, MINOR<br><br>SEE M SHEETS FOR LOCATION, ADJUSTMENT NEEDS, AND MODIFICATION NEEDS. CASTING TO BE TYPE B WITH "SANITARY SEWER" STAMPED ON LID. MANUFACTURE TO BE NEENAH, EAST JORDAN, DETER OR APPROVED EQUAL. ADJUSTING RINGS TO BE CRETEX PRO-RING OR APPROVED EQUAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 39 | 6010-F   | MANHOLE ADJUSTMENT, MAJOR<br><br>SEE M SHEETS FOR LOCATION, ADJUSTMENT NEEDS, AND MODIFICATION NEEDS. CASTING TO BE TYPE B WITH "SANITARY SEWER" STAMPED ON LID. MANUFACTURE TO BE NEENAH, EAST JORDAN, DETER OR APPROVED EQUAL. ADJUSTING RINGS TO BE CRETEX PRO-RING OR APPROVED EQUAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 40 | 6010-H   | REMOVE MANHOLE<br><br>REMOVAL OF CASTING, CONCRETE, AND REINFORCEMENT AND BACKFILLING WITH SUITABLE MATERIAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 41 | 6010-H   | REMOVE INTAKE<br><br>REMOVAL OF CASTING, CONCRETE, AND REINFORCEMENT AND BACKFILLING WITH SUITABLE MATERIAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 42 | 7010-A   | PAVEMENT, PCC, 7"<br>FINAL TRIMMING OF SUBGRADE OR SUBBASE, INTEGRAL CURB, BARS AND REINFORCEMENT, JOINTS AND SEALING, SURFACE CURING AND PAVEMENT PROTECTION, SAFETY FENCING, CONCRETE FOR RIGID HEADERS, AND BOXOUTS FOR FIXTURES. NO EXTRA PAYMENT FOR COLD WEATHER PAVING.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 43 | 7030-A   | REMOVAL OF DRIVEWAY<br>ALL REMOVALS TO BE MARKED AND MEASURED BY THE ENGINEER. FULL DEPTH SAW CUTS ALONG THE REMOVAL LIMITS ARE INCIDENTAL TO THIS ITEM. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADDITIONAL REMOVAL, EARTHWORK, SUBGRADE PREPARATION, MODIFIED SUBBASE AND PAVING EXPENSES DUE TO DAMAGED EDGES. ADDITIONAL REMOVAL TO BE DETERMINED BY ENGINEER. PAYMENT SHALL BE MADE FOR THE AREA OF PAVEMENT REMOVED REGARDLESS OF THICKNESS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 44 | 7030-E   | SIDEWALK, PCC, 4"<br>CONCRETE WILL BE C OR M MIX WITH A MINIMUM COMPRESSIVE STRENGTH OF 4,000 PSI AT 28 DAYS. SLAG IS NOT ALLOWED. COMPACTION OF SUBGRADE IS INCIDENTAL TO THIS ITEM. CONCRETE TESTING WILL BE PROVIDED BY THE OWNER. NO EXTRA PAYMENT FOR COLD WEATHER PAVING.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 45 | 7030-E   | SIDEWALK, PCC, 6"<br>CONCRETE WILL BE C OR M MIX WITH A MINIMUM COMPRESSIVE STRENGTH OF 4,000 PSI AT 28 DAYS. SLAG IS NOT ALLOWED. COMPACTION OF SUBGRADE IS INCIDENTAL TO THIS ITEM. CONCRETE TESTING WILL BE PROVIDED BY THE OWNER. NO EXTRA PAYMENT FOR COLD WEATHER PAVING.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 46 | 7030-G   | DETECTABLE WARNING<br>DETECTABLE WARNINGS SHALL MEET CURRENT PROWAG STANDARDS. CONTRACTOR TO MATCH OTHERS USED IN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|    |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 47 | 7030-H-1 | DRIVEWAY, PAVED, PCC, 6"<br>CONCRETE WILL BE C OR M MIX WITH A MINIMUM COMPRESSIVE STRENGTH OF 4,000 PSI AT 28 DAYS. SLAG IS NOT ALLOWED. COMPACTION OF SUBGRADE IS INCIDENTAL TO THIS ITEM. CONCRETE TESTING WILL BE PROVIDED BY THE OWNER. NO EXTRA PAYMENT FOR COLD WEATHER PAVING.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 48 | 7030-H-2 | DRIVEWAY, GRANULAR<br>USED FOR TEMPORARY DRIVEWAY OR SIDEWALK AS SHOWN ON THE PLANS OR AS DIRECTED BY ENGINEER. INCLUDES THE PLACING AND REMOVAL OF ROCK.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 49 | 7040-H   | PAVEMENT REMOVAL<br>ALL REMOVALS TO BE MARKED AND MEASURED BY THE ENGINEER. SEE B SHEETS FOR EXISTING PAVEMENT TYPICAL SECTIONS. EXISTING PAVEMENT DEPTHS AND TYPES MAY VARY.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 50 | 8030-A   | TEMPORARY TRAFFIC CONTROL<br>ITEM SHALL INCLUDE ALL SIGNS, DELINEATORS, AND ARROW BOARDS AS STATED IN THESE PLANS FOR TRAFFIC CONTROL AND DETOUR. ANY SIGN PLACED FOR MORE THAN 3 DAYS SHALL BE PERMANENTLY MOUNTED ON A POST. EXTRA TYPE III BARRICADES AND CHANNELIZERS SHALL BE ON SITE AND DEPLOYED ACCORDING TO THE ENGINEER AND BE INCLUDED WITH THIS ITEM. THE CONTRACTOR SHALL FURNISH AND MAINTAIN ALL TRAFFIC CONTROL DEVICES REQUIRED FOR THE DURATION OF THIS PROJECT IN ACCORDANCE WITH THE CURRENT EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AS ADOPTED BY THE IDOT. ALL TRAFFIC CONTROL DEVICES SHALL BE PROPERLY LOCATED AND KEPT CLEAN AND LEGIBLE BY THE CONTRACTOR TO PROVIDE FOR SAFE TRAFFIC FLOW AT ALL TIMES. COORDINATE ALL STREET CLOSURES WITH THE ENGINEER AND THE CITY. TEMPORARY GRAVEL PATCHES TO MAINTAIN ACCESS FOR PHASED CONSTRUCTION IS INCIDENTAL TO THIS ITEM.                                                              |
| 51 | 8040-D   | PERFORATED SQUARE STEEL TUBE POSTS<br>ITEM SHALL INCLUDE ALL NEW SIGNS AND POST TO MATCH THE LOCATION OF EXISTING SIGNS. PAID PER EACH REGARDLESS THE NUMBER OF SIGNS ON THE POST. SIGNS SHALL BE NEW MATCHING.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 52 | 9010-D   | WATERING<br>THIS ITEM IS PROVIDE THE PROPOSED SEED WITH ENOUGH WATER TO MOISTEN THE DIRT TO A DEPTH OF 1 INCH AND ENSURE GROWTH OF THE SEED. WATER SHALL BE PREFORMED FOR 14 DAYS STRAIGHT. QUANTITY IS ESTIMATED AND USED TO ESTABLISHED A UNIT PRICE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 53 | 9020-A   | SOD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 54 | 9040-A-1 | SWPPP PREPARATION<br>DEVELOPMENT OF A SWPPP BY THE CONTRACTOR MEETING LOCAL AND STATE AGENCY REQUIREMENTS, FILING THE REQUIRED PUBLIC NOTICES, FILING A NOTICE OF INTENT FOR COVERAGE OF THE PROJECT UNDER THE IOWA DNR NPDES GENERAL PERMIT NO. 2, AND PAYMENT OF ASSOCIATED NPDES PERMIT FEES.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 55 | 9040-A-2 | SWPPP MANAGEMENT<br>THIS ITEM INCLUDES, BUT IS NOT LIMITED TO, ALL WORK REQUIRED TO COMPLY WITH THE ADMINISTRATIVE PROVISIONS OF THE IOWA DNR NPDES GENERAL PERMIT NO.2; INCLUDING RECORD KEEPING, DOCUMENTATION, UPDATING THE SWPPP, FILING THE NOTICE OF DISCONTINUATION, ETC. ITEM ALSO INCLUDES WEEKLY INSPECTION REQUIRED TO SATISFY THE PROVISIONS OF GENERAL PERMIT NO. 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 56 | 9040-D-1 | FILTER SOCK, 8"<br>INCLUDES MAINTENANCE AND REMOVAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 57 | 9040-O-1 | STABILIZED CONSTRUCTION ENTRANCE<br>INCLUDES REMOVAL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 58 | 9040-Q-2 | EROSION CONTROL MULCHING, HYDRO MULCHING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 59 | 9040-T-1 | INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL<br>THIS ITEM SHALL BE USED ON STORM SEWER CURB INLET STRUCTURES. INSPECTION SHALL MEET THE REQUIREMENTS AS SET FORTH IN THE NPDES GENERAL PERMIT NO. 2 AND SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR ALONG WITH INSTALLATION, MAINTENANCE, AND REMOVAL OF DEVICE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 60 | 9070-A   | MODULAR BLOCK RETAINING WALL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 61 | 11020-A  | MOBILIZATION<br>THIS ITEM IS FOR ALL PREPARATORY WORK AND COSTS INCURRED BEFORE BEGINNING THE WORK ON THE PROJECT AND DURING THE PROJECT. THIS ITEM SHALL ALSO INCLUDE THE COSTS FOR ANY STAGED CONSTRUCTION AND EQUIPMENT SET UP TO COMPLETE THE WORK. NO CHANGE IN THE CONTRACT PRICE WILL BE MADE FOR ANY CHANGE IN STAGING OR COMBINATION THEREOF.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 62 | 11030-A  | MAINTENANCE OF POSTAL SERVICE<br>COORDINATE WITH USPS AND PROPERTY OWNERS FOR TEMPORARY MAILBOX LOCATION WHEN NECESSARY. ENSURING MAIL SERVICE IS MAINTAINED THROUGHOUT THE PROJECT. LOCATION AND SET UP OF MAIL BOX BANK TO BE APPROVED BY USPS AND ENGINEER PRIOR TO PLACEMENT. ITEM ALSO INCLUDES A BOX FOR DELIVERED PACKAGES LARGER THAN WHAT CAN FIT IN THE MAIL BOXES, MIN 4'X4'X3'.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 63 | 11030-B  | MAINTENANCE OF SOLID WASTE COLLECTION<br>CONTRACTOR SHALL COORDINATE WITH WASTE COLLECTION SERVICE TO ENSURE SERVICE IS MAINTAINED THROUGHOUT THE DURATION OF THE PROJECT (INCLUDING RECYCLE). LABEL ALL BINS WITH ADDRESS BY REMOVABLE MEANS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 64 | 11040-A  | TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS<br>THIS ITEM INCLUDES THE USE OR RENTAL OF A COURTESY CART DURING CONSTRUCTION, PERSONNEL TO OPERATE THE CART, MAINTENANCE OF SAID CART, AND INSURANCE FOR THE CART AND ITS OCCUPANTS DURING OPERATION. THE COURTESY CART WILL BE USED FOR TRANSPORTING RESIDENTS TO AND FROM THEIR PARKED VEHICLES TO THEIR RESIDENCES WHILE THE ROADWAY IS CLOSED TO VEHICULAR TRAFFIC. THE CONTRACTOR HAS THE OPTION REGARDING THE KIND OF CART PROVIDED (GOLF, GATOR, ETC.). ENGINEER ON RECORD SHALL APPROVE CART OPTION. IT WILL BE THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE A MOBILE PHONE NUMBER TO WHICH RESIDENTS CAN CALL BETWEEN THE HOURS OF 7:00 AM TO 7:00 PM. MONDAY THROUGH SUNDAY. TO WHICH THEY WILL BE ABLE TO REACH THE COURTESY CART DRIVER. REFER TO THE J SHEET FOR ADDITIONAL INFORMATION. THE CART WILL OPERATE IN CONJUNCTION WITH GRADING AND PAVING OPERATIONS. THE MAXIMUM WAIT TIME FOR THE COURTESY CART SHALL BE 30 MINUTES. |

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430 E GRAND AVE, SUITE 101  
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Phone: (515) 259-9190  
Email: DesMoines@bolton-menk.com  
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CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

ESTIMATE REFERENCE NOTES

SHEET

C.04



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|    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 65 | 11050-A   | CONCRETE WASHOUT<br>PROVIDING CONCRETE WASHWATER CONTAINMENT, COLLECTION, AND DISPOSAL.                                                                                                                                                                                                                                                                                                                                                                                                    |
| 66 | 12040-X-X | CURBSIDE MAILBOX<br>THIS ITEM INCLUDES, BUT IS NOT LIMITED TO, REMOVAL OF EXISTNG POST, SALVAGING EXISTING MAILBOX, EXCAVATION FOR POST, A NEW 4"X4" POST OR POST THAT MATCHES MAILBOX ASSEMBLY, AND INSTALLATION OF SALVAGED MAILBOX. COORDINATED WITH THE LOCAL POSTMASTER AND USPS WEBSITE FOR GUIDANCE ON MAIL BOX INSTALLATION. CONTRACTOR RESPONSIBLE FOR DAMAGED MAILBOX DURING STORAGE AND SHALL REPLACE AT NO EXPENSE TO OWNER. OWNER MAY PROVIDE A NEW MAILBOX FOR INSTALLATION. |
| 67 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| EXCAVATION QUANTITY                     | Depth, FT | Quantity, SY | Quantity, SF | Volume, CF | Volume, CY | CUT, CY | FILL, CY | FILL FACTOR | ADJ. FILL | NET CUT, CY |
|-----------------------------------------|-----------|--------------|--------------|------------|------------|---------|----------|-------------|-----------|-------------|
| Excavation RAW data (EG-FG)             |           |              |              |            |            | 239.00  | 173.61   | 1.35        | 234.37    | 4.63        |
| Existing Pavement Removal ( Average 6") | 0.50      | 3,976.44     | 35,787.99    | 17,894.00  | 662.74     |         |          |             |           |             |
| Existing Driveway Removal (assumed 6")  | 0.50      | 686.84       | 6,181.53     | 3,090.77   | 114.47     |         |          |             |           |             |
|                                         |           |              |              |            |            |         |          |             |           |             |
| Proposed 7" Paving                      | 0.58      | 4,277.44     | 38,496.96    | 22,456.56  | 831.72     |         |          |             |           |             |
| Modified Subbase 8"                     | 0.67      | 5,490.54     | 49,414.85    | 32,943.23  | 1,220.12   |         |          |             |           |             |
| Proposed Sidewalk 4"                    | 0.33      | 530.31       | 4,772.76     | 1,590.92   | 58.92      |         |          |             |           |             |
| Proposed Sidewalk 6"                    | 0.50      | 22.68        | 204.13       | 102.07     | 3.78       |         |          |             |           |             |
| Proposed Driveway                       | 0.50      | 838.90       | 7,550.06     | 3,775.03   | 139.82     |         |          |             |           |             |
| Proposed Topsoil                        | 0.50      | 2,323.34     | 20,910.08    | 10,455.04  | 387.22     |         |          |             |           |             |
| Paving Difference                       |           |              |              |            |            | 1389.10 |          |             |           |             |
| Sidewalk Difference                     |           |              |              |            |            | 62.70   |          |             |           |             |
| Driveway Difference                     |           |              |              |            |            | 25.34   |          |             |           |             |
| Topsoil                                 |           |              |              |            |            | -387.22 |          |             |           |             |
|                                         |           |              |              |            |            | 1328.93 | 173.61   | 1.35        | 234.37    | 1094.55     |

| STORM SEWER PIPES |                |              |          |        |            |           |         |
|-------------------|----------------|--------------|----------|--------|------------|-----------|---------|
| PIPE NAME         | FROM STRUCTURE | TO STRUCTURE | PIPE DIA | Length | PIPE GRADE | START INV | END INV |
| STRM-1            | INT-1          | MH - 12      | 24" RCP  | 14 LF  | 1.00%      | 888.19    | 888.05  |
| STRM-2            | INT-2          | INT-1        | 15" RCP  | 22 LF  | 10.00%     | 891.50    | 889.29  |
| STRM-3            | INT-3          | INT-1        | 24" RCP  | 58 LF  | 2.08%      | 889.59    | 888.39  |
| STRM-4            | MH-1           | INT-3        | 24" RCP  | 27 LF  | 2.50%      | 890.35    | 889.69  |
| STRM-5            | MH - 13        | MH-1         | 15" RCP  | 8 LF   | 2.18%      | 890.62    | 890.45  |
| STRM-6            | INT-4          | MH-1         | 18" RCP  | 84 LF  | 6.00%      | 895.59    | 890.55  |
| STRM-7            | INT-5          | INT-4        | 15" RCP  | 27 LF  | 2.00%      | 898.04    | 897.50  |
| STRM-8            | INT-6          | INT-4        | 15" RCP  | 275 LF | 5.49%      | 910.78    | 895.69  |
| STRM-9            | INT-7          | INT-6        | 15" RCP  | 27 LF  | 2.00%      | 911.82    | 911.28  |
| STRM-10           | INT-8          | INT-6        | 15" RCP  | 252 LF | 4.93%      | 923.32    | 910.88  |
| STRM-11           | INT-9          | INT-8        | 15" RCP  | 27 LF  | 2.00%      | 924.36    | 923.82  |

| STORM SEWER STRUCTURES |                |         |            |                   |             |                                                             |                    |
|------------------------|----------------|---------|------------|-------------------|-------------|-------------------------------------------------------------|--------------------|
| STRUCTURE              | ALIGNMENT      | STATION | OFFSET     | TYPE              | RIM/FG ELEV | INLET ELEV                                                  | OUTLET ELEV        |
| INT-1                  | 127880_68th St | 1+06.00 | 8.89' RT   | SW-510 N MODIFIED | 896.40      | 889.29, 15" RCP W<br>888.39, 24" RCP N                      | 888.19, 24" RCP SE |
| INT-2                  | 127880_68th St | 1+11.52 | -12.50' LT | "SW-508"          | 896.59      | 893.83, 6" HDPE NW                                          | 891.50, 15" RCP E  |
| INT-3                  | 127880_68th St | 1+63.58 | 13.50' RT  | SW-503 N          | 898.24      | 896.11, 6" HDPE NE<br>889.69, 24" RCP W                     | 889.59, 24" RCP S  |
| INT-4                  | 127880_68th St | 2+50.00 | -13.50' LT | SW-505 N          | 901.75      | 895.69, 15" RCP N<br>897.50, 15" RCP E<br>899.54, 6" HDPE N | 895.59, 18" RCP S  |
| INT-5                  | 127880_68th St | 2+50.00 | 13.50' RT  | SW-505 N          | 901.75      | 899.54, 6" HDPE N                                           | 898.04, 15" RCP W  |
| INT-6                  | 127880_68th St | 5+25.00 | -13.50' LT | SW-505 N          | 915.35      | 910.88, 15" RCP N<br>911.28, 15" RCP E<br>913.02, 6" HDPE N | 910.78, 15" RCP S  |
| INT-7                  | 127880_68th St | 5+25.00 | 13.50' RT  | SW-505 N          | 915.35      | 913.02, 6" HDPE N                                           | 911.82, 15" RCP W  |
| INT-8                  | 127880_68th St | 7+77.28 | -13.50' LT | SW-505 N          | 927.96      | 923.82, 15" RCP E<br>925.46, 6" HDPE N                      | 923.32, 15" RCP S  |
| INT-9                  | 127880_68th St | 7+77.28 | 13.50' RT  | SW-505 N          | 927.96      | 925.46, 6" HDPE N                                           | 924.36, 15" RCP W  |
| MH-1                   | 127880_68th St | 1+65.97 | -12.89' LT | SW-401 N 48       | 898.37      | 890.55, 18" RCP N<br>890.45, 15" RCP W<br>896.15, 6" HDPE W | 890.35, 24" RCP E  |

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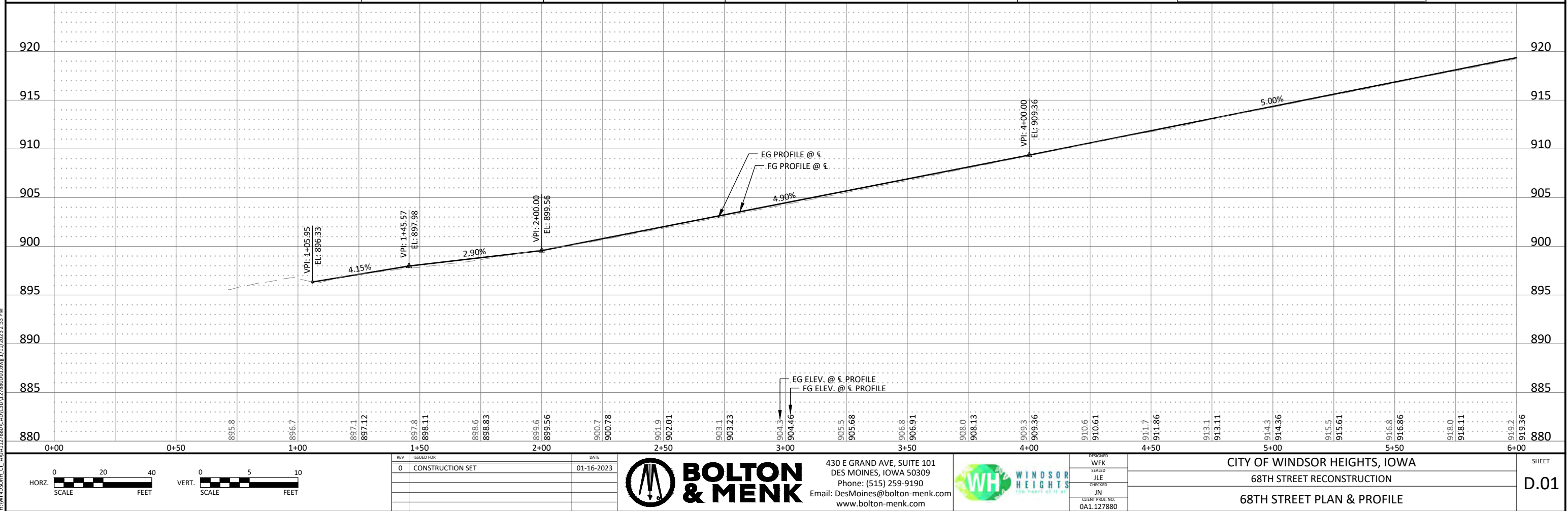
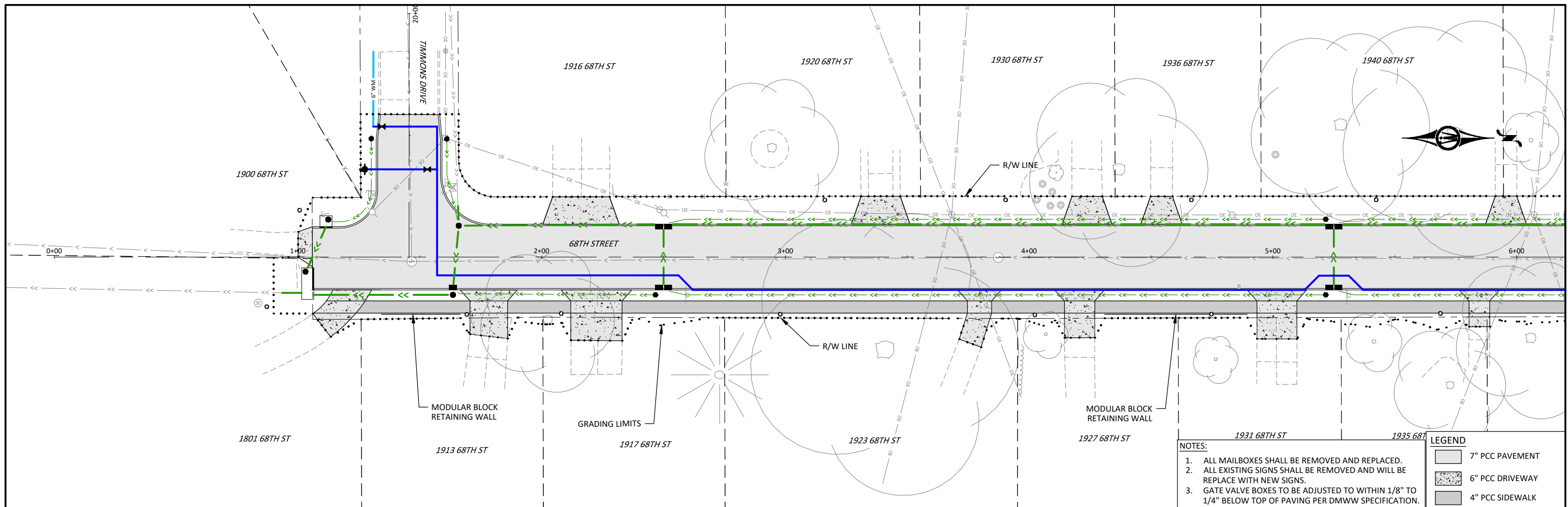
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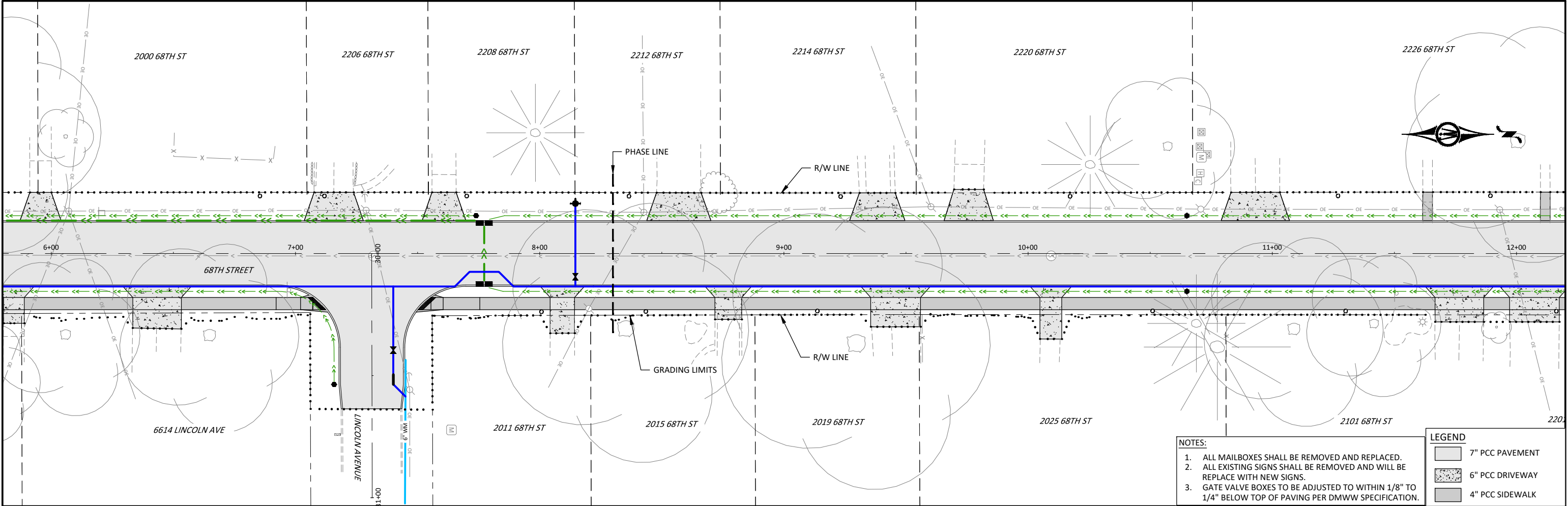
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Email: DesMoines@bolton-menk.com  
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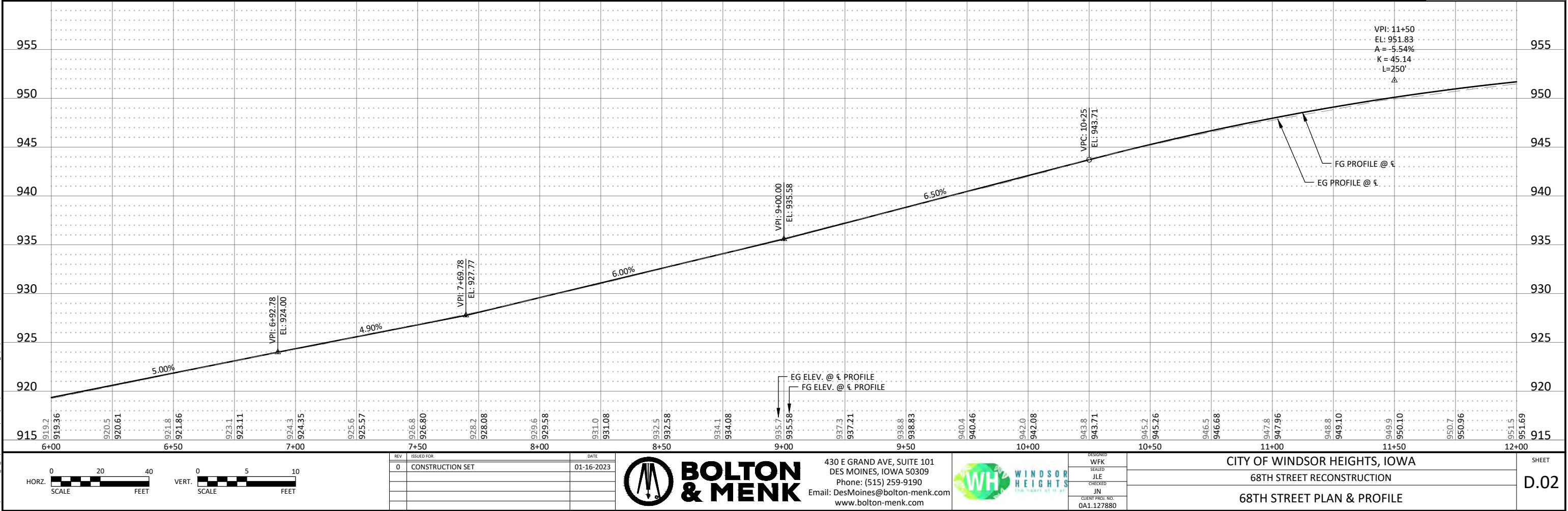
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| 68TH STREET RECONSTRUCTION    |                      |
| TABULATIONS                   |                      |



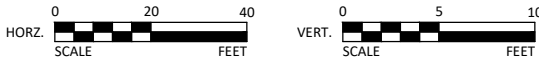


- NOTES:
1. ALL MAILBOXES SHALL BE REMOVED AND REPLACED.
  2. ALL EXISTING SIGNS SHALL BE REMOVED AND WILL BE REPLACE WITH NEW SIGNS.
  3. GATE VALVE BOXES TO BE ADJUSTED TO WITHIN 1/8" TO 1/4" BELOW TOP OF PAVING PER DMWW SPECIFICATION.

| LEGEND |                 |
|--------|-----------------|
|        | 7" PCC PAVEMENT |
|        | 6" PCC DRIVEWAY |
|        | 4" PCC SIDEWALK |



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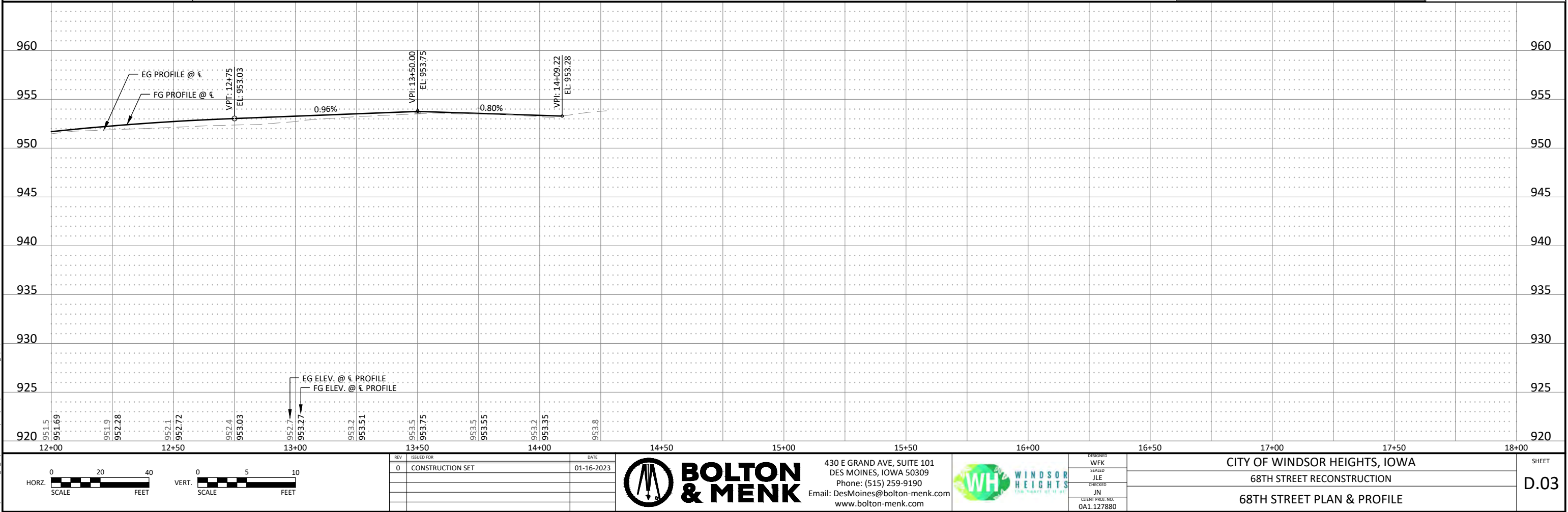
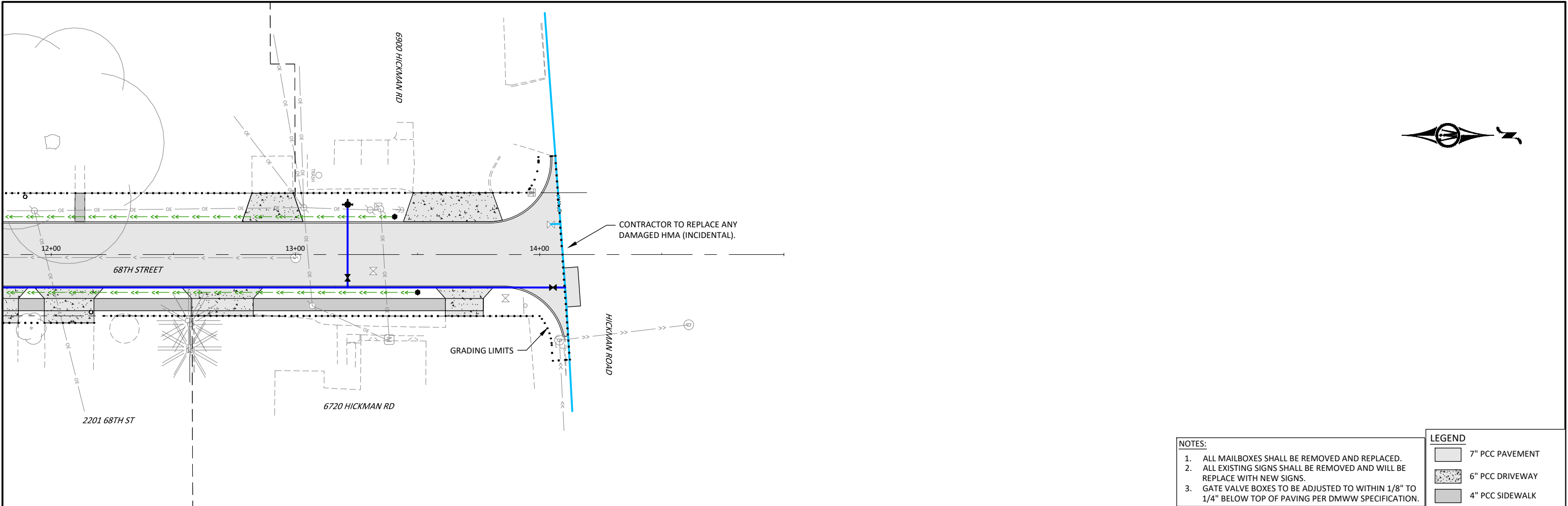
430 E GRAND AVE, SUITE 101  
DES MOINES, IOWA 50309  
Phone: (515) 259-9190  
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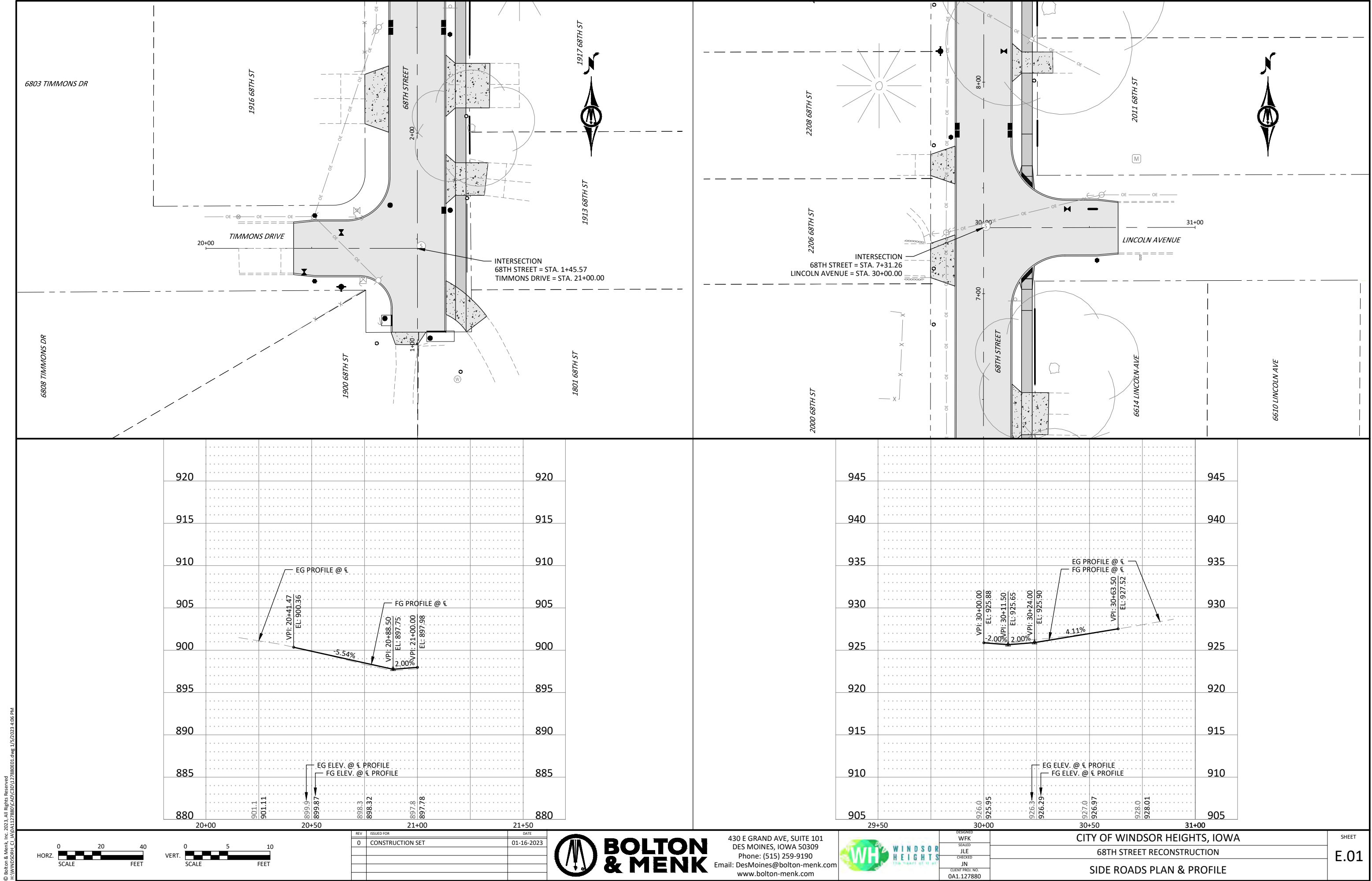


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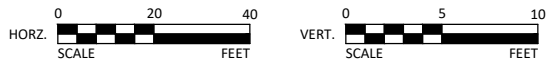
CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
68TH STREET PLAN & PROFILE

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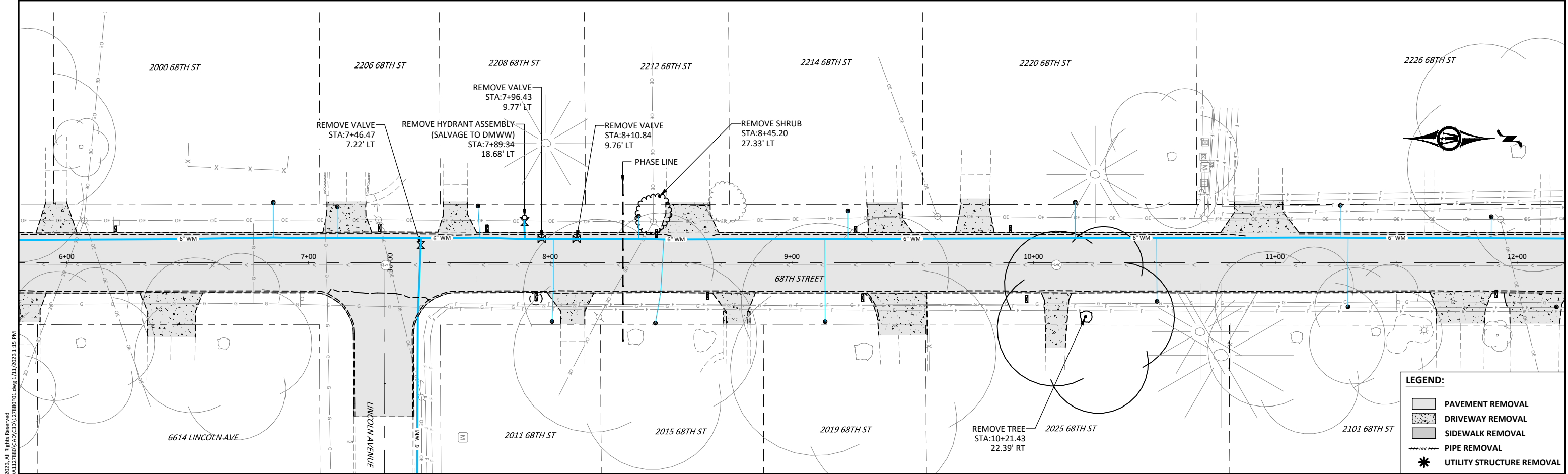
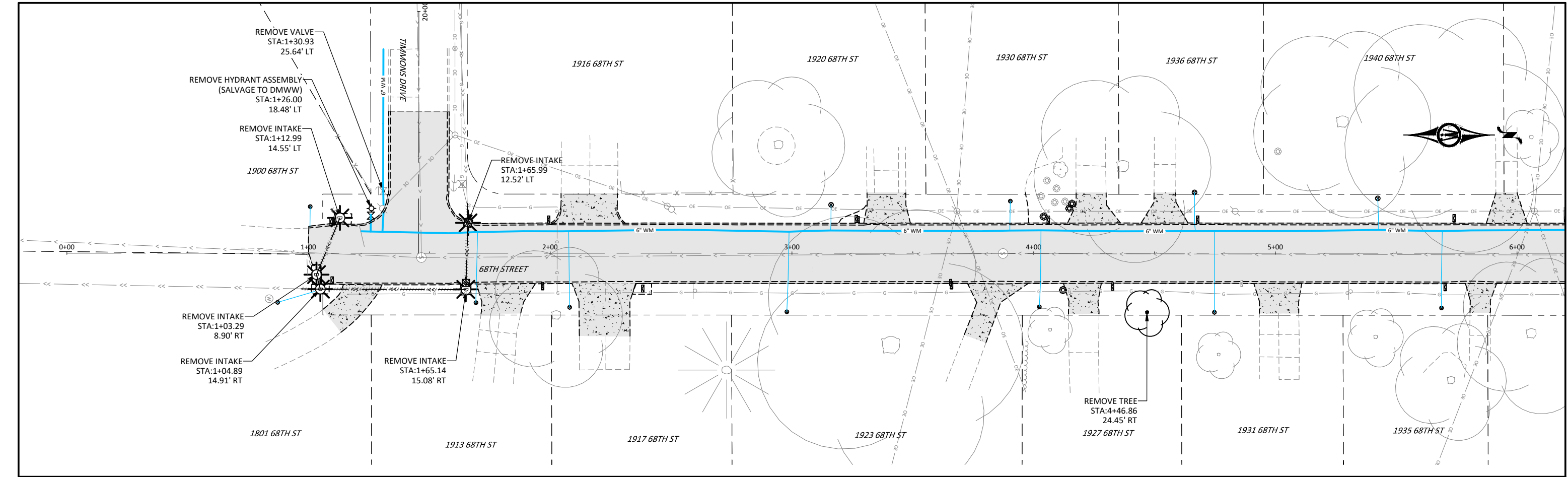


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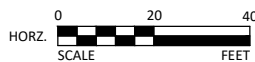
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68TH STREET RECONSTRUCTION  
SIDE ROADS PLAN & PROFILE

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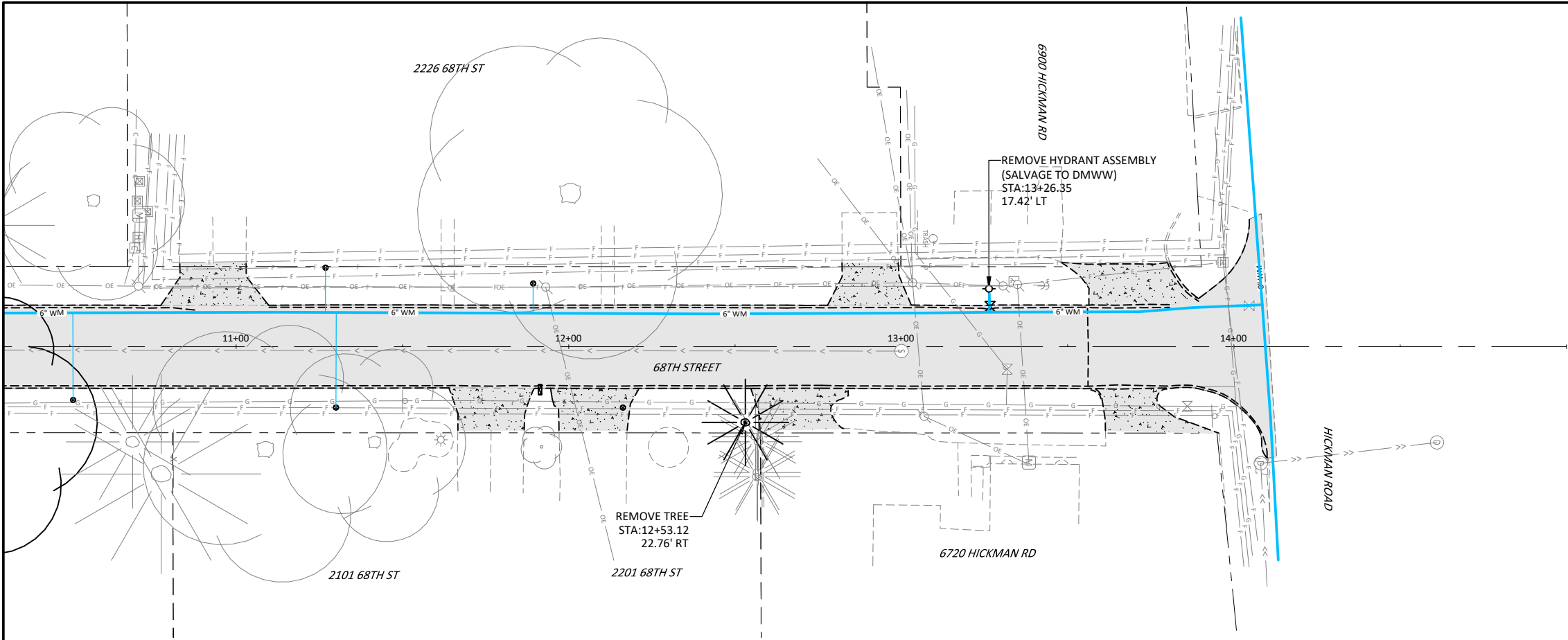


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CITY OF WINDSOR HEIGHTS, IOWA  
 68TH STREET RECONSTRUCTION  
 EXISTING CONDITIONS & REMOVALS

| LEGEND: |                           |
|---------|---------------------------|
|         | PAVEMENT REMOVAL          |
|         | DRIVEWAY REMOVAL          |
|         | SIDEWALK REMOVAL          |
|         | PIPE REMOVAL              |
|         | UTILITY STRUCTURE REMOVAL |

SHEET  
**F.01**



**LEGEND:**

- PAVEMENT REMOVAL
- DRIVEWAY REMOVAL
- SIDEWALK REMOVAL
- PIPE REMOVAL
- UTILITY STRUCTURE REMOVAL

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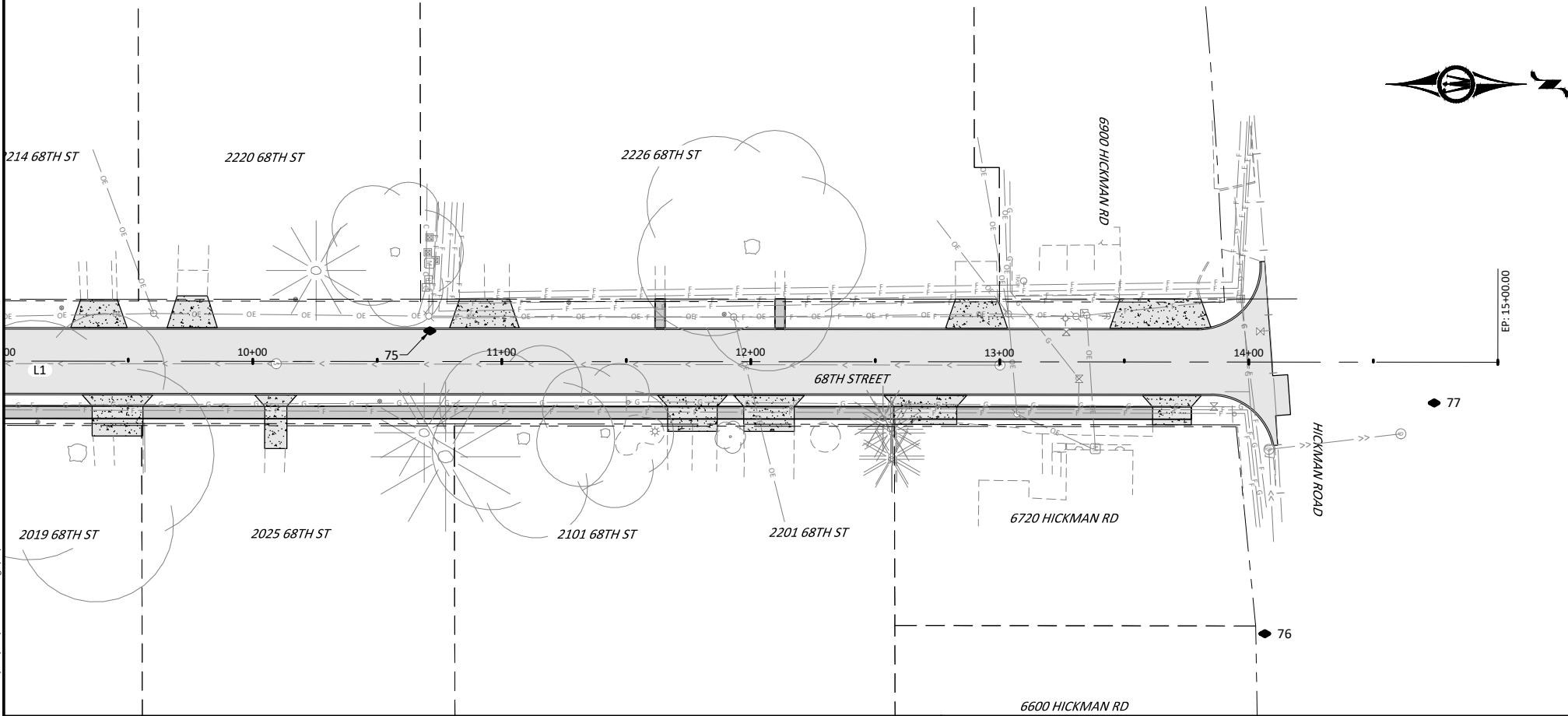
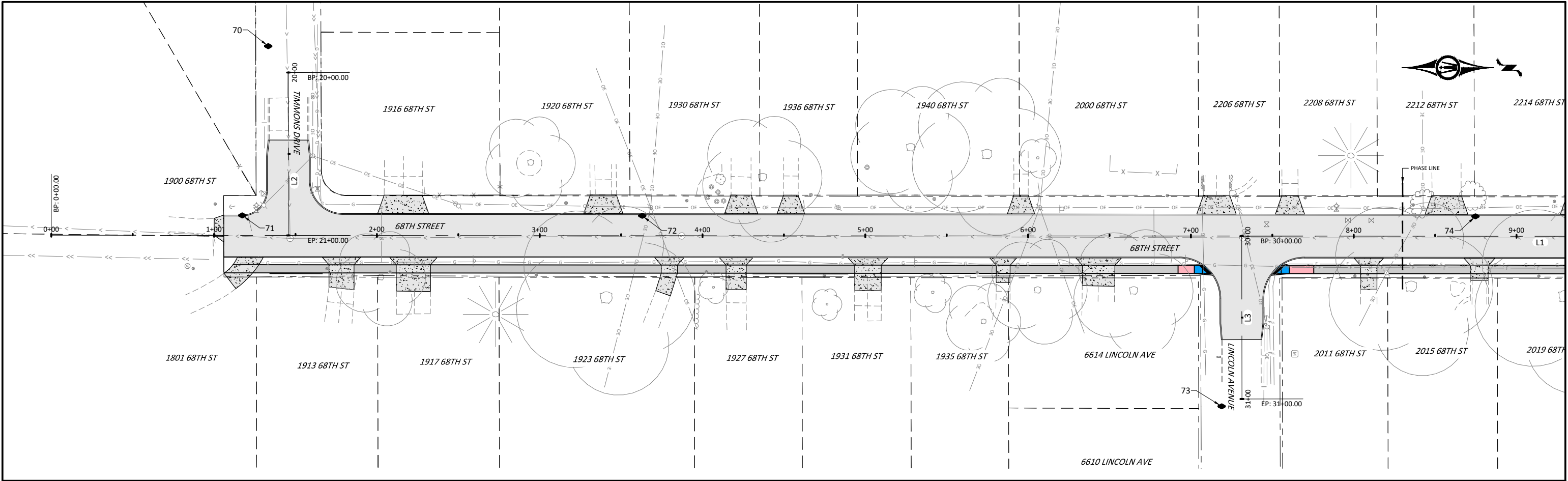


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| CITY OF WINDSOR HEIGHTS, IOWA  | SHEET<br><b>F.02</b> |
| 68TH STREET RECONSTRUCTION     |                      |
| EXISTING CONDITIONS & REMOVALS |                      |



| 68TH STREET - ALIGNMENT DATA    |             |                                    |                                  |               |             |                        |
|---------------------------------|-------------|------------------------------------|----------------------------------|---------------|-------------|------------------------|
| NUMBER                          | LENGTH (FT) | START POINT<br>(EASTING, NORTHING) | END POINT<br>(EASTING, NORTHING) | START STATION | END STATION | LINE / CHORD DIRECTION |
| L1                              | 1500.000    | (18501905.48,7495862.56)           | (18501906.56,7497362.56)         | 0+00          | 15+00       | N0° 02' 28.92"E        |
| TIMMONS DRIVE - ALIGNMENT DATA  |             |                                    |                                  |               |             |                        |
| NUMBER                          | LENGTH (FT) | START POINT<br>(EASTING, NORTHING) | END POINT<br>(EASTING, NORTHING) | START STATION | END STATION | LINE / CHORD DIRECTION |
| L2                              | 100.000     | (18501805.58,7496008.28)           | (18501905.58,7496008.12)         | 20+00         | 21+00       | S89° 54' 31.60"E       |
| LINCOLN AVENUE - ALIGNMENT DATA |             |                                    |                                  |               |             |                        |
| NUMBER                          | LENGTH (FT) | START POINT<br>(EASTING, NORTHING) | END POINT<br>(EASTING, NORTHING) | START STATION | END STATION | LINE / CHORD DIRECTION |
| L3                              | 100.003     | (18501906.00,7496593.75)           | (18502006.01,7496593.90)         | 30+00         | 31+00       | N89° 54' 57.51"E       |

| POINT LAT/LONG DATA |                           |           |            |             |
|---------------------|---------------------------|-----------|------------|-------------|
| POINT NUMBER        | RAW DESCRIPTION           | ELEVATION | NORTH      | EAST        |
| 70                  | VFCP /CUT X BOC           | 903.307   | 7495995.82 | 18501789.41 |
| 71                  | VFCP /CUT X NE COR INTAKE | 897.177   | 7495979.90 | 18501893.31 |
| 72                  | VFCP /CUT X BOC           | 907.567   | 7496225.54 | 18501893.52 |
| 73                  | VFCP /CUT X BOC           | 929.467   | 7496581.47 | 18502010.50 |
| 74                  | VFCP /CUT X BOC           | 934.437   | 7496737.33 | 18501893.87 |
| 75                  | VFCP /CUT X BOC           | 946.697   | 7496933.73 | 18501893.96 |
| 76                  | VFCP /CUT X EOWK          | 954.417   | 7497269.00 | 18502015.56 |
| 77                  | VFCP /CUT X BOC           | 953.957   | 7497336.99 | 18501922.90 |

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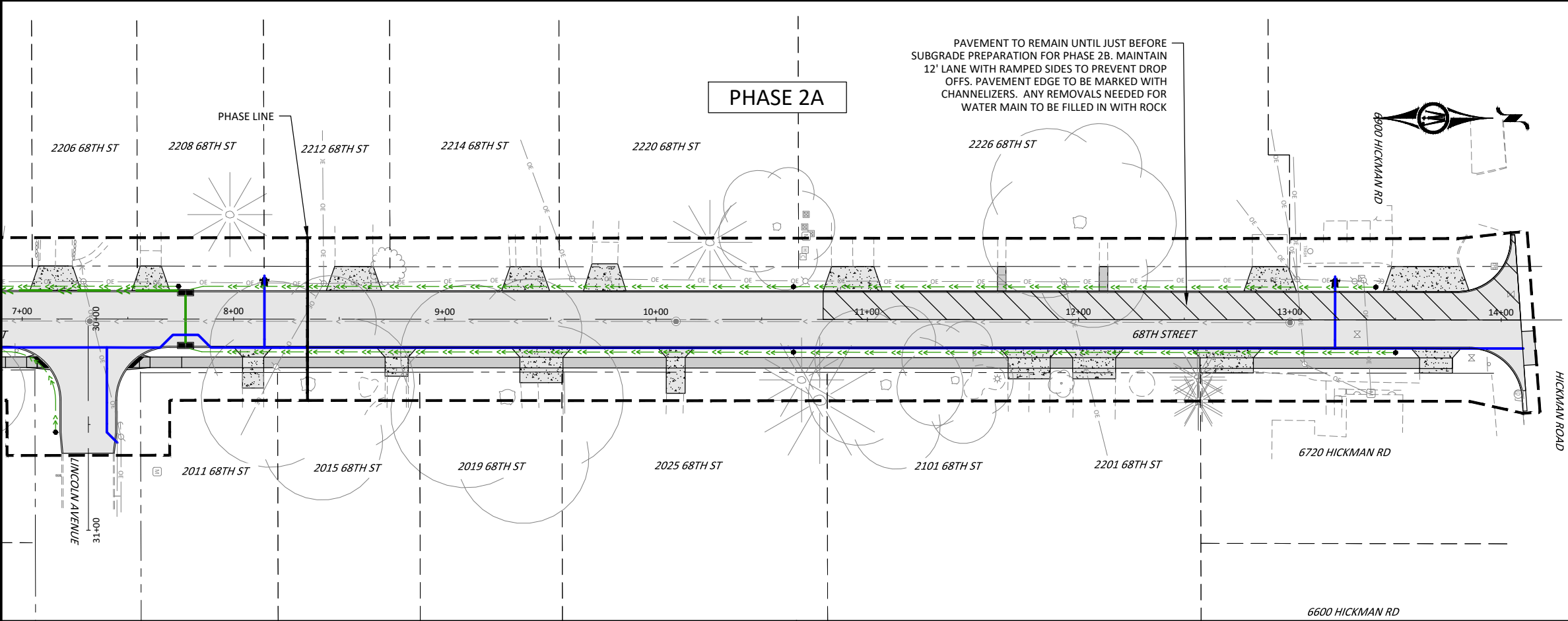
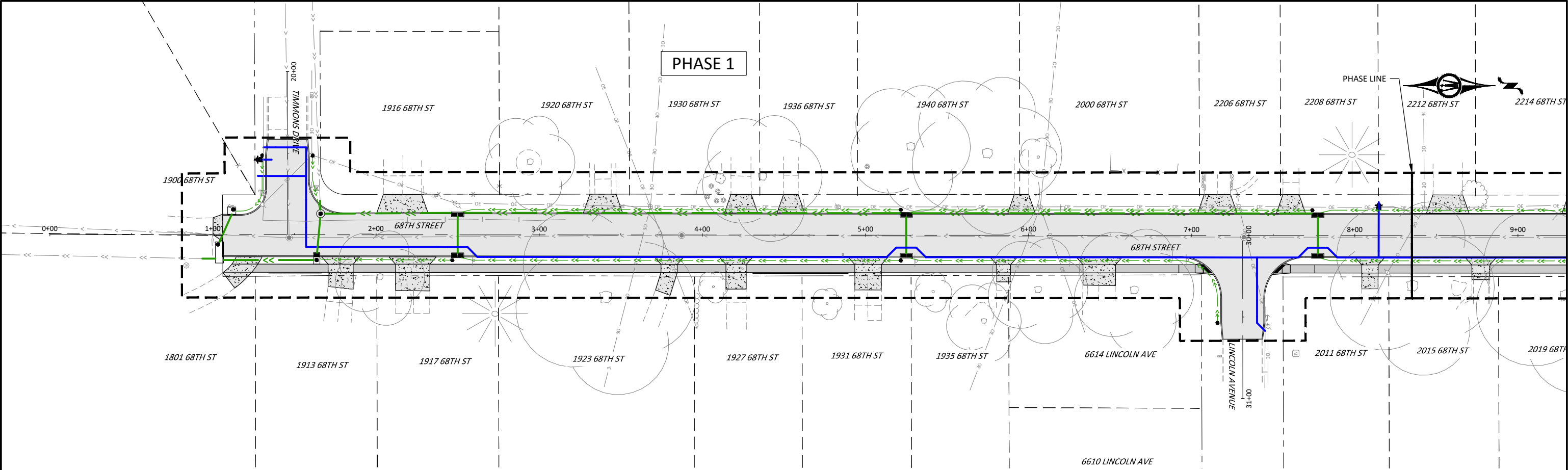
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| 68TH STREET RECONSTRUCTION    |                      |
| REFERENCE TIES & BENCHMARKS   |                      |





- STAGING NOTES:**
1. THE CONTRACTOR IS TO CONSTRUCT THE PROJECT IN STAGES. THE CONTRACTOR SHALL PROVIDE A STAGING PLAN PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
  2. ANY ADJUSTMENT TO THE STAGING/TRAFFIC CONTROL SHALL BE COORDINATED WITH THE CITY OF WINDSOR HEIGHTS AND ENGINEER ON RECORD A MINIMUM OF TWO WEEKS IN ADVANCE.
  3. THE CONTRACTOR SHALL REQUEST, IN WRITING, PERMISSION TO START EACH STAGE OF THE PROJECT AND SUBMIT AN UPDATED SCHEDULE FOR EACH STAGE UNDER CONSTRUCTION.
  4. THE ROAD SHALL BE SCRAPPED AND BROOMED PRIOR TO OPENING EVERY STAGE TO TRAFFIC.
  5. SITE RESTORATION SHALL BE COMPLETE PRIOR TO THE NEXT STAGE STARTING.

- MAINTAINING MOBILITY FOR RESIDENTS:**
1. DUE TO THE MOBILITY ISSUES OF SEVERAL RESIDENTS ALONG THE CORRIDOR, IT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE A COURTESY CART FOR TRANSPORTING RESIDENTS TO AND FROM THEIR PARKED VEHICLES TO THEIR PLACE OF RESIDENCE WHILE THE ROADWAY IS CLOSED.
  2. THE CONTRACTOR HAS THE OPTION REGARDING THE KIND OF CART PROVIDED (GOLF, GATOR, ETC.) ENGINEER ON RECORD SHALL APPROVE CART OPTION.
  3. IT WILL BE THE CONTRACTORS RESPONSIBILITY TO PROVIDE A MOBILE PHONE NUMBER TO WHICH RESIDENTS CAN CALL BETWEEN THE HOURS OF 7:00 AM AND 7:00 PM, MONDAY THROUGH SUNDAY TO WHICH THEY WILL BE ABLE TO REACH THE COURTESY CART DRIVER, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE RESIDENTS.
  4. THE CART WILL OPERATE IN CONJUNCTION WITH GRADING AND PAVING OPERATIONS. THE MAXIMUM WAIT TIME FOR THE COURTESY CART SHALL BE 1 HOUR.

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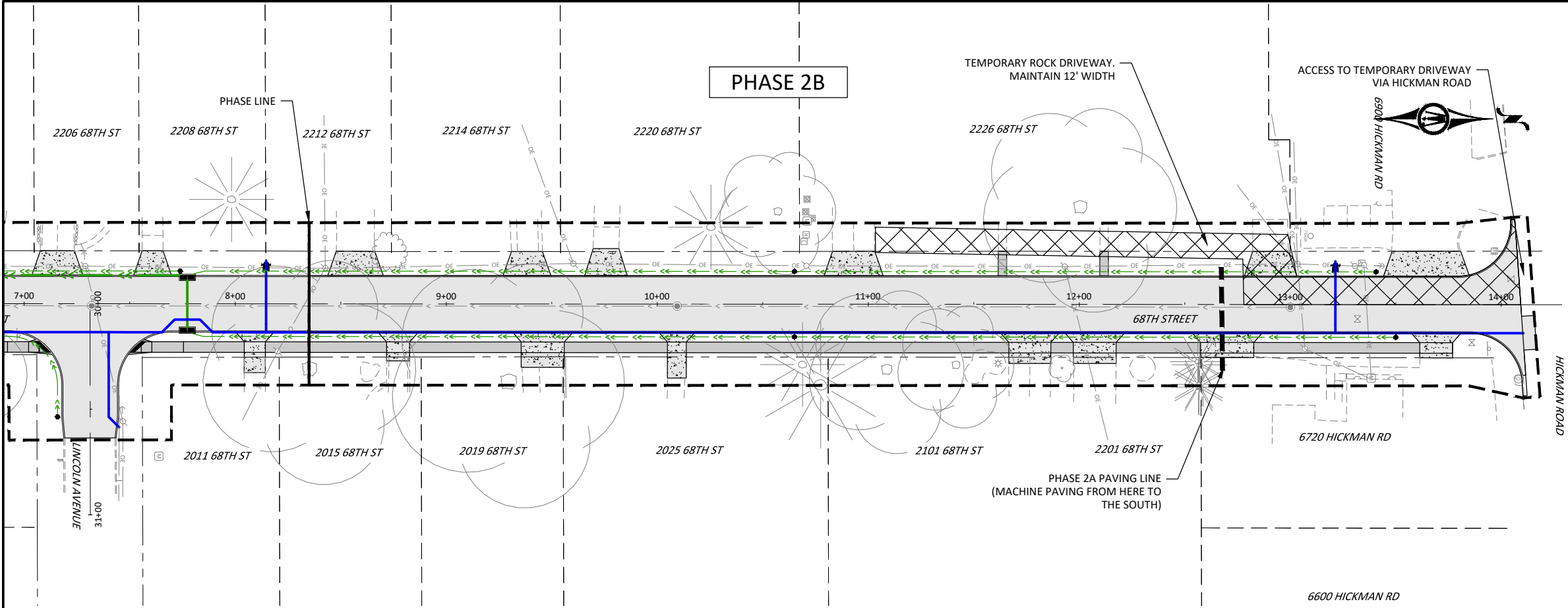


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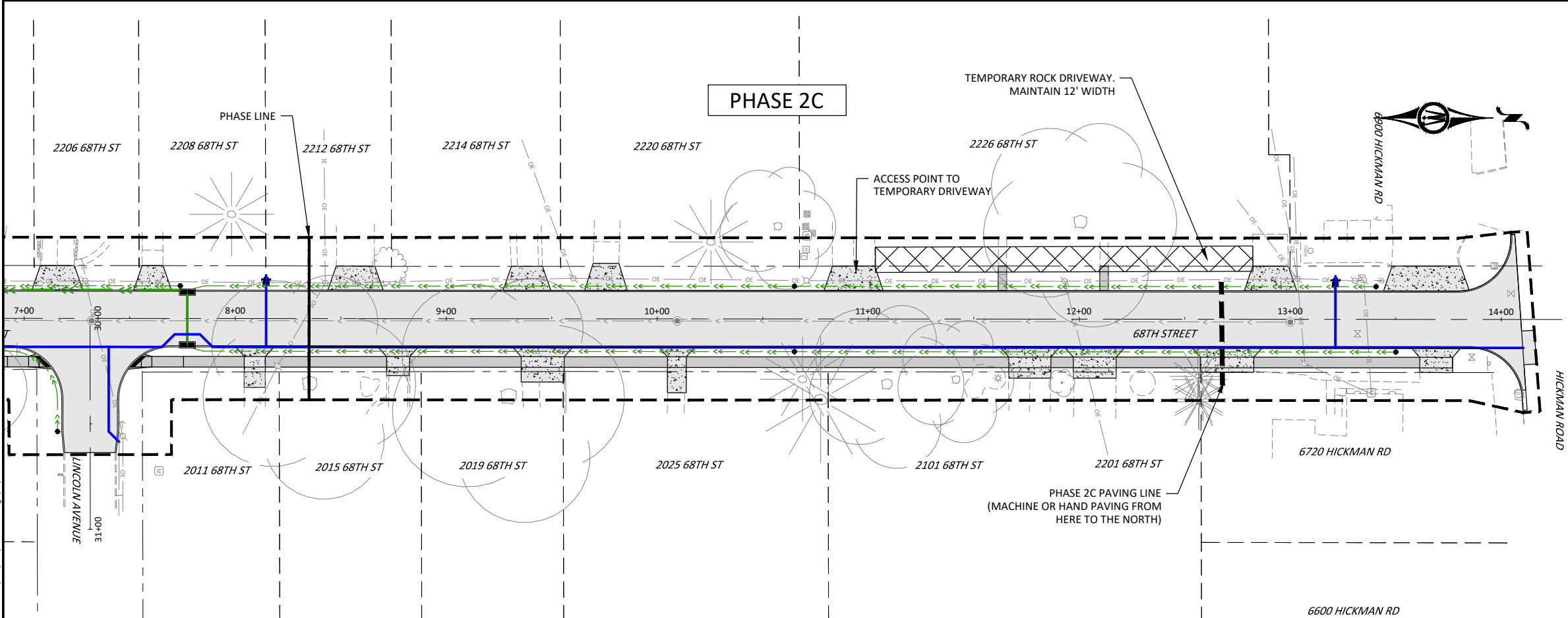


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| CITY OF WINDSOR HEIGHTS, IOWA | SHEET |
| 68TH STREET RECONSTRUCTION    | J.01  |
| STAGING PLAN                  |       |



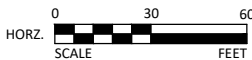
- PHASE 2B SEQUENCING:
1. REMOVE REMAINING PAVEMENT FROM PHASE 2.
  2. INSTALL TEMPORARY ROCK DRIVEWAY AS SHOWN.
  3. WORK ON ROAD GRADING AND MODIFIED INSTALLATION SOUTH OF PAVING LINE SHOWN NEAR STA 12+50 OR AS CLOSE TO NORTH APARTMENT DRIVEWAY AS POSSIBLE TO ALLOW ACCESS TO TEMPORARY ROCK DRIVEWAY.
  4. POUR ROADWAY AND DRIVEWAYS IN PREPPED AREAS SOUTH OF STA 12+50.



- PHASE 2C SEQUENCING:
1. PROVIDE ACCESS TO THE SOUTH APARTMENT COMPLEX THROUGH THEIR CONCRETE DRIVEWAY AND MAINTAIN TEMPORARY ROCK ACCESS TO THE NORTH DRIVEWAY.
  2. REMOVE TEMPORARY ROCK ON THE STREET PORTION.
  3. START DIRTWORK AND PAVING OPERATIONS ON THE REMAINING PAVEMENT AND DRIVEWAYS.

NO WORK CAN COMMENCE ON PHASE 2C UNTIL THE APARTMENT COMPLEX HAS ACCESS TO THEIR DRIVEWAY

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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
STAGING PLAN

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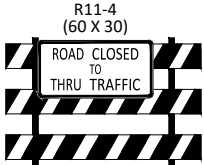
TRAFFIC CONTROL NOTES:

1. SPECIFIC TRAFFIC CONTROL LAYOUTS ARE SHOWN ON THESE PLANS. THESE ARE GENERAL TRAFFIC CONTROL LAYOUTS FOR INFORMATION ONLY.
2. SUBMIT DETAILED TRAFFIC CONTROL PLANS FOR ALL WORK LOCATIONS FOR APPROVAL PRIOR TO PRECONSTRUCTION MEETING. ALL TRAFFIC CONTROL PLANS, DEVICES, AND PROCEDURES SHALL CONFORM TO THE CURRENT VERSION OF THE MUTCD.
3. ALL TRAFFIC CONTROL DEVICES SHALL BE FURNISHED, ERECTED, MAINTAINED, AND REMOVED BY THE CONTRACTOR.
4. PORTABLE MOUNTINGS FOR WARNING SIGNS MAY BE USED FOR TEMPORARY INSTALLATIONS OF 3 DAYS OR LESS. ALL OTHER TRAFFIC CONTROL SHALL BE POST MOUNTED.
5. THE PROPOSED SIGNAGE MAY BE MODIFIED TO MEET FIELD CONDITIONS, PREVENT OBSTRUCTIONS AND TO ACCOMMODATE CONSTRUCTION SCHEDULING UPON APPROVAL OF THE PROJECT ENGINEER.
6. ORANGE SAFETY FENCE SHALL BE PLACED ENTIRELY ACROSS THE TRAVELED PORTION OF THE ROADWAY AT ALL LOCATIONS WHERE TYPE III BARRICADES WITH "ROAD CLOSED" SIGNS ARE USED.
7. SIGNAGE MAINTENANCE SHALL BE CONSIDERED INCIDENTAL TO TRAFFIC CONTROL AND REQUIRED AS DIRECTED BY THE ENGINEER.
8. ALL CONSTRUCTION SIGNS SHALL BE DIAMOND GRADE FLUORESCENT ORANGE OR WHITE V.I.P. SHEETING OR EQUIVALENT. (IOWA DOT TYPE VII SHEETING).
9. THE CONTRACTOR SHALL REMOVE AND REINSTALL ALL CITY SIGNS THAT WILL BE IN THE WAY.
10. AT THE TIME OF INITIAL SETUP OR AT THE TIME OF MAJOR STAGE CHANGES, 100 PERCENT OF EACH TYPE OF DEVICE (SIGNS, CONES, TUBULAR MARKERS, DRUMS, BARRICADES, VERTICAL PANELS, CHANGEABLE MESSAGE SIGNS, AND PAVEMENT MARKINGS) SHALL BE CLASSIFIED AS ACCEPTABLE BY THE REQUIREMENT OF THE AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA), "QUALITY STANDARD FOR WORK ZONE TRAFFIC CONTROL DEVICES 1992." THROUGHOUT THE DURATION OF THE PROJECT, UNACCEPTABLE DEVICES OR SITUATIONS THAT ARE FOUND ON THE JOBSITE AS DETERMINED BY BEFORE MENTIONED PUBLICATION SHALL BE REPLACED OR THE SITUATION CORRECTED WITHIN 12 HOURS OF INITIAL NOTIFICATIONS BY THE ENGINEER.
11. THE LOCATION FOR STORAGE OF EQUIPMENT BY THE CONTRACTOR DURING NONWORKING HOURS SHALL BE AS APPROVED BY THE ENGINEER, AND THE CONTRACTOR SHALL PROVIDE A WRITTEN AGREEMENT WITH THE PROPERTY OWNER.



TYPE III BARRICADE

A



TYPE III BARRICADE

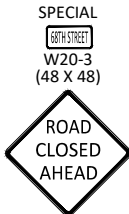
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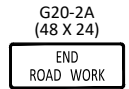
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
TRAFFIC CONTROL PHASE 1

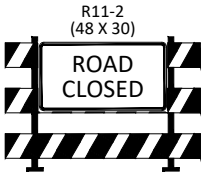
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TYPE III BARRICADE

A



TYPE III BARRICADE

B



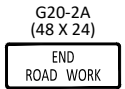
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CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

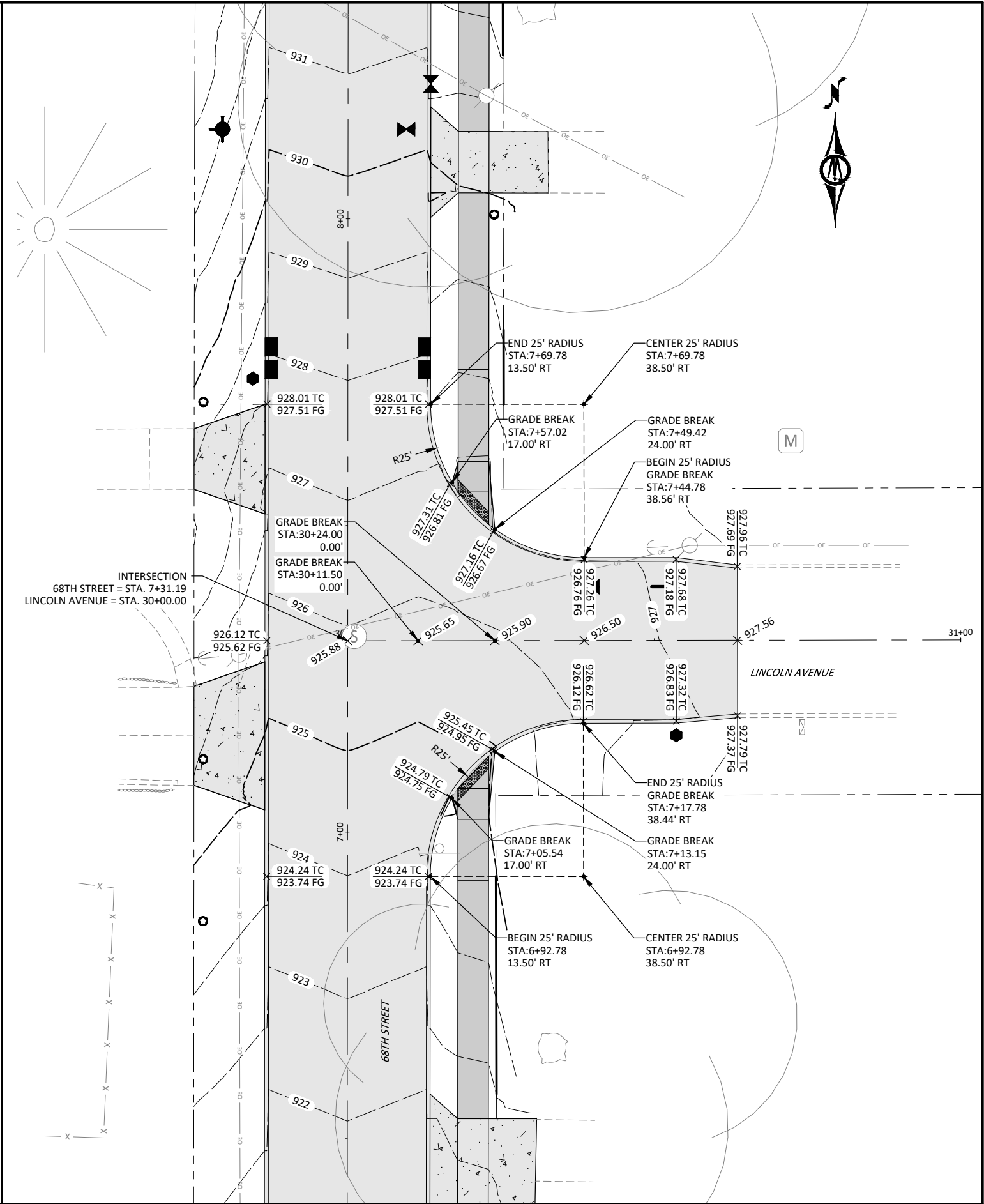
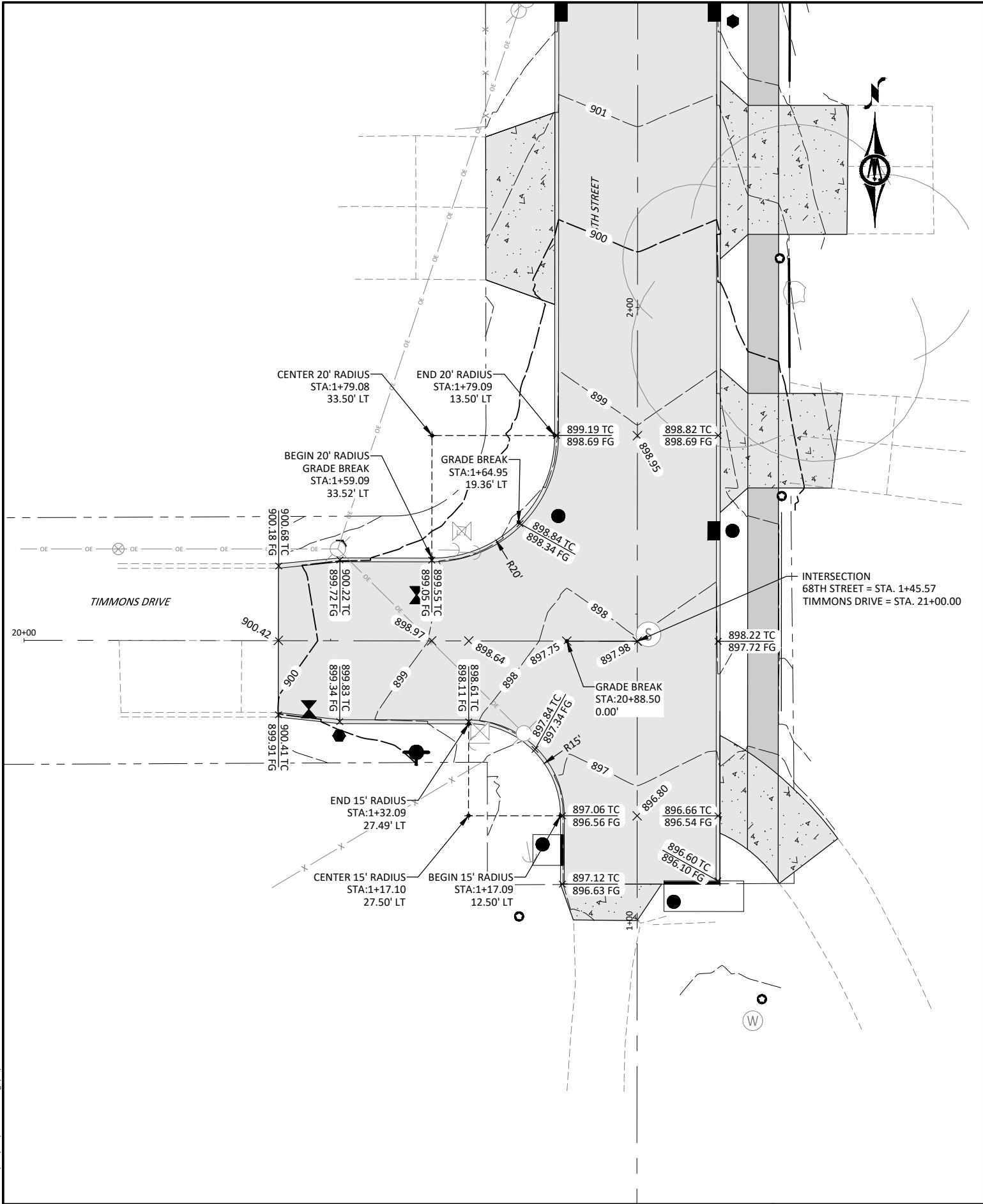
TRAFFIC CONTROL PHASE 1

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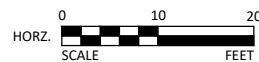
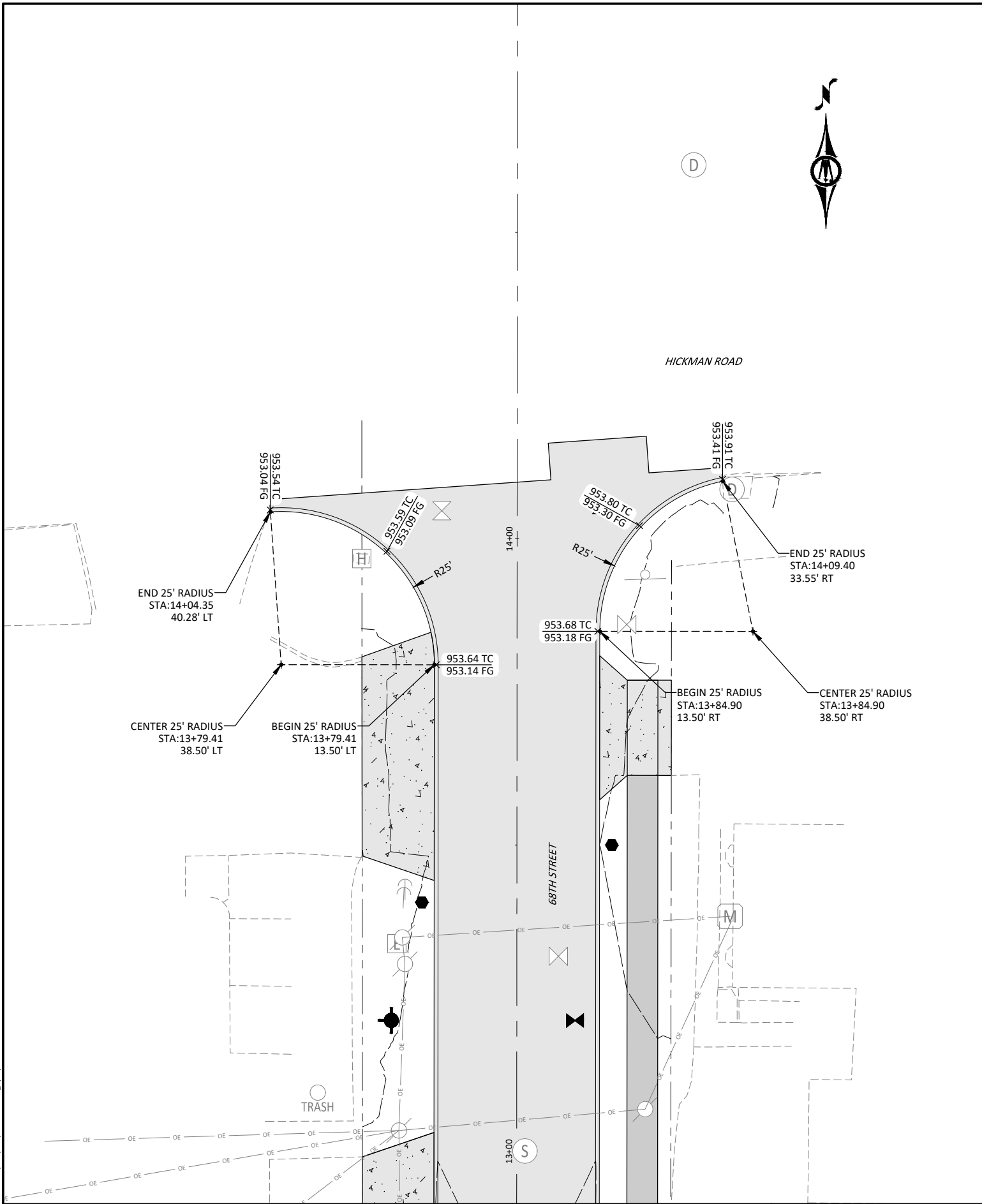
68TH STREET RECONSTRUCTION

INTERSECTION DETAILS

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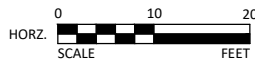
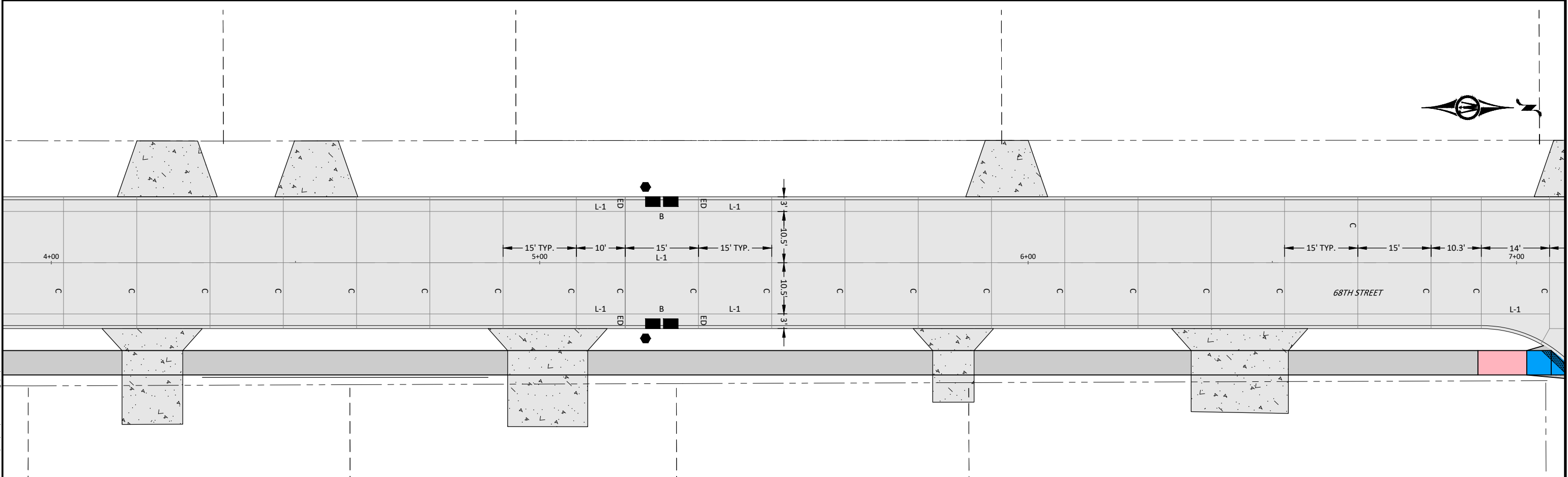
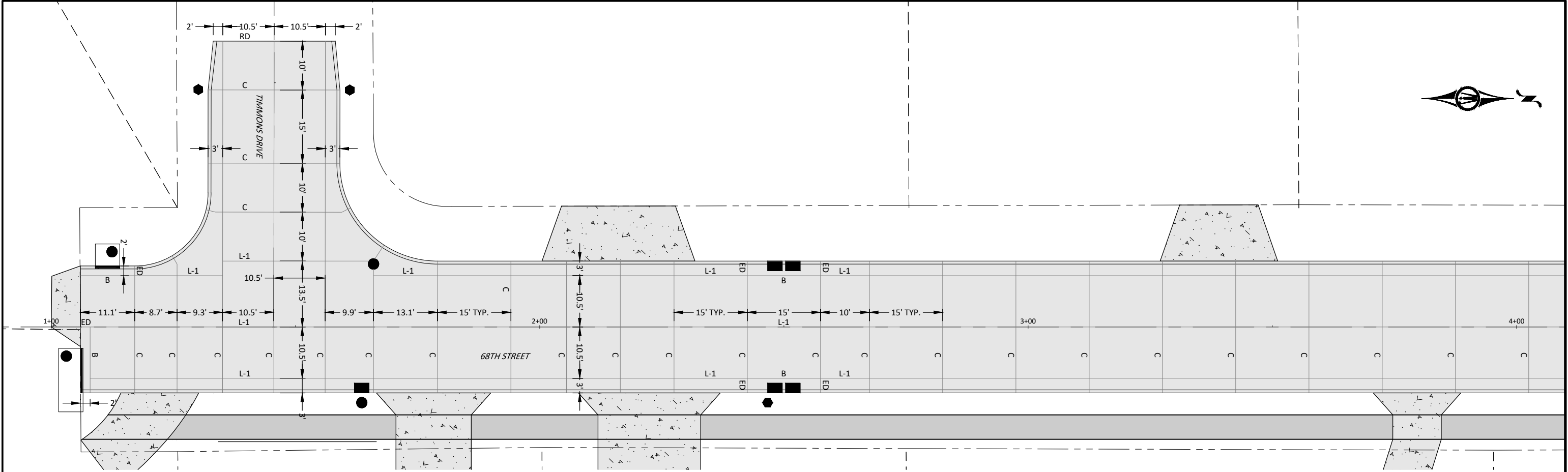
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
INTERSECTION DETAILS

SHEET

L.02

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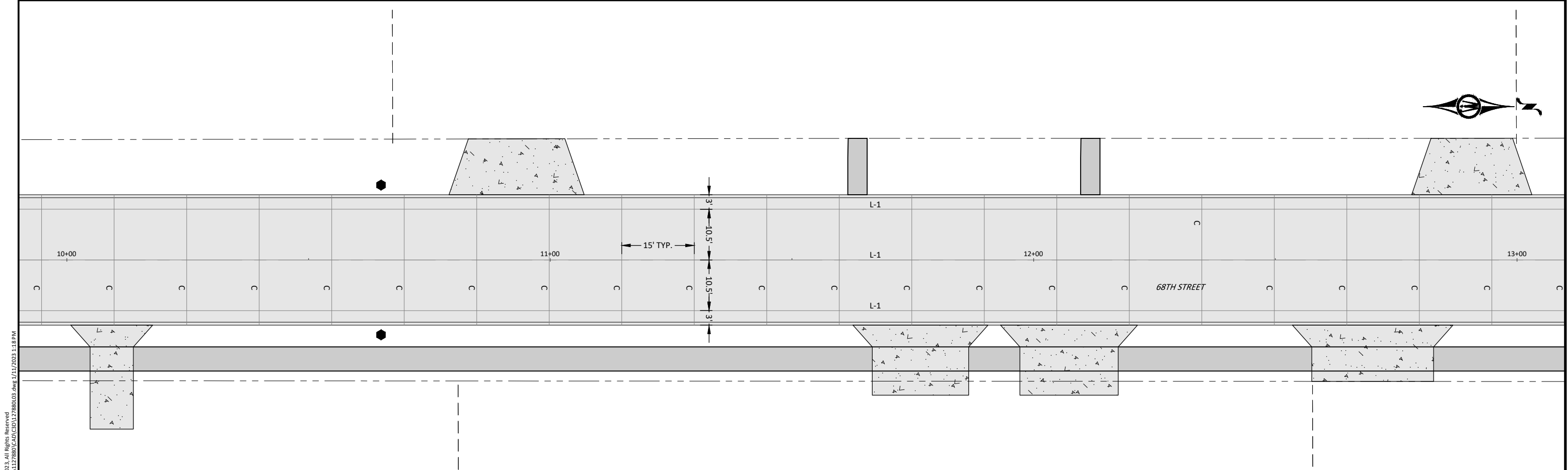
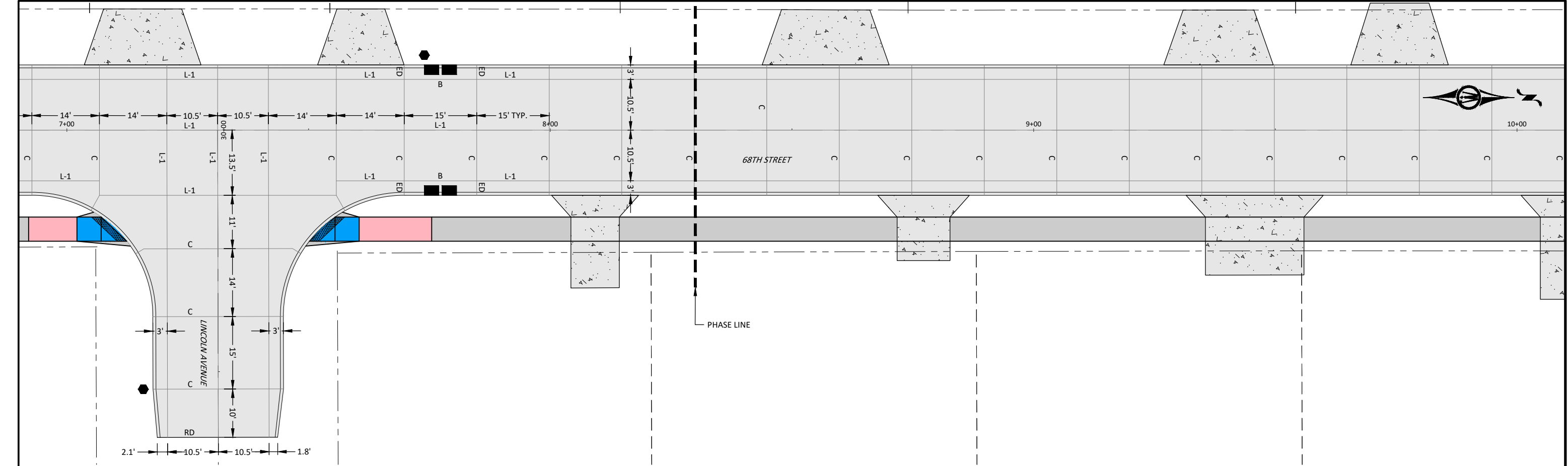
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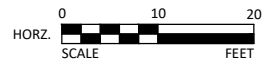
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
JOINTING PLAN

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L.03



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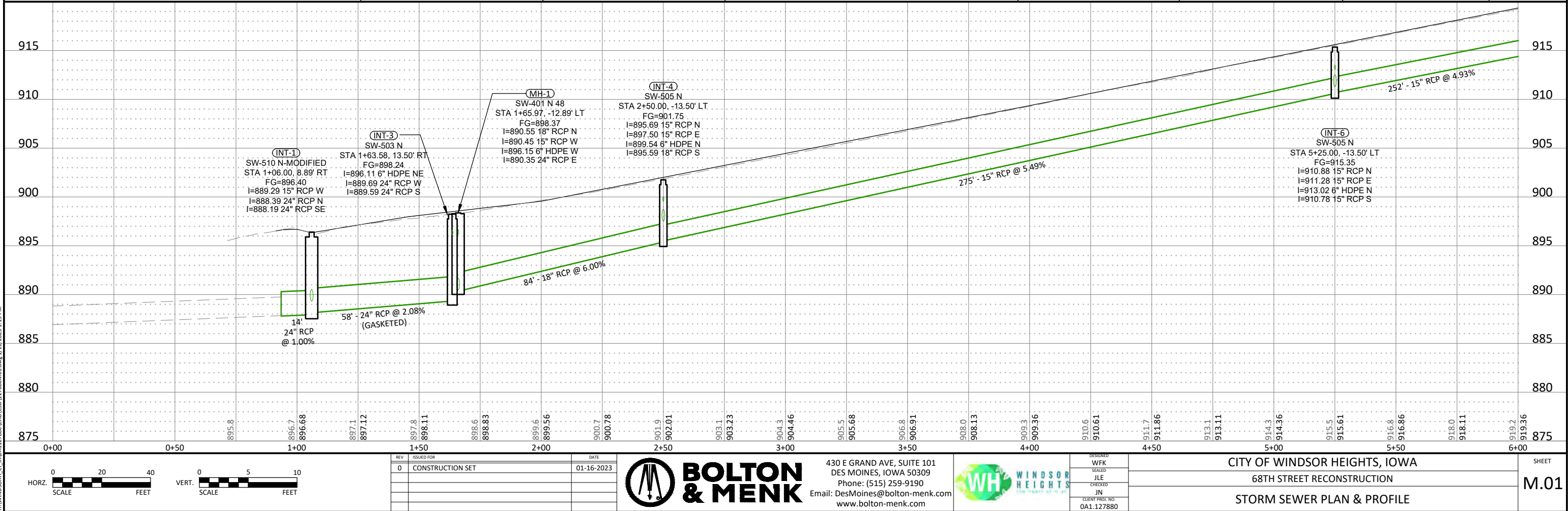
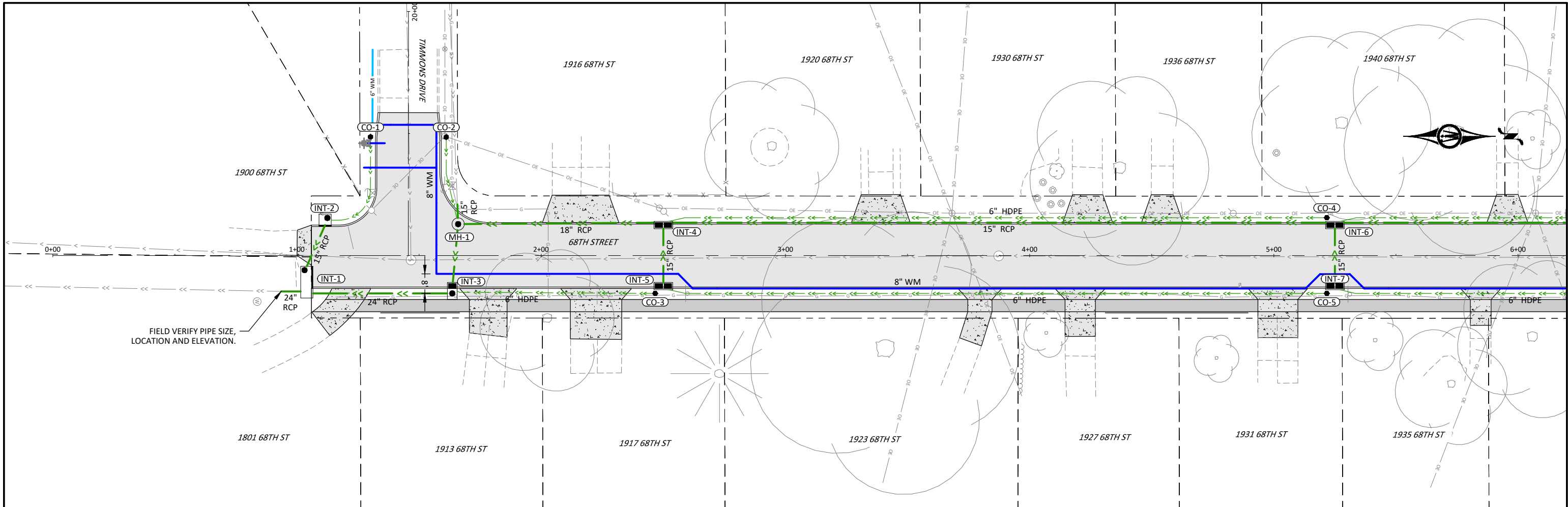


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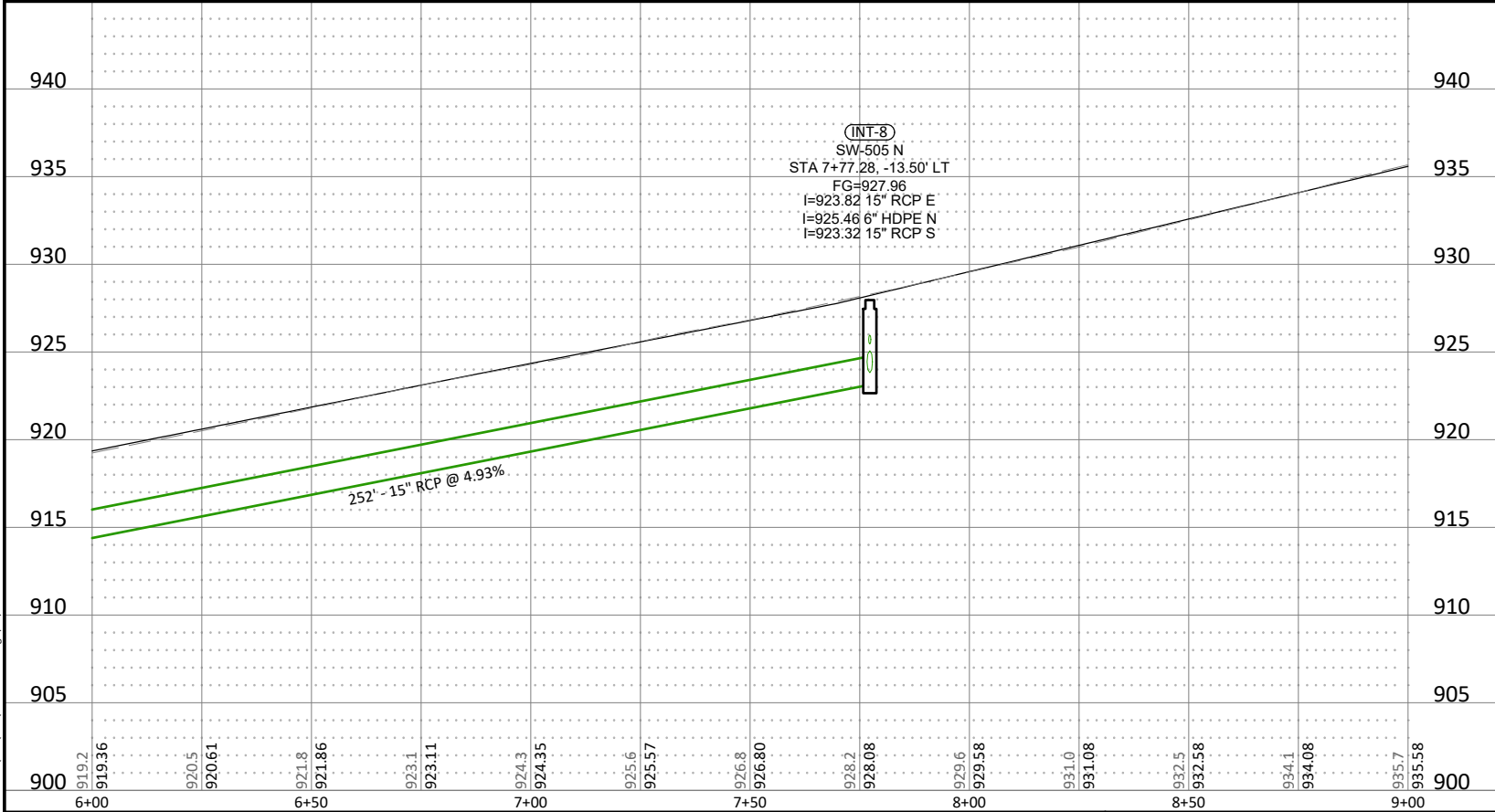
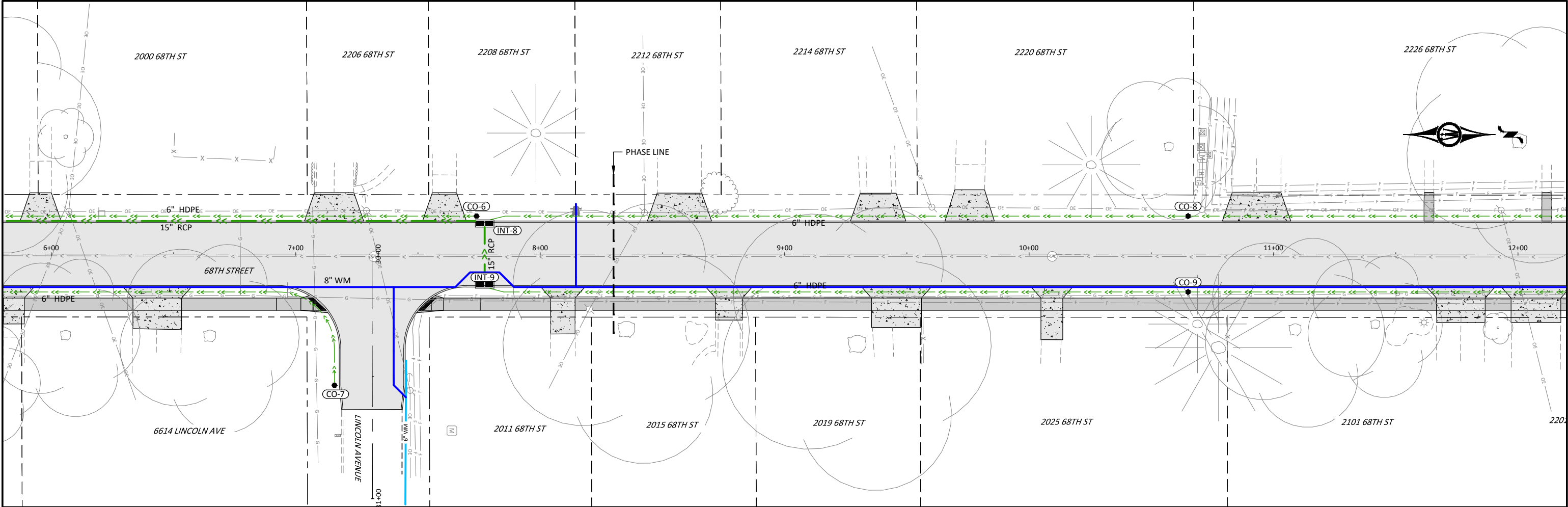
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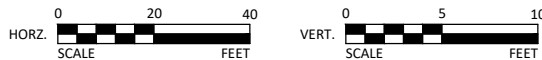
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
STORM SEWER PLAN & PROFILE

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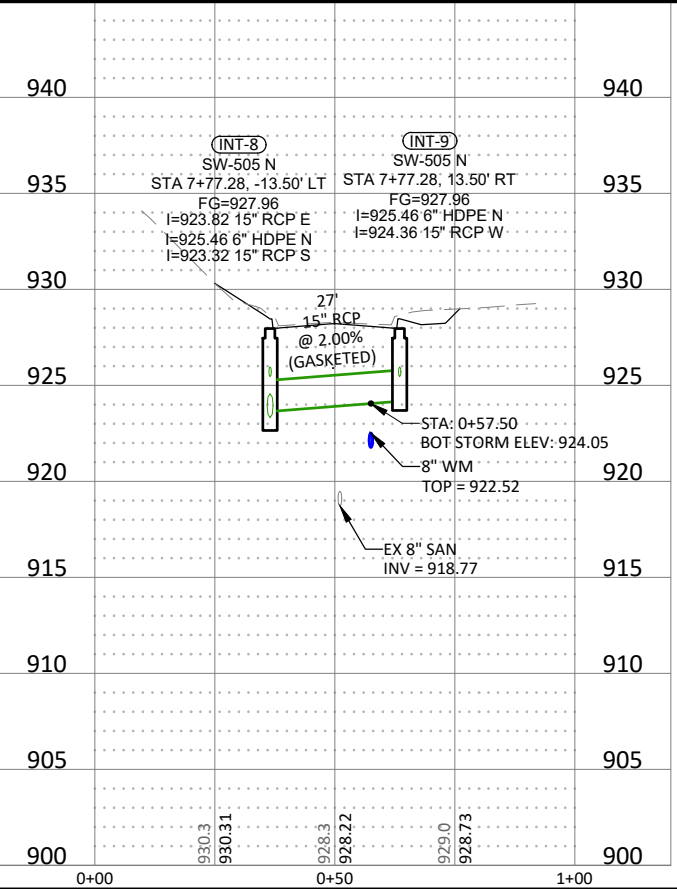
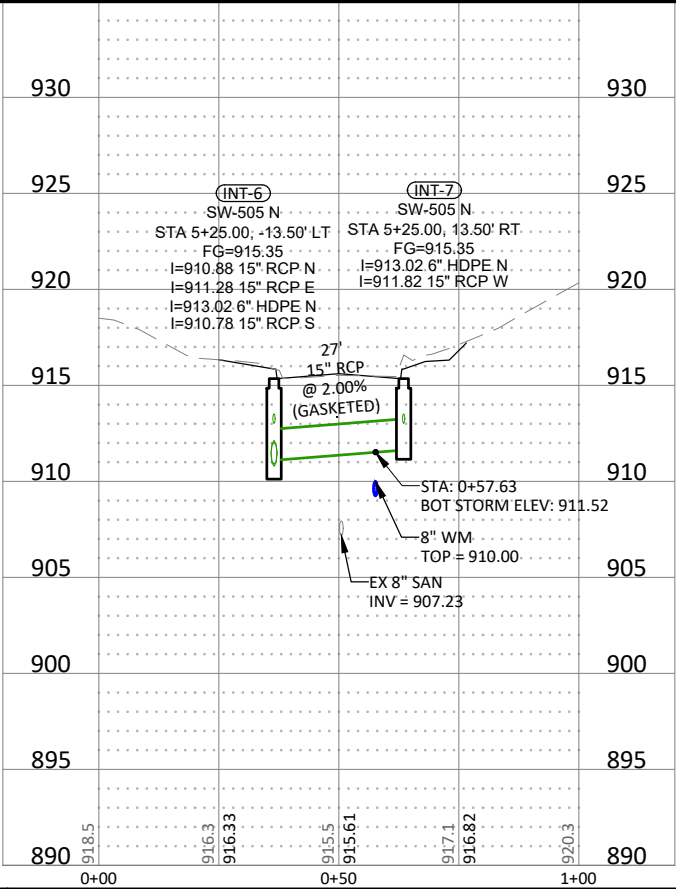
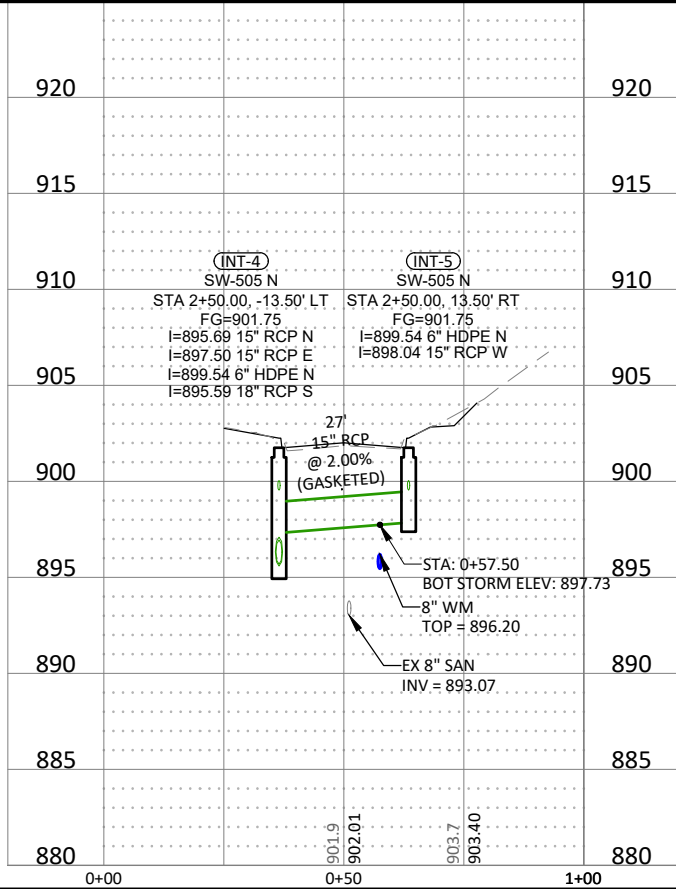
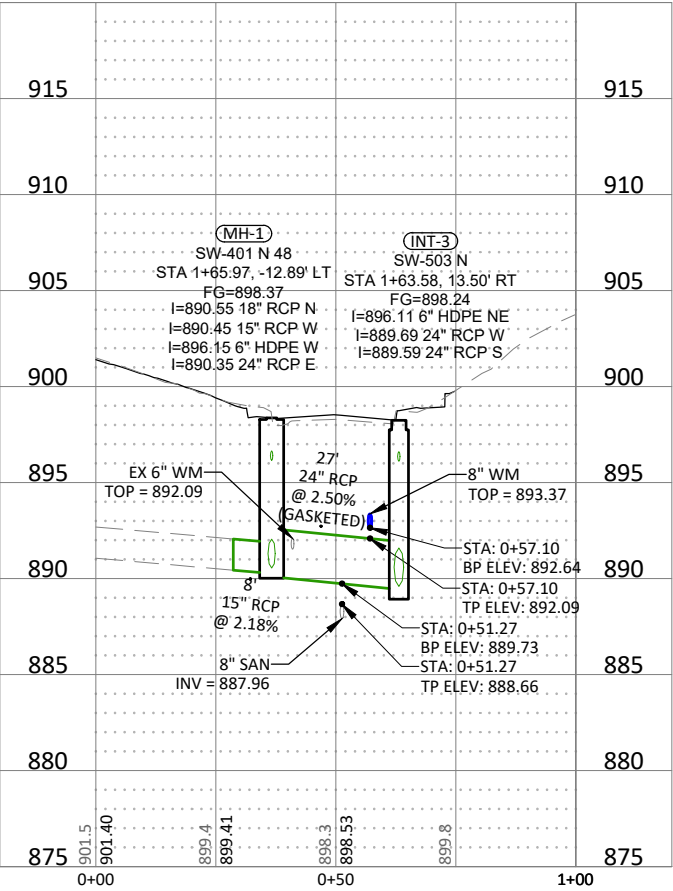
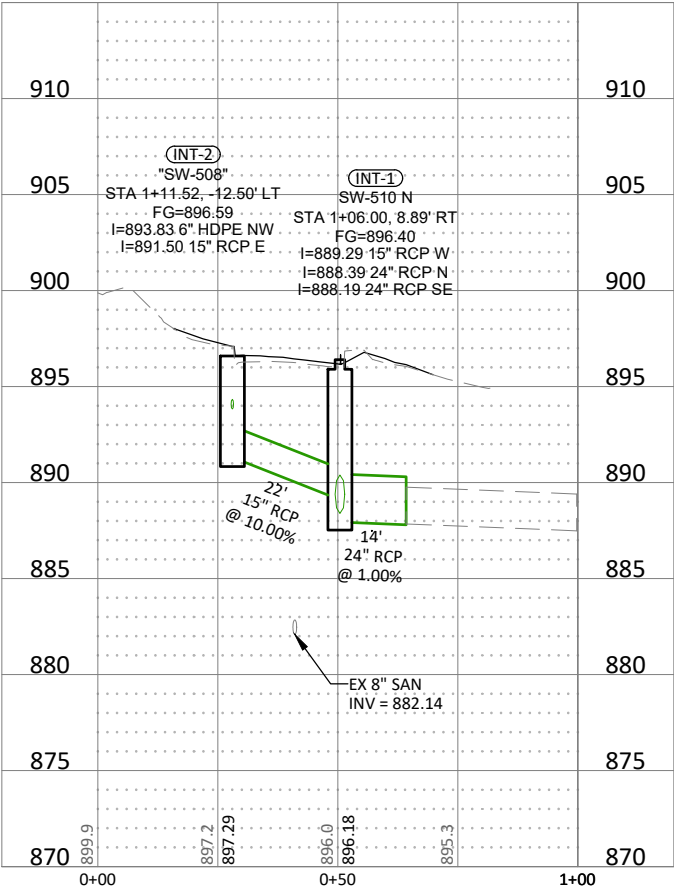
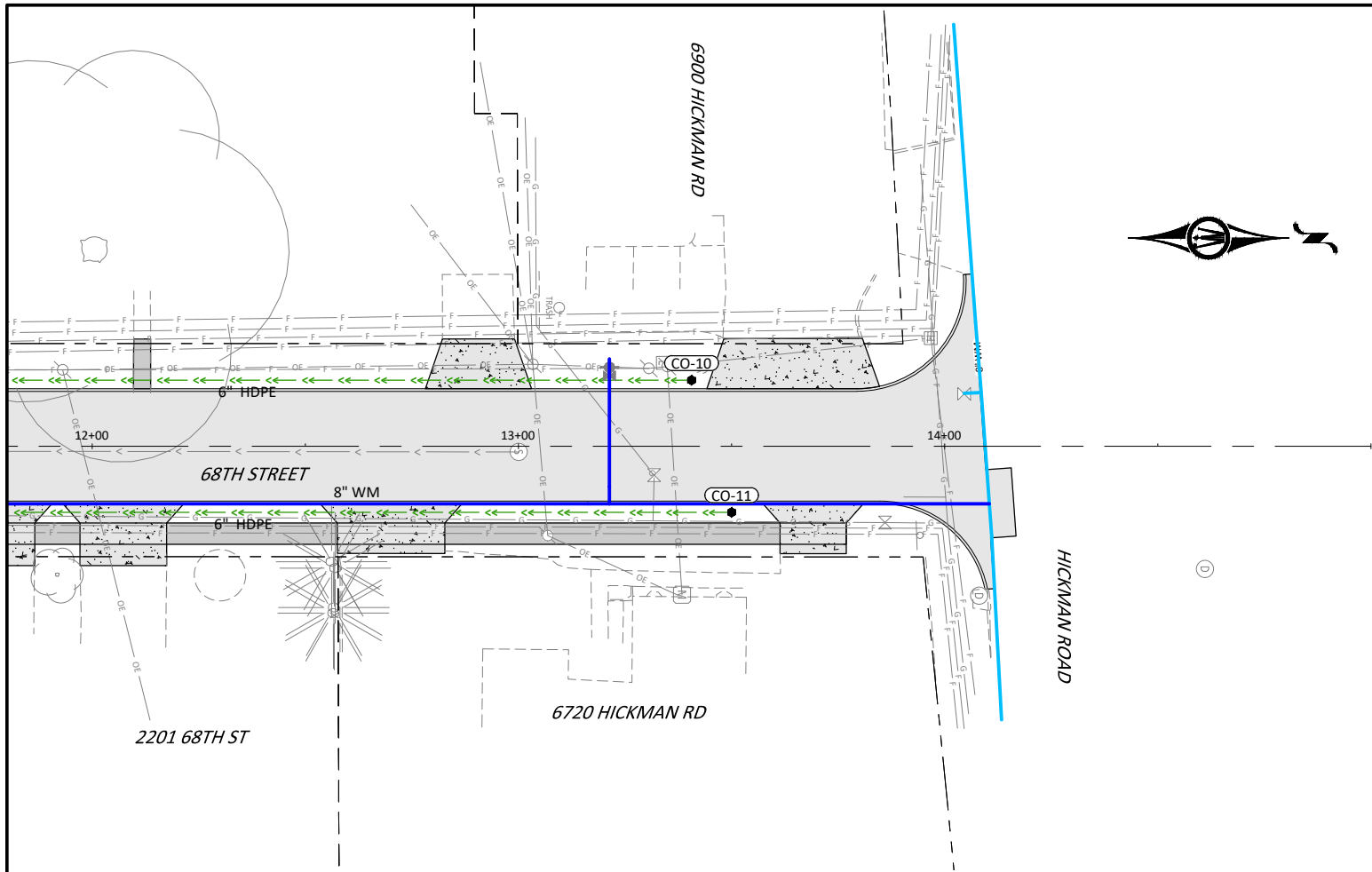
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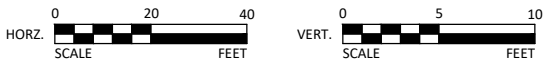
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
STORM SEWER PLAN & PROFILE

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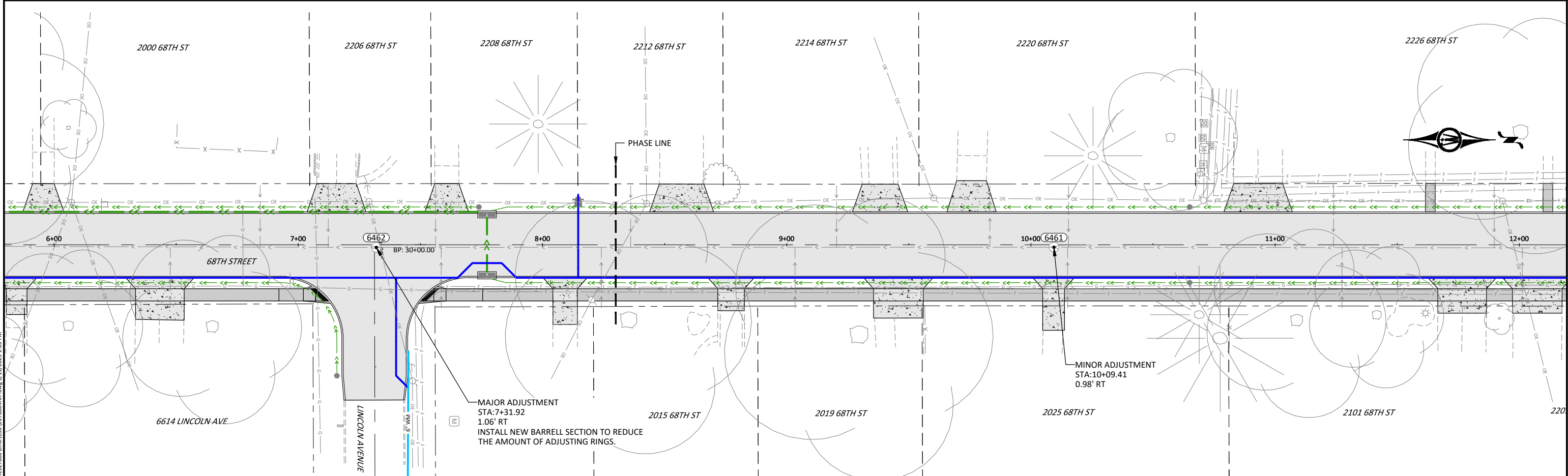
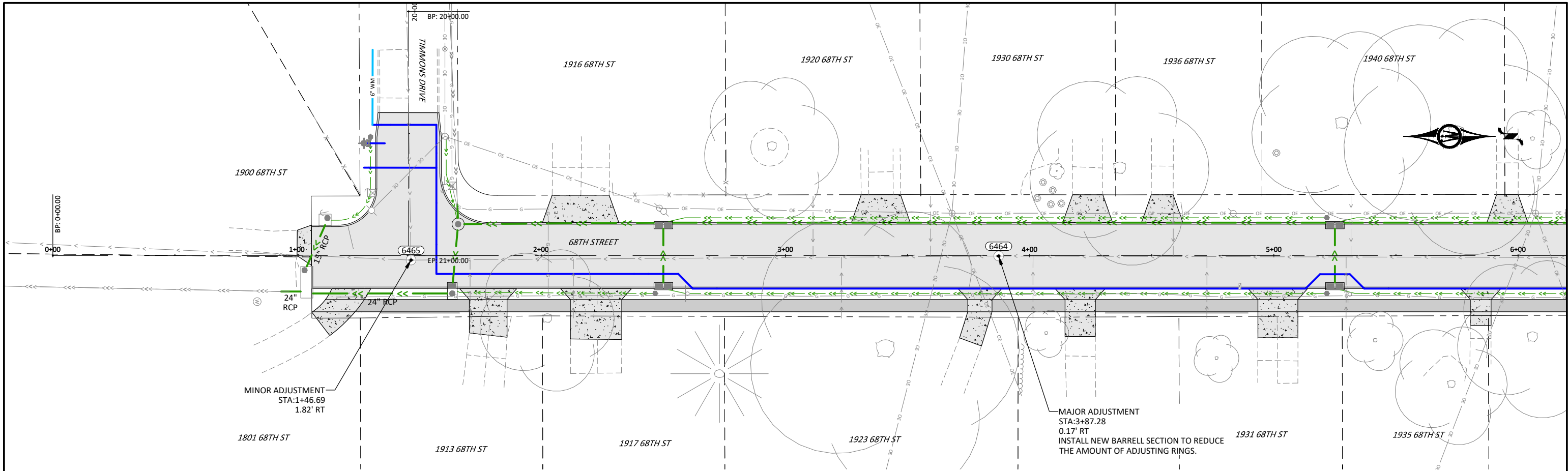
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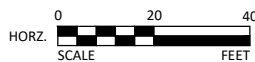
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
STORM SEWER CROSS RUN PROFILES

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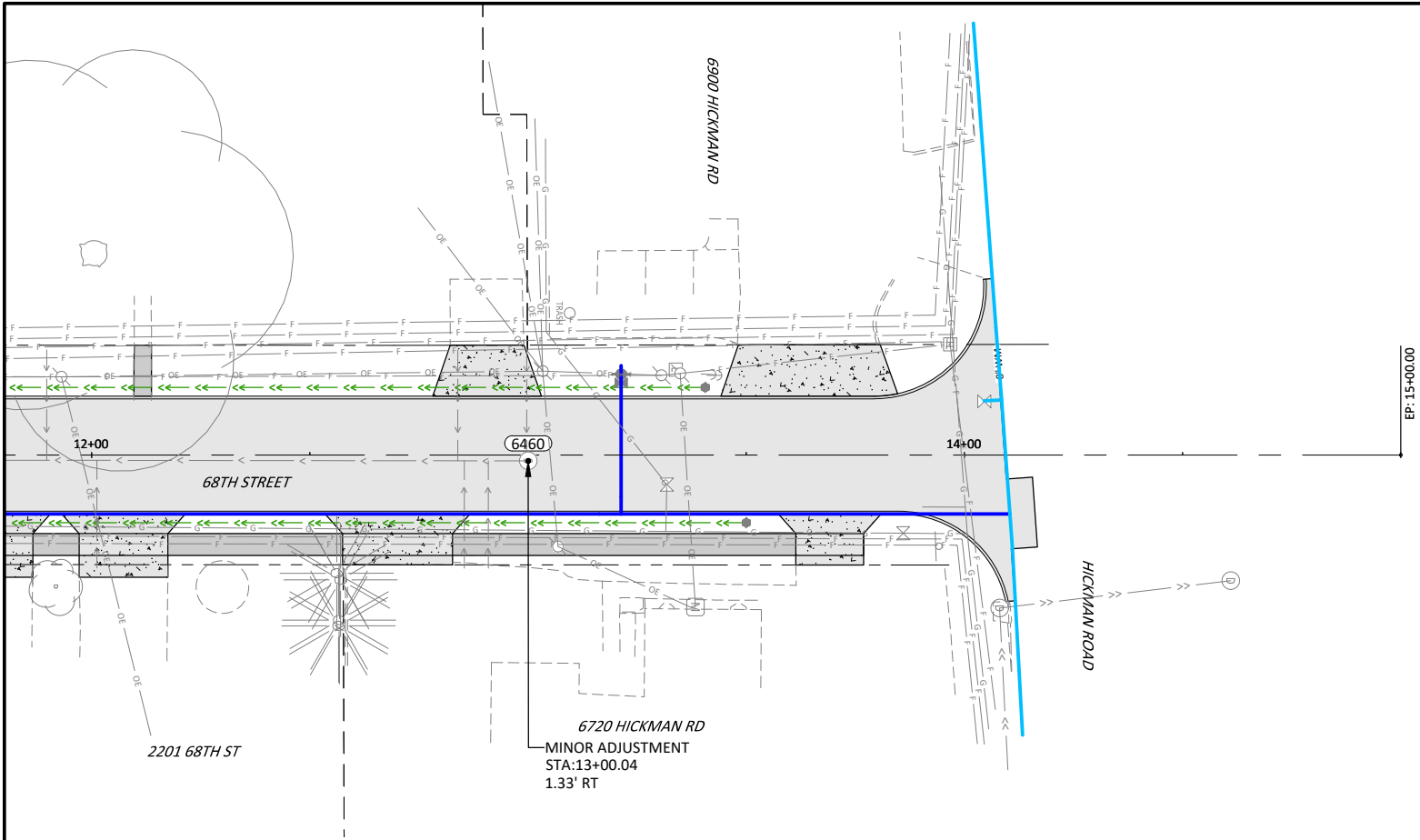
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
SANITARY SEWER PLAN

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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
SANITARY SEWER PLAN

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M.05



WATER MAIN CONSTRUCTION NOTES:

1. SHOP DRAWING REVIEW: DMWW TO REVIEW SHOP DRAWING SUBMITTALS FOR ALL MATERIAL RELATED TO WATER MAIN WORK AS SOON AS PRACTICABLE AFTER NOTICE TO PROCEED AND PRIOR TO PURCHASE. DMWW REQUIRES A MINIMUM OF 15 DAYS FOR REVIEW. CONTRACTOR TO SUBMIT SHOP DRAWINGS ELECTRONICALLY TO:  
CARLA SCHUMACHER  
CSCHUMACHER@DMWW.COM  
OFFICE: (515) 323-6227
2. INSPECTION: A DMWW'S ENGINEERING TECHNICIAN WILL BE ASSIGNED AS AN INSPECTOR FOR THE PROJECT TO INSPECT MATERIALS USED AND WORK DONE FOR CONFORMANCE TO PLANS AND SPECIFICATIONS.
3. PAYMENT: DMWW ENGINEERING TECHNICIAN WILL COORDINATE WITH CITY INSPECTOR FOR INSTALLED QUANTITIES FOR PAY APPLICATIONS.
4. CHANGE ORDERS: CONTRACTOR, DMWW INSPECTOR, AND CITY INSPECTOR TO AGREE ON COMPENSATION **PRIOR** TO COMMENCING ANY WORK THAT IS NOT COVERED BY THE CONTRACT FOR WATER MAIN ITEMS. **WORK PERFORMED PRIOR TO AN AGREEMENT WILL NOT BE CONSIDERED FOR COMPENSATION.**
5. START OF WORK NOTIFICATION: CONTRACTOR TO NOTIFY DMWW ENGINEERING TECHNICIAN 48 HOURS PRIOR TO START OF WATER MAIN RELATED CONSTRUCTION ACTIVITY FOR EACH STAGE OF CONSTRUCTION INVOLVING WATER MAIN INSTALLATION.
6. WATER SHUTDOWNS:

6.1. CONTRACTOR TO NOTIFY CUSTOMERS A MINIMUM OF 24 HOURS IN ADVANCE OF WATER SHUTDOWNS. DMWW WILL PROVIDE DOOR TAGS TO CONTRACTOR. DMWW TO ASSIST CONTRACTOR IN IDENTIFICATION OF SERVICES REQUIRING CUSTOMER NOTIFICATIONS. NOTIFICATIONS ARE INCIDENTAL TO WATER SERVICE BID ITEM.

6.2. CONTRACTOR REQUIRED TO NOTIFY BUSINESS CUSTOMERS A MINIMUM OF 72 HOURS IN ADVANCE OF WATER SHUTDOWNS. COORDINATE WITH DMWW PERSONNEL FOR SCHEDULING AND NOTIFICATIONS. NOTIFICATIONS ARE INCIDENTAL TO WATER SERVICE BID ITEM.

6.3. WATER MAIN SHUTDOWNS MAY NEED TO BE COMPLETED OUTSIDE OF NORMAL WORKING HOURS (7 AM TO 7 PM) TO MINIMIZE IMPACT ON AFFECTED CUSTOMERS. NO ADDITIONAL COMPENSATION WILL BE PAID FOR WORK OUTSIDE NORMAL WORKING HOURS.
7. CONNECTION TO EXISTING WATER MAINS: CONTRACTOR TO NOTIFY DMWW ENGINEERING TECHNICIAN A MINIMUM OF 72 HOURS BEFORE BEGINNING WORK THAT REQUIRES ISOLATION OF A PORTION OF THE DISTRIBUTION SYSTEM.
8. VALVE AND HYDRANT OPERATION: ALL VALVES AND HYDRANTS TO BE OPERATED BY DMWW PERSONNEL ONLY. CONTRACTOR TO COORDINATE WITH ENGINEERING TECHNICIAN 72 HOURS IN ADVANCE OF REQUIRED OPERATION.
9. DISINFECTION:

9.1. WATER MAIN RELOCATION - PRESSURE TEST AND CHLORINATE IN ACCORDANCE WITH SPECIAL PROVISIONS 026740 AND 026750. ALLOW A MINIMUM OF 3 DAYS FOR EACH SECTION TO BE TESTED. AS DESIGNED THERE ARE 2 SECTIONS.

9.2. SHORT STRETCHES OF WATER MAIN AT CONNECTION POINTS MAY BE DISINFECTED BY SWAB METHOD ONLY WHEN THE DMWW ENGINEERING TECHNICIAN IS ON SITE.
10. TAPS ON WATER MAIN:

10.1. CONTRACTOR TO SCHEDULE ALL TAPS WITH DMWW CUSTOMER SERVICE BY CALLING DMWW CUSTOMER SERVICE 24 HOURS PRIOR TO TAP AT 515-283-8700. TAPS INCLUDE:

10.1.1. 1" CHLORINATION TAPS

10.1.2. 1" AND 2" WATER SERVICE TRANSFER TAPS

10.1.3. TAPPING SLEEVE AND VALVES

10.2. CONTRACTOR TO SCHEDULE ALL TAPPING SLEEVE AND VALVES WITH DMWW CUSTOMER SERVICE BY CALLING DMWW CUSTOMER SERVICE 72 HOURS PRIOR TO TAP AT 515-283-8700.

10.3. CONTRACTOR SHALL HAVE EXCAVATION PREPARED AND PROPERLY SHORED IN ADVANCE OF SCHEDULED TAP IN ACCORDANCE WITH DMWW RULES AND REGULATIONS LOCATED AT WWW.DMWW.COM AND OSHA REQUIREMENTS.

10.4. CONTRACTOR TO FIELD VERIFY TAP SIZE FOR EXISTING TAPS AT 2220 AND 2226 68TH STREET PRIOR TO SCHEDULING WATER SERVICE TRANSFERS AT THESE LOCATIONS.
11. WATER MAIN SPECIFIC QUESTIONS OR COMPLAINTS FROM CUSTOMERS ARE TO BE REFERRED TO DMWW'S ENGINEERING TECHNICIAN AND CITY INSPECTOR IMMEDIATELY.
12. TRENCHES WILL NOT BE LEFT OPEN WHEN CONTRACTOR IS NOT WORKING. PLACE WATERTIGHT BULKHEADS ON NEW MAIN.
13. TRAFFIC CONTROL FOR THE PROJECT WILL REQUIRE CONSIDERATION OF WATER MAIN CONSTRUCTION REQUIREMENTS, INCLUDING ABANDONMENT OF EXISTING WATER MAIN AND REMOVAL OF HYDRANTS AND VALVE BOXES THAT MAY BE IN THE WAY OF NEW PAVING OR STRUCTURES.

| C900 PVC & CL52 DIP Restrained Joint (RJ) Table                                                                      |                      |                                 |       |     |     |                      |       |     |              |
|----------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------|-------|-----|-----|----------------------|-------|-----|--------------|
| Nominal<br>Pipe<br>Diameter<br>(in)                                                                                  | Pipe<br>Material**   | Minimum Restrained Length (ft)* |       |     |     |                      |       |     |              |
|                                                                                                                      |                      | Horizontal & Vertical (Up) Bend |       |     |     | Vertical (Down) Bend |       |     | Cap/Dead End |
|                                                                                                                      |                      | 11.25°                          | 22.5° | 45° | 90° | 11.25°               | 22.5° | 45° |              |
| 16                                                                                                                   | PVC                  | 7                               | 14    | 29  | 70  | 19                   | 39    | 80  | 147          |
| 12                                                                                                                   | PVC                  | 6                               | 11    | 23  | 55  | 15                   | 30    | 62  | 113          |
| 8                                                                                                                    | PVC                  | 4                               | 8     | 16  | 39  | 10                   | 21    | 44  | 80           |
| 16                                                                                                                   | DIP                  | 7                               | 14    | 28  | 70  | 17                   | 35    | 73  | 178          |
| 8                                                                                                                    | DIP                  | 4                               | 8     | 16  | 38  | 10                   | 19    | 40  | 97           |
| *Use restrained joints on all pipe joints that fall within the lengths above on both sides of the fitting indicated. |                      |                                 |       |     |     |                      |       |     |              |
| **Ductile Iron Pipe (DIP) is assumed to be polyethylene encased                                                      |                      |                                 |       |     |     |                      |       |     |              |
| ***This table is based on the following assumptions:                                                                 |                      |                                 |       |     |     |                      |       |     |              |
|                                                                                                                      | Soil Type:           | ML                              |       |     |     |                      |       |     |              |
|                                                                                                                      | Factor of<br>Safety: | 2                               |       |     |     |                      |       |     |              |
|                                                                                                                      | Min. Bury<br>Depth:  | 5                               |       |     |     |                      |       |     |              |
|                                                                                                                      | Test<br>Pressure:    | 150                             |       |     |     |                      |       |     |              |
|                                                                                                                      | Trench<br>Condition: | Type 3                          |       |     |     |                      |       |     |              |

| WATER SERVICE SCHEDULE                  |               |                |                      |              |               |              |                 |                                                       |                   |           |           |            |          |              |               |                                                           |
|-----------------------------------------|---------------|----------------|----------------------|--------------|---------------|--------------|-----------------|-------------------------------------------------------|-------------------|-----------|-----------|------------|----------|--------------|---------------|-----------------------------------------------------------|
| EXISTING SERVICE CONNECTION INFORMATION |               |                |                      |              |               |              |                 | NEW SERVICE CONNECTION INFORMATION (MAIN TO STOP BOX) |                   |           |           |            |          |              |               |                                                           |
| SHEET                                   | ADDRESS       | STREET TAPPED  | NAME                 | SERVICE SIZE | MATERIAL TYPE | SERVICE TYPE | CONNECTION TYPE | TAP LOCATION                                          | STOP BOX LOCATION | MAIN SIZE | MAIN TYPE | MAIN DEPTH | TAP SIZE | SERVICE SIZE | MATERIAL TYPE | NOTES                                                     |
| MWM.03                                  | 1801 68th St  | Likely 68th    | Lorin Knapp          |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.03                                  | 1900 68th St. | Likely Timmons | Jason Housey         |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.03                                  | 1913 68th St. | 68th           | Dan Cataldi          |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.03                                  | 1916 68th St. | 68th           | Jennifer Ly          |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.03                                  | 1917 68th St. | 68th           | Raymond Steele       |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.03                                  | 1920 68th St. | 68th           | Roxane Foster        |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.03                                  | 1923 68th St. | 68th           | Martha Woosley       |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.03                                  | 1927 68th St. | 68th           | Blake Jeffrey        |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.03                                  | 1930 68th St. | 68th           | Denise Elwood        |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.04                                  | 1931 68th St. | 68th           | Jean Currie          |              | Unknown       |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.04                                  | 1935 68th St. | 68th           | Laura Stahler        |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.04                                  | 1936 68th St. | 68th           | Cung Thawng          |              | Unknown       |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.04                                  | 1940 68th St. | 68th           | Cameron Thede        |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.04                                  | 2000 68th St. | 68th           | Cari Witcher         |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.04                                  | 2011 68th St. | 68th           | Lian Thio            |              | Unknown       |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.04                                  | 2015 68th St. | 68th           | Esther Htwe          |              | Unknown       |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.05                                  | 2019 68th St. | 68th           | Jerry Manon          |              | Unknown       |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.05                                  | 2025 68th St. | 68th           | Elizabeth Sodawasser |              | Unknown       |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.05                                  | 2101 68th St. | 68th           | V Sodawasser         |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.05                                  | 2201 68th St. | 68th           | V Sodawasser         |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.05                                  | 2206 68th St. | 68th           | Jeffrey Aten         |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.05                                  | 2208 68th St. | 68th           | Levi Castle          |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.04                                  | 2212 68th St. | 68th           | Patrick McFall       |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.05                                  | 2214 68th St. | 68th           | Chris Lockridge      |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.05                                  | 2220 68th St. | 68th           | Dustin Comer         |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            | 1"       | 1"           |               |                                                           |
| MWM.05                                  | 2226 68th St. | 68th           | Plantation Manor     |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            |          |              |               | Verify size in field.                                     |
| MWM.05                                  | 2230 68th St. | Likely 68th    | Plantation Manor     |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            |          |              |               | Verify with Property Manager where this service connects. |
| MWM.05                                  | 2234 68th St. | 68th           | Plantation Manor     |              | Suspect Lead  |              |                 |                                                       |                   |           |           |            |          |              |               | Verify size in field.                                     |

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CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

WATER MAIN GENERAL NOTES

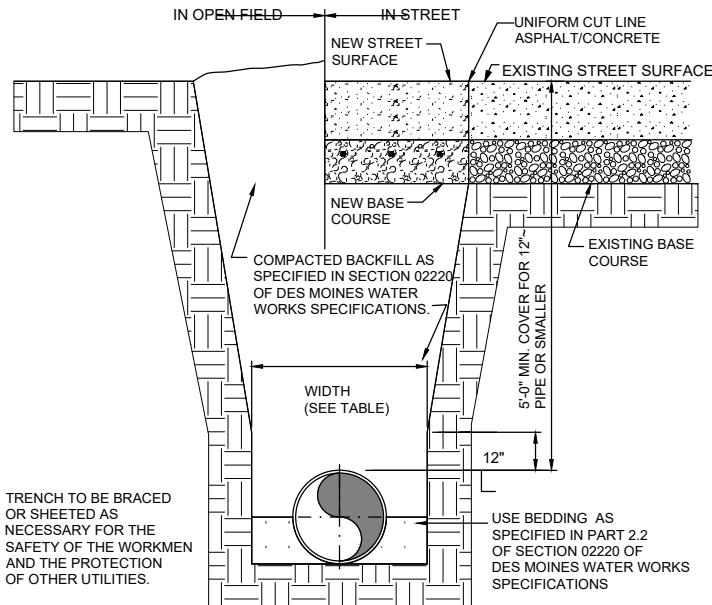
SHEET

MWM.01

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\$DATES

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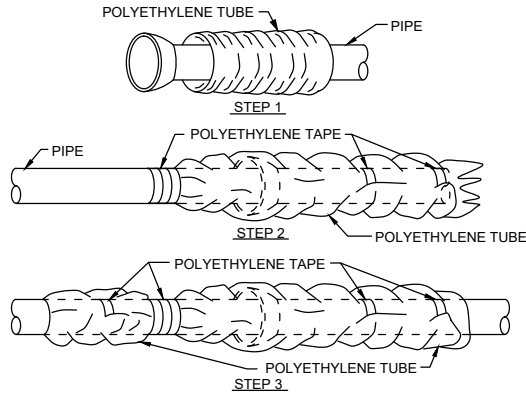


| PIPE DIAMETER | MINIMUM WIDTH | MAXIMUM WIDTH |
|---------------|---------------|---------------|
| 4"            | 1'-4"         | 2'-4"         |
| 6"            | 1'-6"         | 2'-6"         |
| 8"            | 1'-8"         | 2'-8"         |
| 12"           | 2'-0"         | 3'-0"         |
| 16"           | 2'-4"         | 3'-4"         |
| 20"           | 2'-8"         | 3'-8"         |

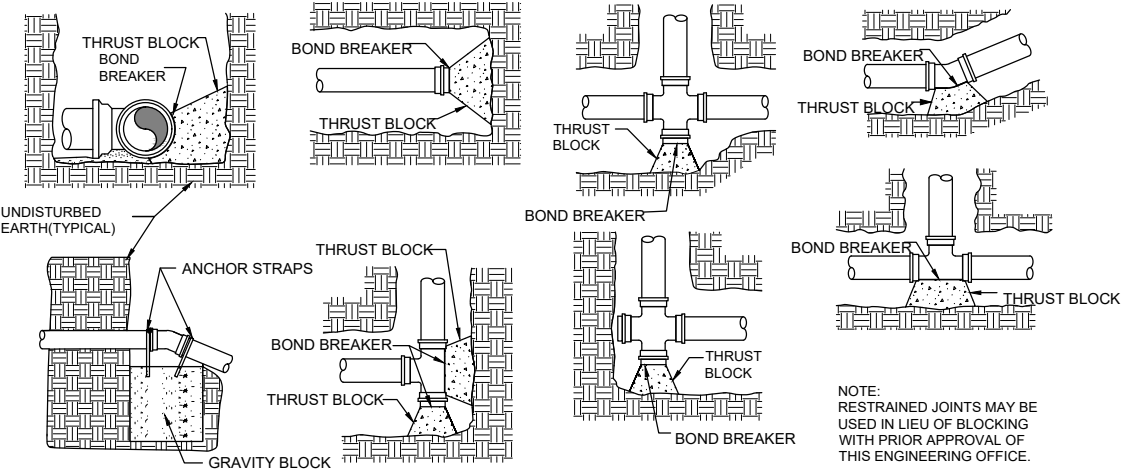
TYPICAL TRENCH SECTION  
NOT TO SCALE

- STEP 1 - PLACE TUBE OF POLYETHYLENE MATERIAL ON PIPE PRIOR TO LOWERING IT INTO THE TRENCH
- STEP 2 - PULL THE TUBE OVER THE LENGTH OF PIPE. TAPE TUBE TO PIPE AT JOINT. FOLD MATERIAL AROUND THE ADJACENT SPIGOT END AND WRAP WITH TAPE TO HOLD THE PLASTIC TUBE IN PLACE
- STEP 3 - OVERLAP FIRST TUBE WITH ADJACENT TUBE AND SECURE WITH PLASTIC ADHESIVE TAPE. THE POLYETHYLENE TUBE COVERING THE PIPE SHALL BE LOOSE. EXCESS MATERIAL SHALL BE NEATLY DRAWN UP AROUND THE PIPE BARREL, FOLDED ON TOP AND TAPED IN PLACE.

NOTE: IRON PIPE FITTINGS, INCLUDING VALVES AND HYDRANTS SHALL BE WRAPPED WITH TWO LAYERS OF POLYETHYLENE MATERIAL. THE WRAPPING SHALL EXTEND AT LEAST 1' BEYOND THE FITTING JOINTS ONTO THE ADJOINING PIPE AND SHALL BE FASTENED TO THE PIPE WITH PLASTIC TAPE. TAPE SHALL BE USED AS NEEDED TO HOLD WRAP IN PLACE. EITHER POLYETHYLENE SHEETS OR SLIT TUBING MAY BE USED.



POLYETHYLENE WRAP FIELD INSTALLATION DETAIL  
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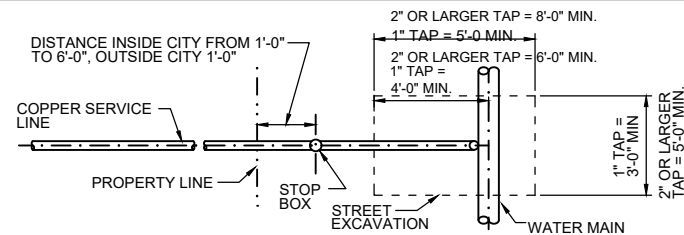
| SIZE OF PIPE | VOLUME IN CUBIC YARDS |       |       |       |
|--------------|-----------------------|-------|-------|-------|
|              | 11 1/4"               | 22.5" | 45"   | 90"   |
| 4"           | 0.24                  | 0.65  | 1.35  | 2.03  |
| 6"           | 0.24                  | 0.65  | 1.35  | 2.03  |
| 8"           | 0.45                  | 1.14  | 2.35  | 3.49  |
| 12"          | 0.98                  | 2.44  | 4.99  | 7.38  |
| 16"          | 1.73                  | 4.27  | 8.70  | 12.84 |
| 20"          | 2.66                  | 6.56  | 13.36 | 19.70 |
| 24"          | 3.70                  | 9.25  | 18.94 | 27.96 |
| 30"          | 5.73                  | 14.26 | 29.15 | 42.99 |

VOLUME OF GRAVITY BLOCK  
NOT TO SCALE

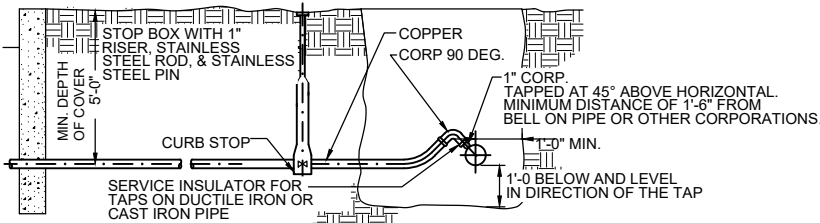
| SIZE OF PIPE | MINIMUM BEARING SURFACE (IN SQ. FT.) |       |     |     | TEE OR DEAD END |
|--------------|--------------------------------------|-------|-----|-----|-----------------|
|              | 11 1/4"                              | 22.5" | 45" | 90" |                 |
| 6"           | 1                                    | 2     | 4   | 8   | 6               |
| 8"           | 2                                    | 4     | 8   | 14  | 10              |
| 12"          | 4                                    | 8     | 16  | 29  | 21              |
| 16"          | 7                                    | 14    | 28  | 51  | 36              |
| 20"          | 11                                   | 22    | 43  | 79  | 56              |
| 24"          | 16                                   | 31    | 61  | 112 | 79              |

STANDARD CONCRETE THRUST BLOCKS  
NOT TO SCALE

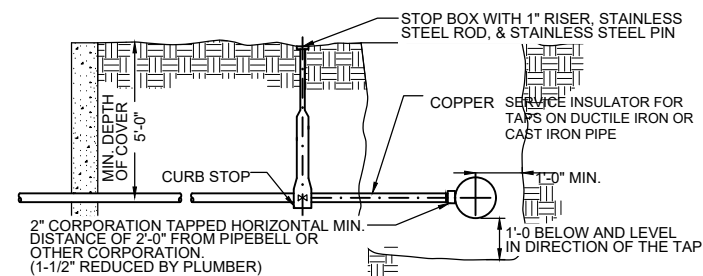
NOTE: RESTRAINED JOINTS MAY BE USED IN LIEU OF BLOCKING WITH PRIOR APPROVAL OF THIS ENGINEERING OFFICE.



1" & 2" SERVICE INSTALLATION PLAN



1" SERVICE INSTATION SECTION



2" SERVICE INSTALLATION SECTION  
SERVICE INSTALLATION  
NOT TO SCALE

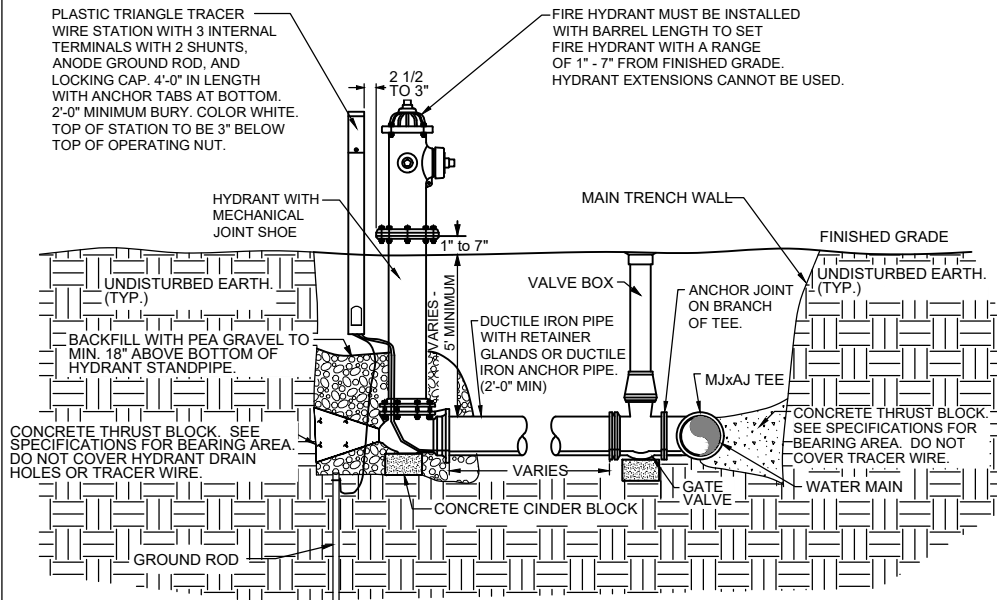
TRACER WIRE (SEE 505.6.6 FOR TRACER SYSTEM SPECIFICATIONS). FASTEN TO MIDPOINT OF EACH PIPE SECTION WITH PLASTIC TAPE. INSTALL ON ALL PIPE MATERIALS EXCLUDING TYPE K COPPER AND RED BRASS.

TRACER WIRE MAY BE INSTALLED IN PLASTIC CONDUIT FOR ADDITIONAL PROTECTION FROM POTENTIAL DAMAGE, BUT IT IS NOT REQUIRED.

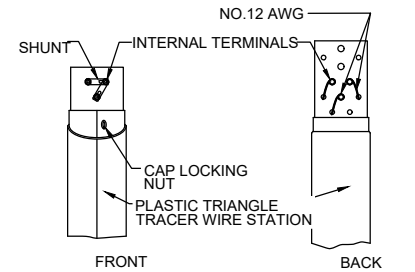
NOTE:

IRON PIPE, VALVE, FITTINGS AND HYDRANT (BURIED PORTION) TO BE WRAPPED WITH POLYETHYLENE ENCASUREMENT MATERIAL PER DES MOINES WATER WORKS STANDARDS.

TRACER WIRE MAY BE INSTALLED IN PLASTIC CONDUIT FOR ADDITIONAL PROTECTION FROM POTENTIAL DAMAGE, BUT IT IS NOT REQUIRED.



STANDARD HYDRANT ON WATER MAINS 16" OR LESS  
NOT TO SCALE



TRACER WIRE RECEPTACLE DETAIL  
NOT TO SCALE

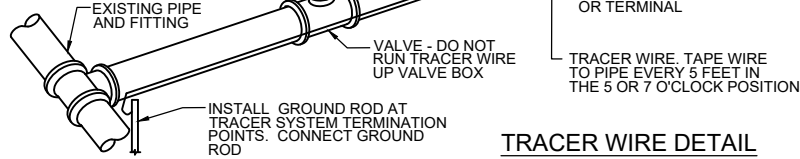
TRACER WIRE (SEE 505.6.6 FOR TRACER SYSTEM SPECIFICATIONS). FASTEN TO MIDPOINT OF EACH PIPE SECTION WITH PLASTIC TAPE. INSTALL ON ALL PIPE MATERIALS EXCLUDING TYPE K COPPER AND RED BRASS.

EXTEND TRACER WIRE UP HYDRANT BARREL TO TRACER WIRE STATION TO INTERNAL TERMINALS.

INSTALL GROUND ROD AT EACH TRACER WIRE RECEPTACLE

NOTE:

- CARE MUST BE EXERCISED TO PRESERVE THE INTEGRITY OF THE INSULATION ON THE TRACER WIRE.
- TRACER WIRE MAY BE INSTALLED IN PLASTIC CONDUIT FOR ADDITIONAL PROTECTION FROM POTENTIAL DAMAGE, BUT IT IS NOT REQUIRED.



TRACER WIRE DETAIL  
NOT TO SCALE

Des Moines Water Works  
Water You Can Trust for Life  
ENGINEERING DEPARTMENT  
Des Moines, Iowa

STANDARD DETAIL SHEET

UPDATED 1-06-23

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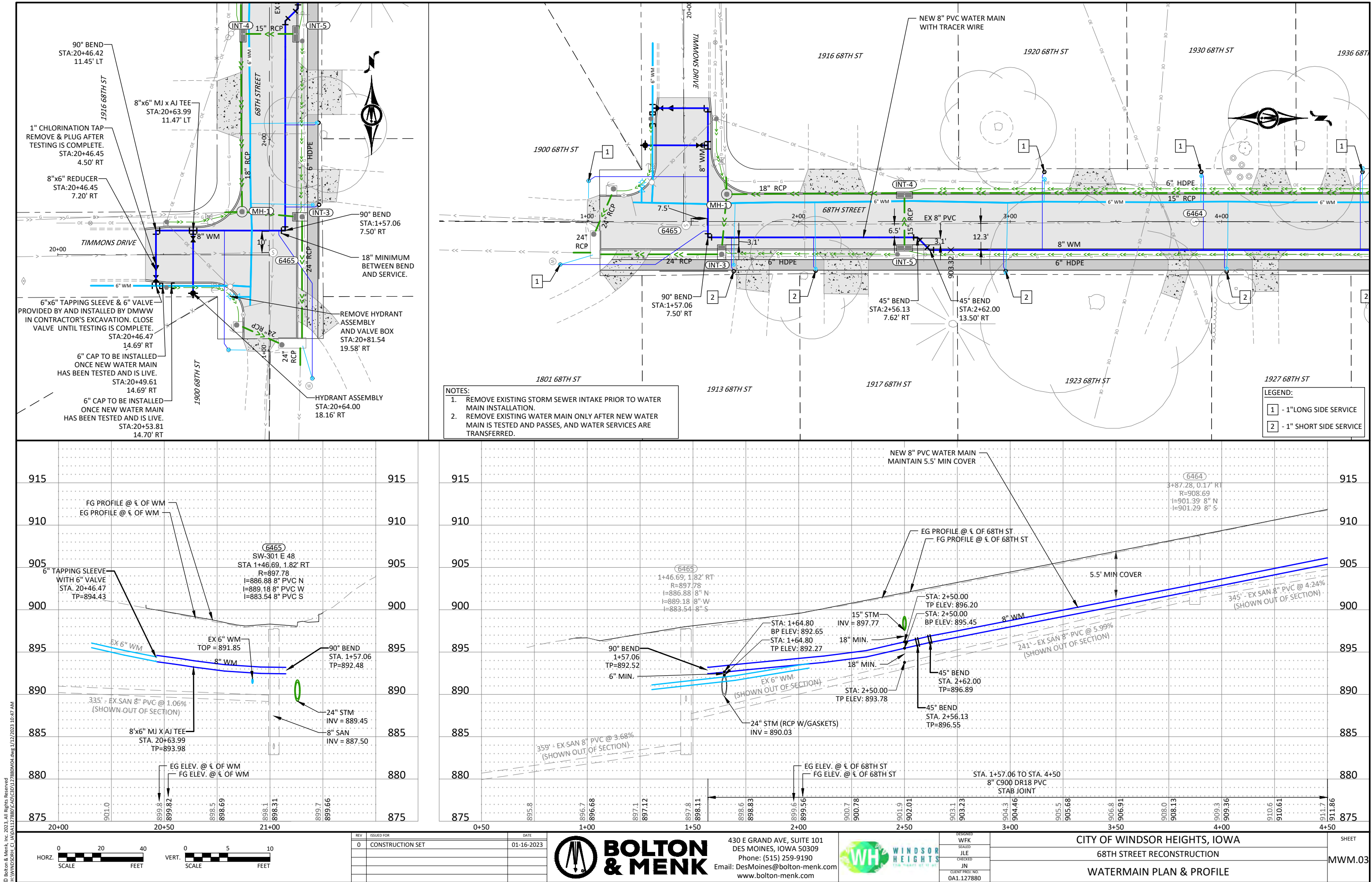
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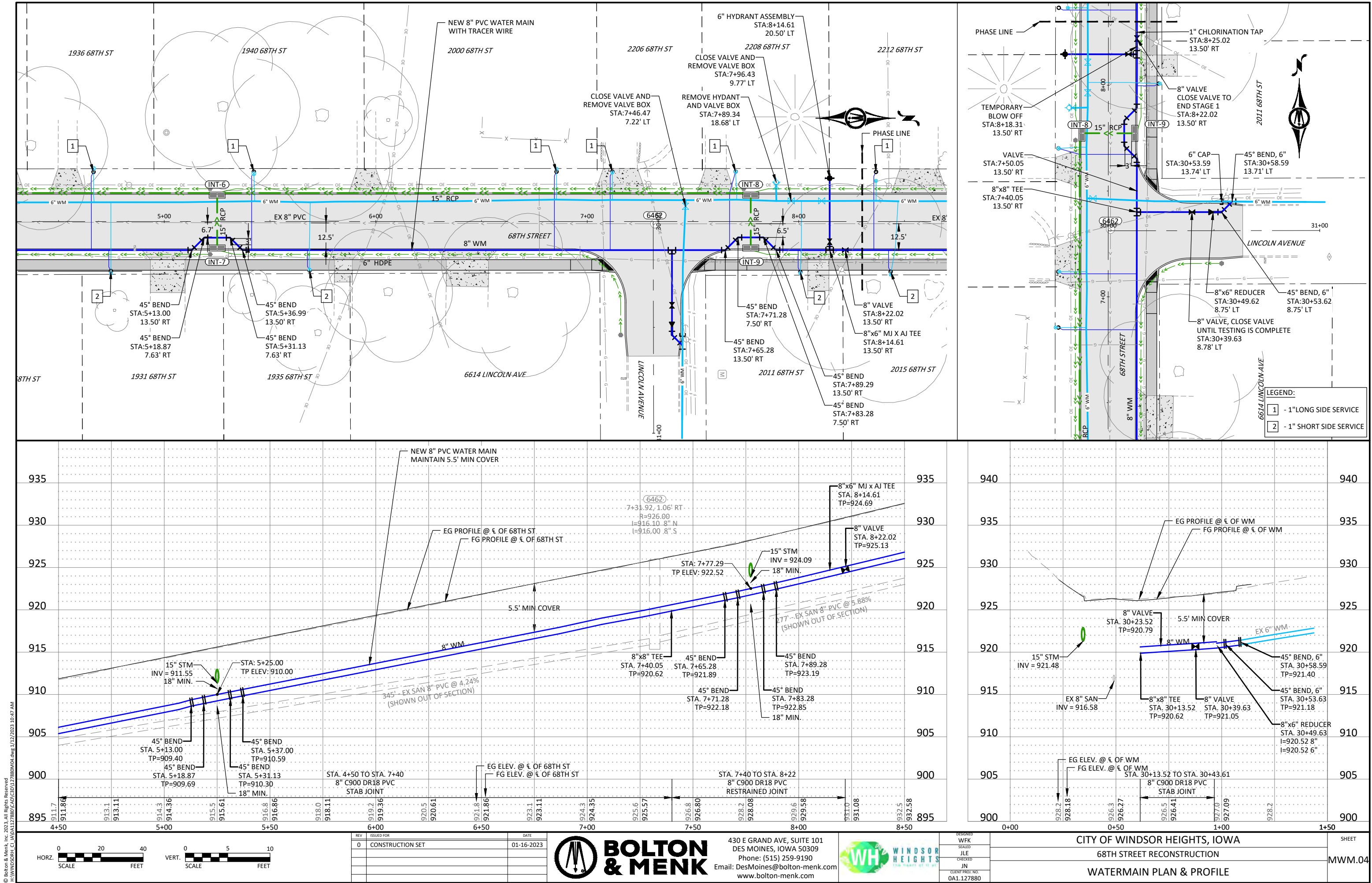
CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
DES MOINES WATER WORKS DETAILS

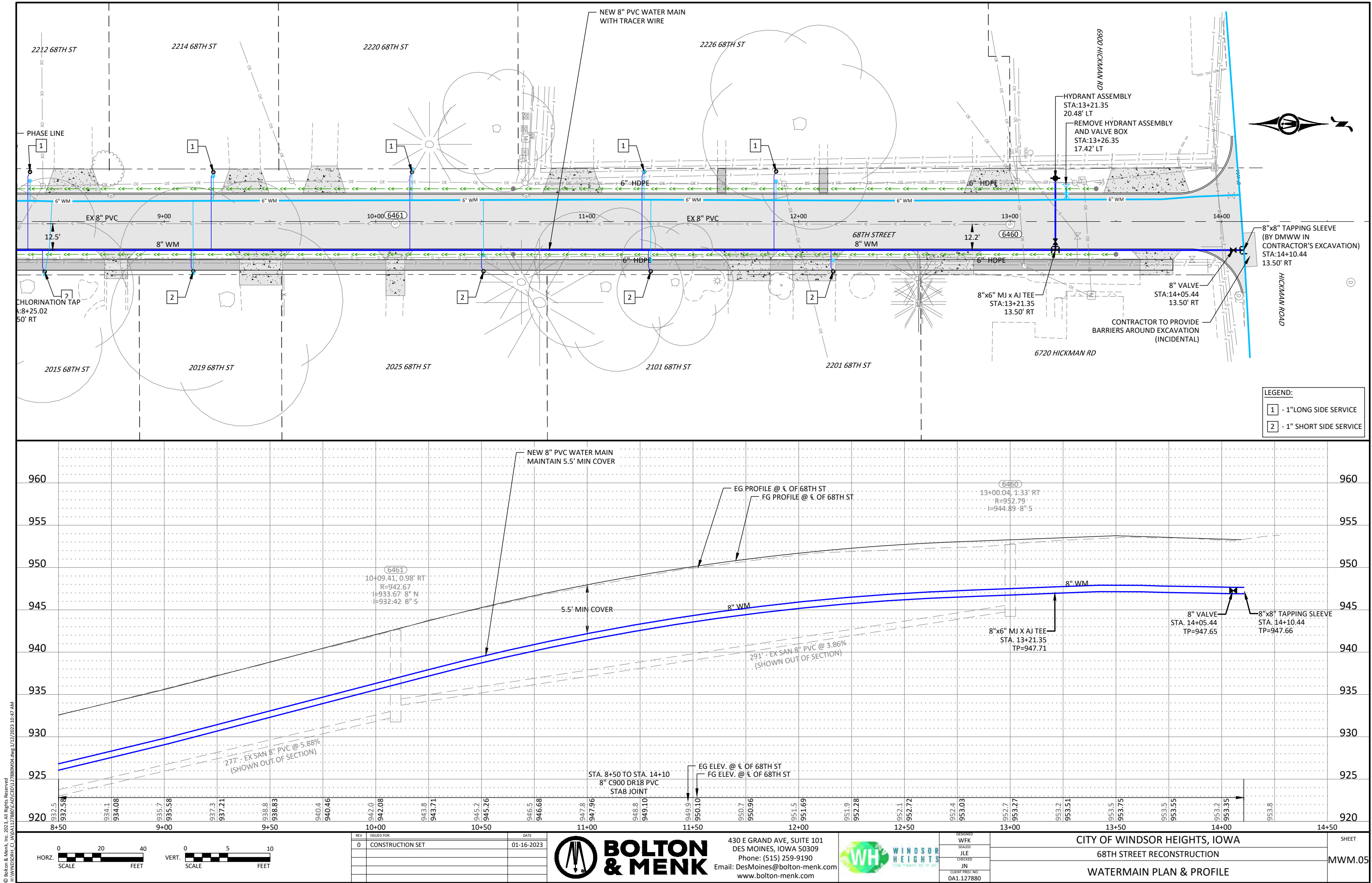
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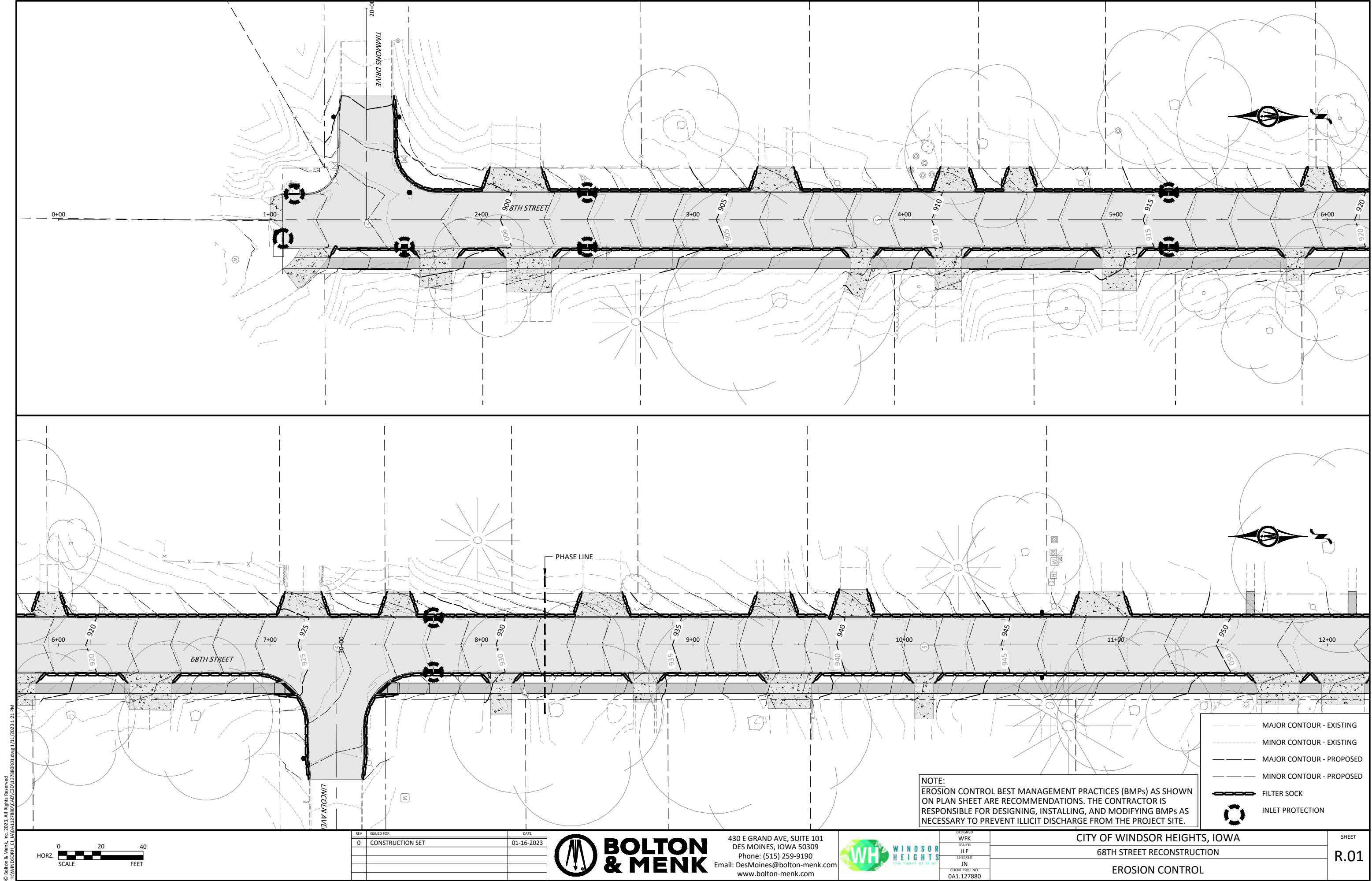












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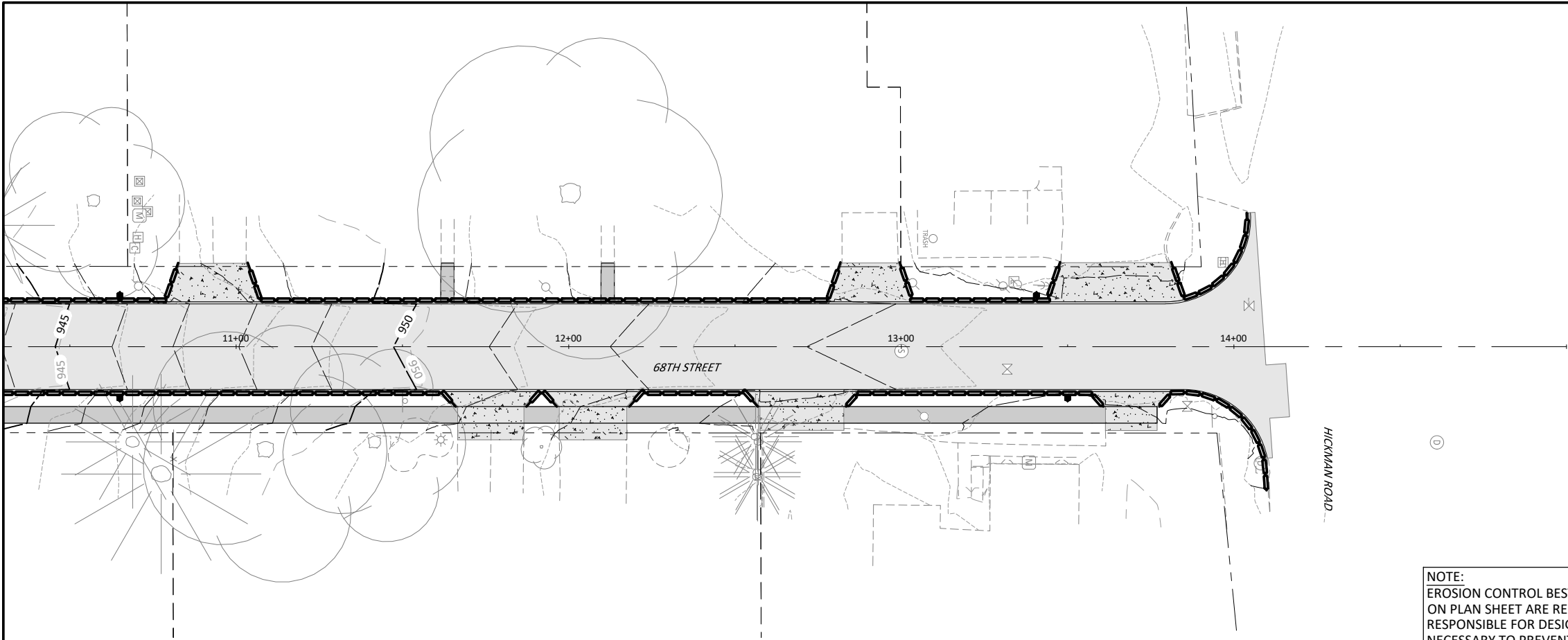
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
EROSION CONTROL

SHEET  
R.01



NOTE:  
EROSION CONTROL BEST MANAGEMENT PRACTICES (BMPs) AS SHOWN  
ON PLAN SHEET ARE RECOMMENDATIONS. THE CONTRACTOR IS  
RESPONSIBLE FOR DESIGNING, INSTALLING, AND MODIFYING BMPs AS  
NECESSARY TO PREVENT ILLICIT DISCHARGE FROM THE PROJECT SITE.

- MAJOR CONTOUR - EXISTING
- MINOR CONTOUR - EXISTING
- MAJOR CONTOUR - PROPOSED
- MINOR CONTOUR - PROPOSED
- FILTER SOCK
- INLET PROTECTION

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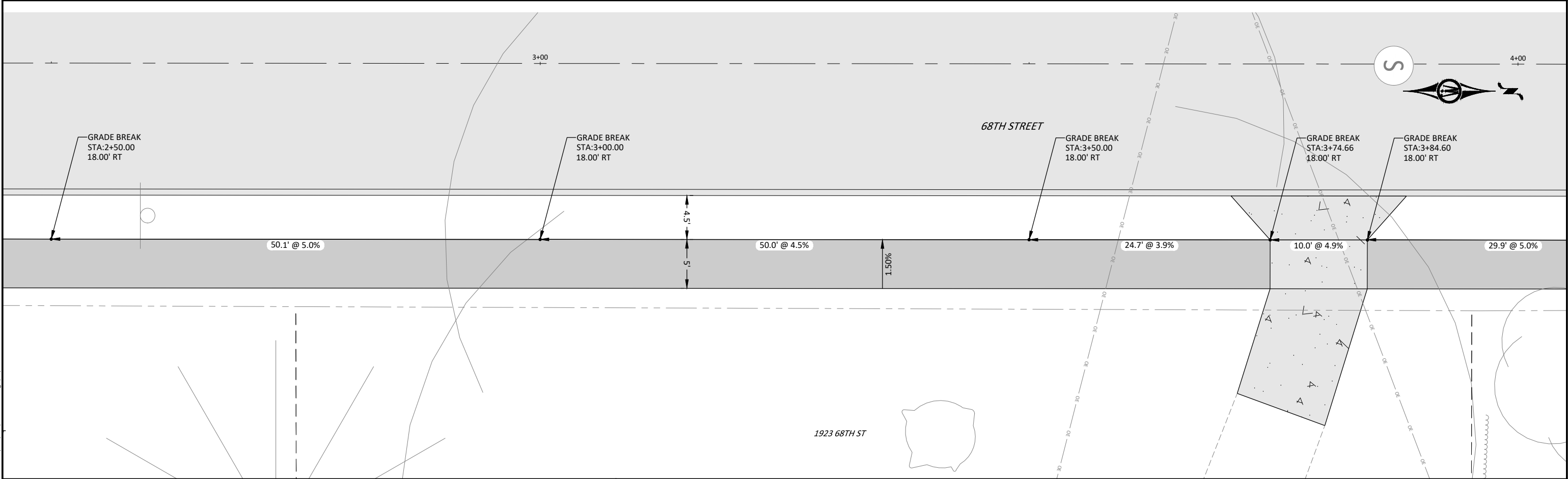
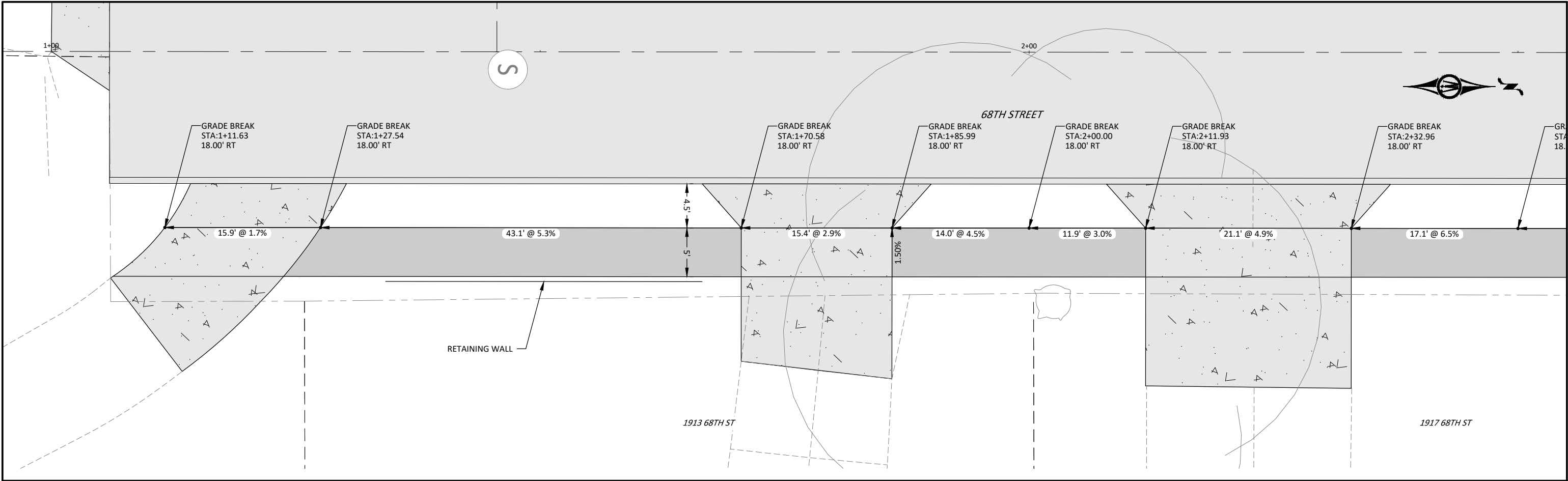
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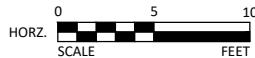
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
EROSION CONTROL

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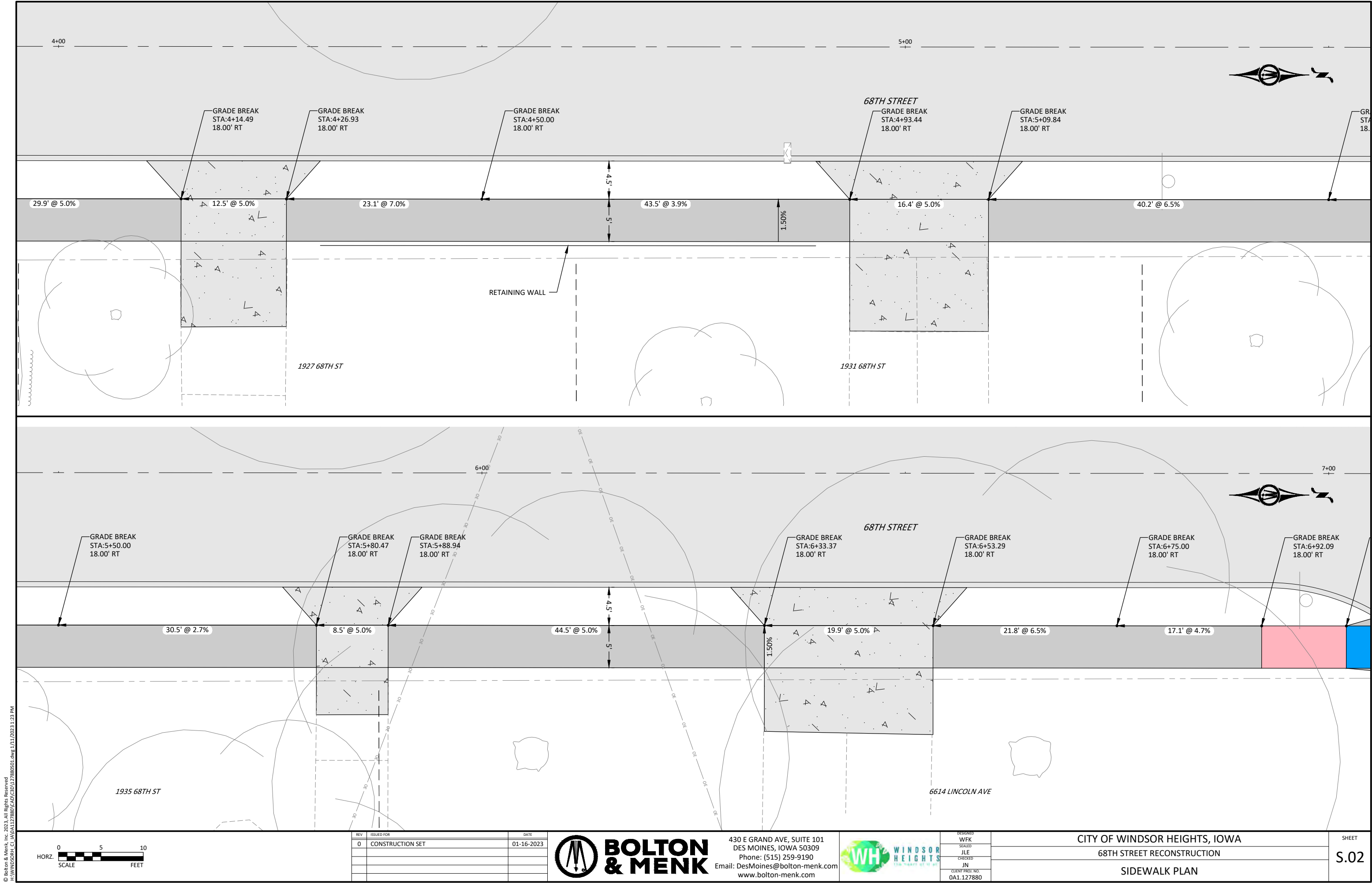
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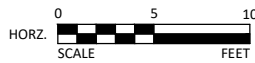
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
SIDEWALK PLAN

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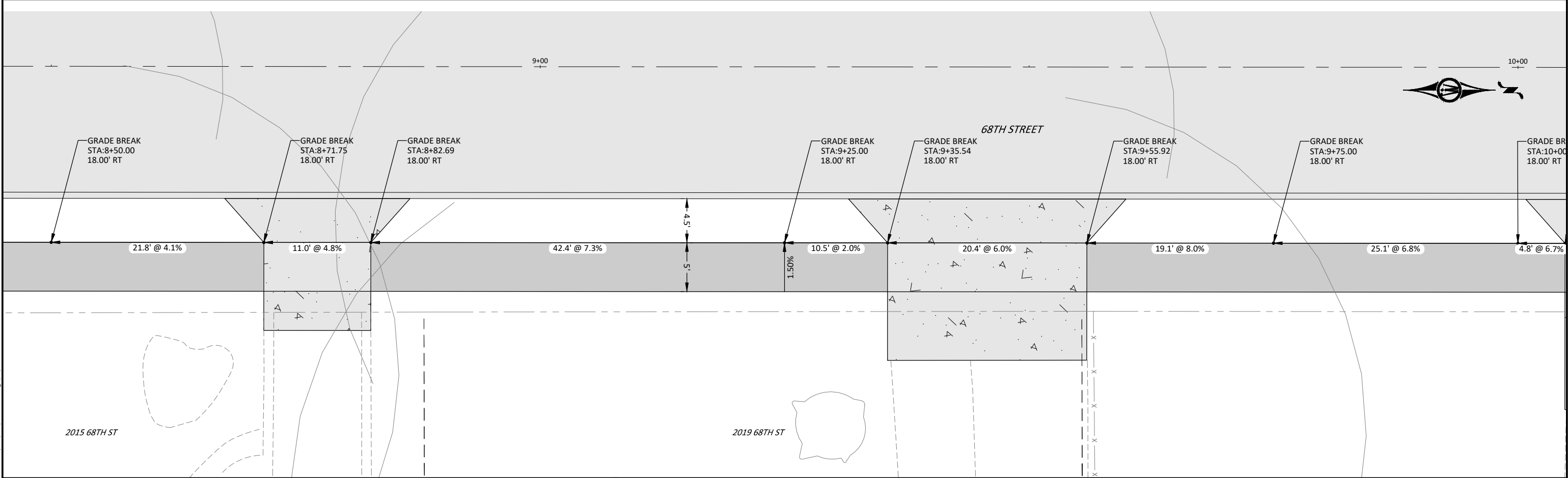
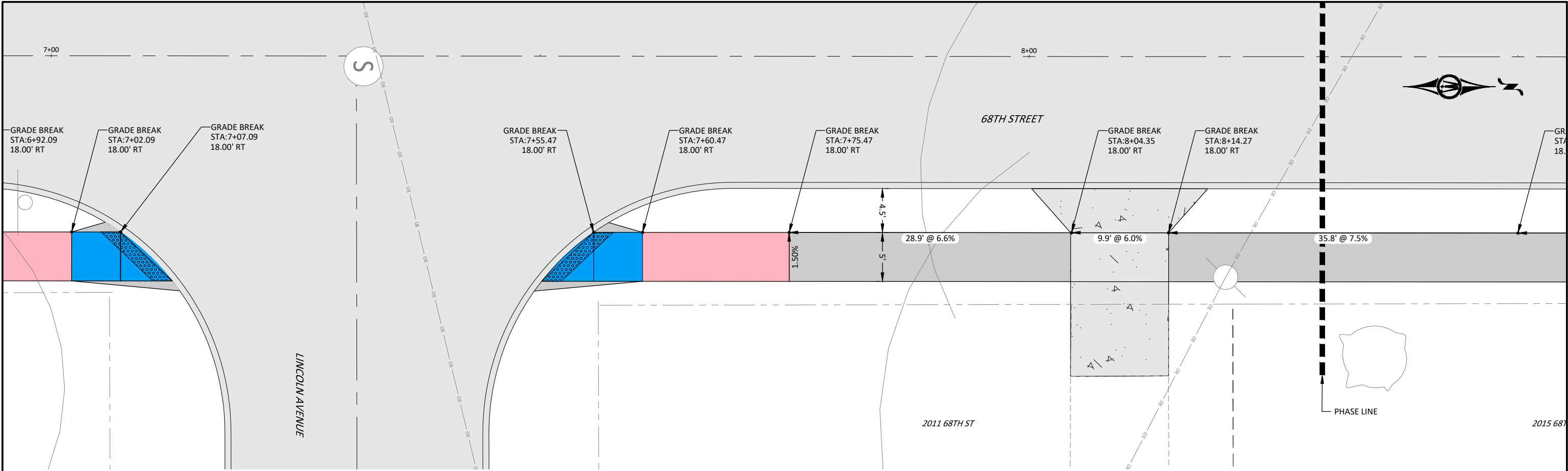
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68TH STREET RECONSTRUCTION  
SIDEWALK PLAN

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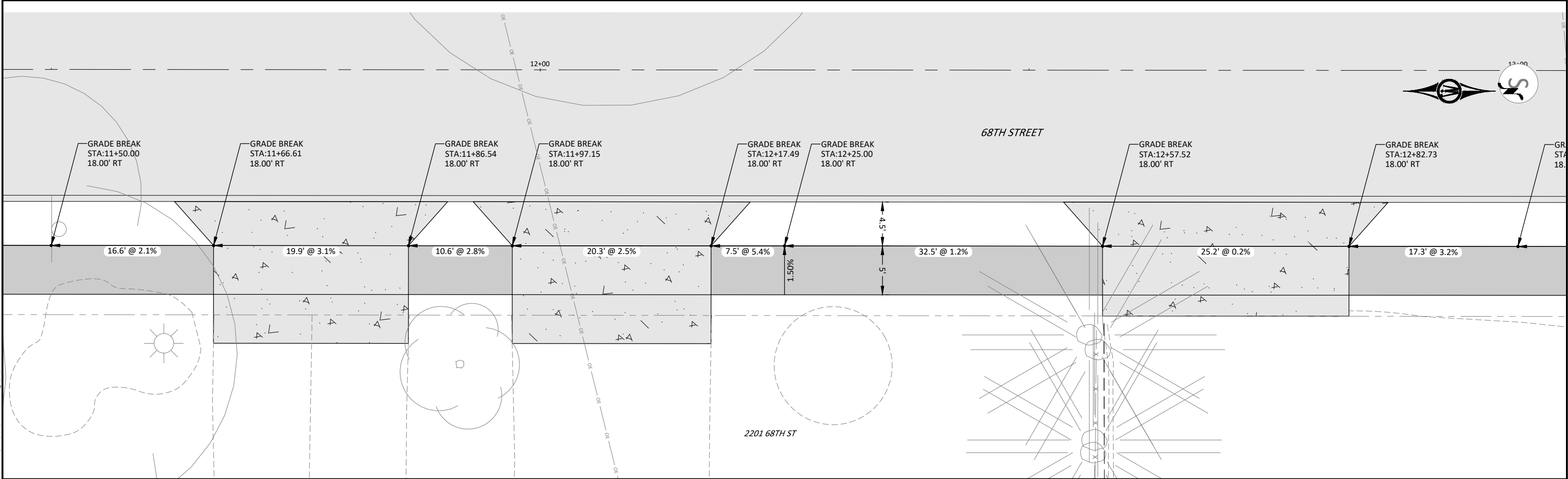
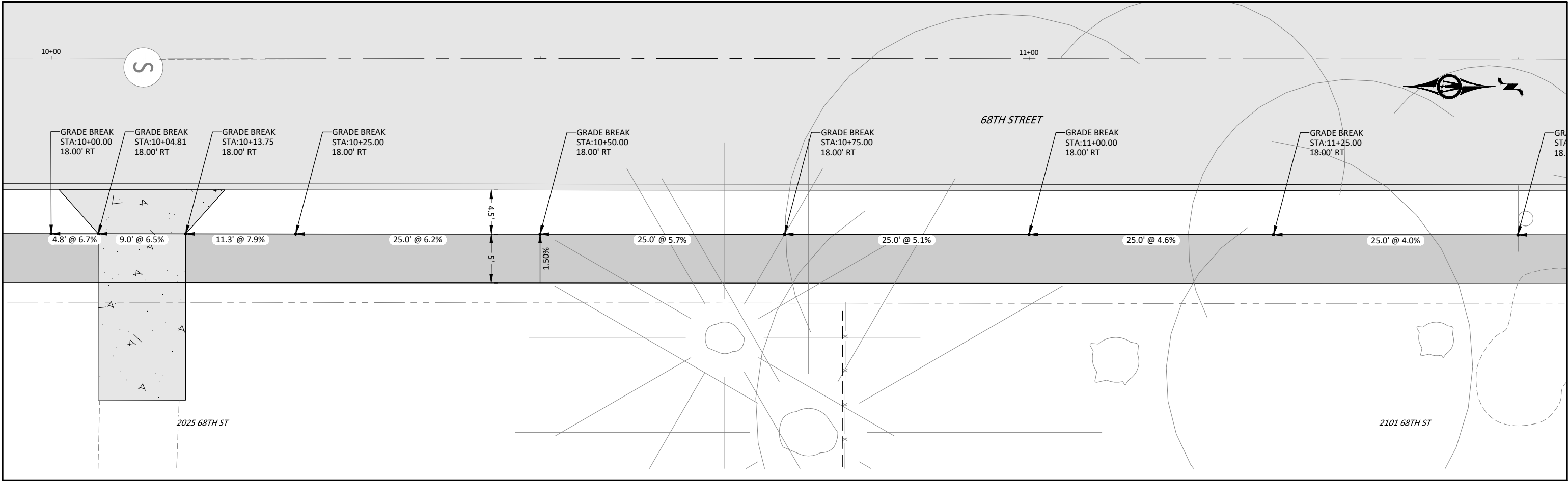


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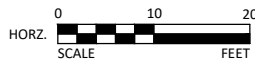
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68TH STREET RECONSTRUCTION  
SIDEWALK PLAN

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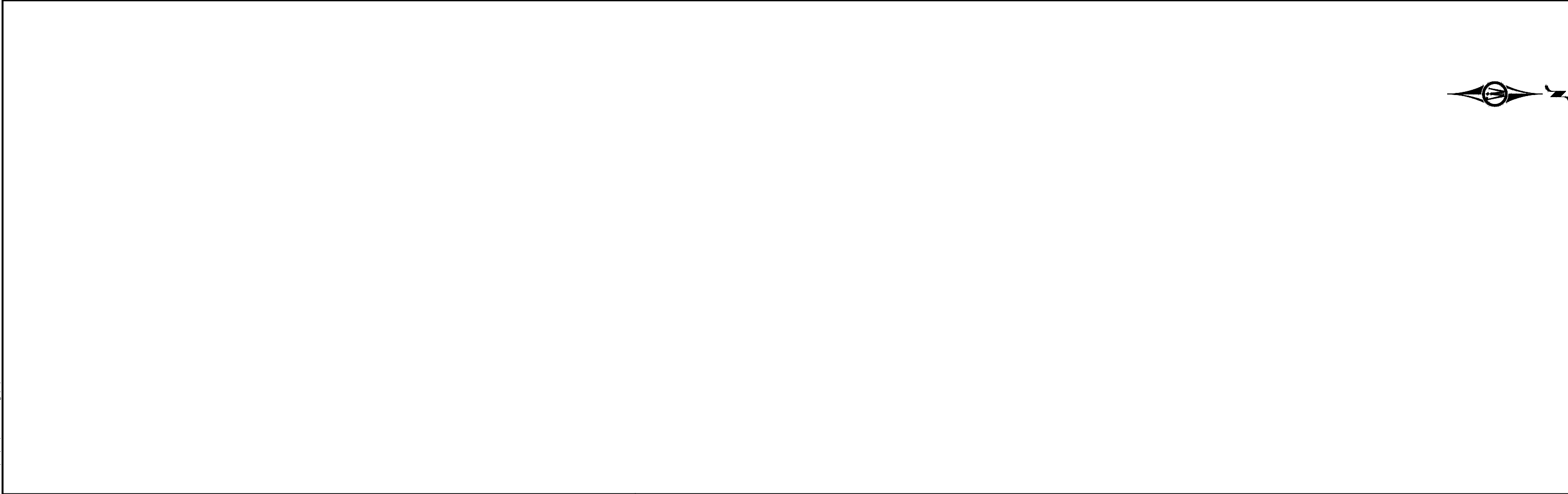
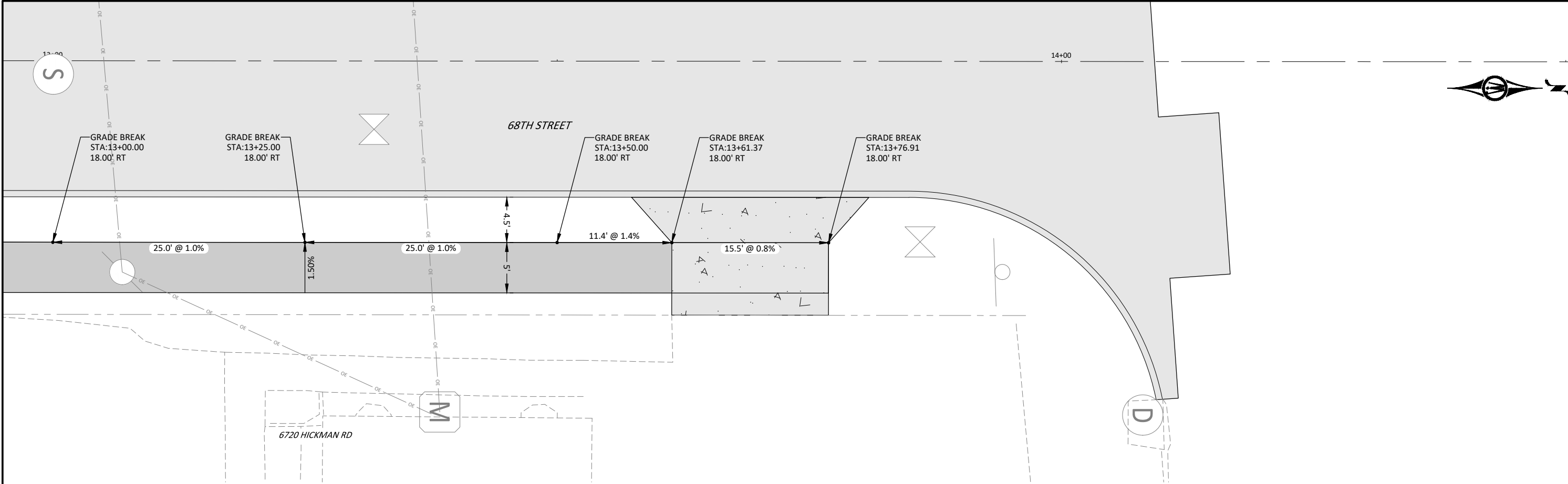
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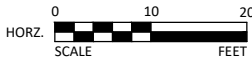
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68TH STREET RECONSTRUCTION  
SIDEWALK PLAN

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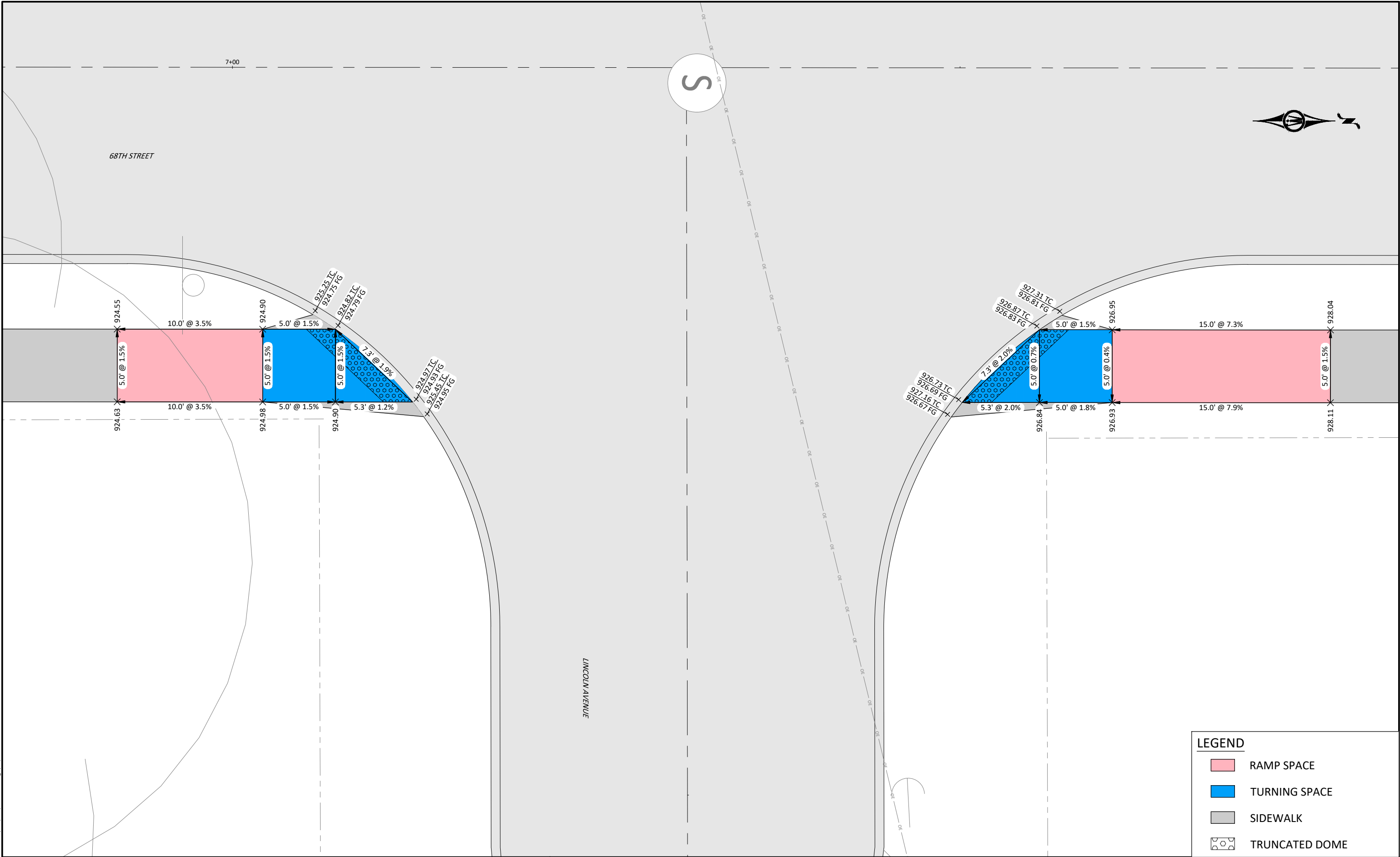
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| 68TH STREET RECONSTRUCTION    |                      |
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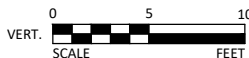
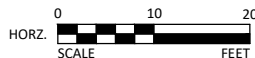
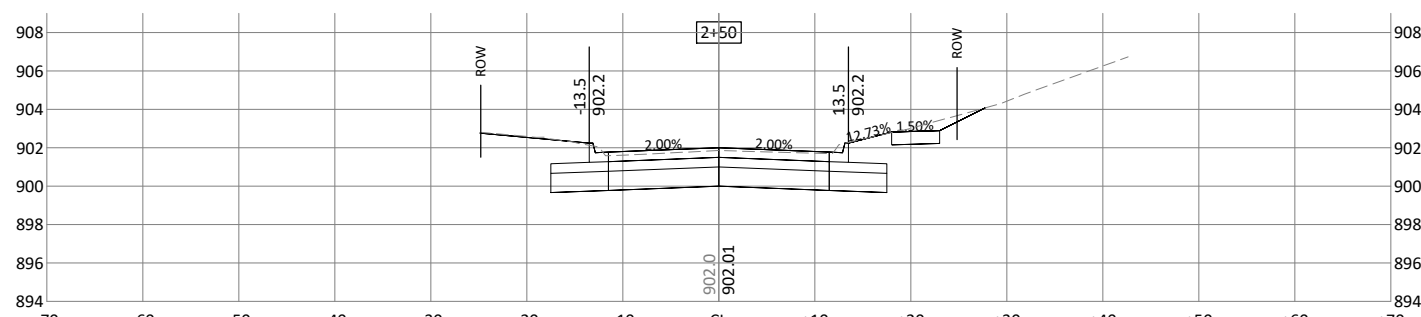
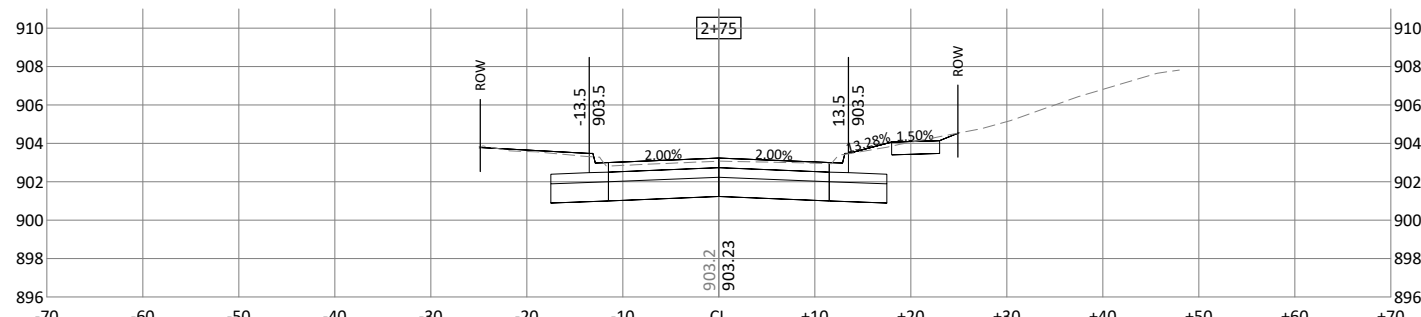
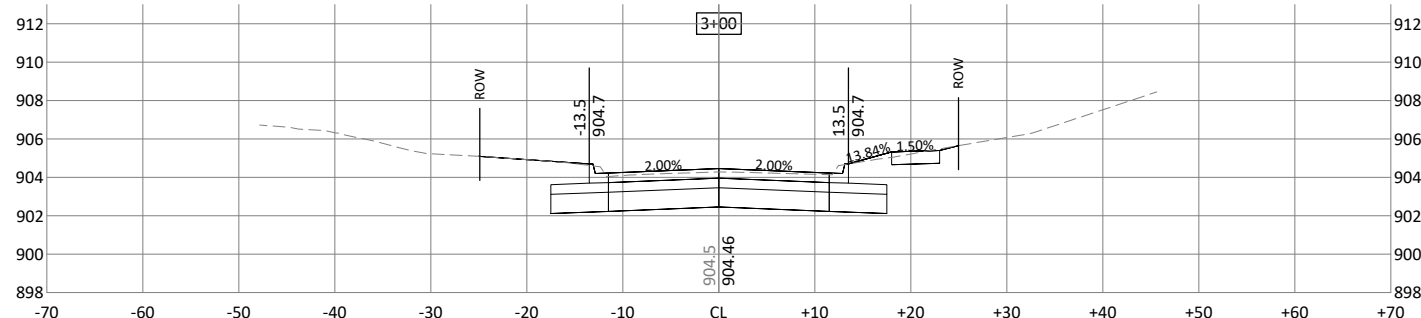
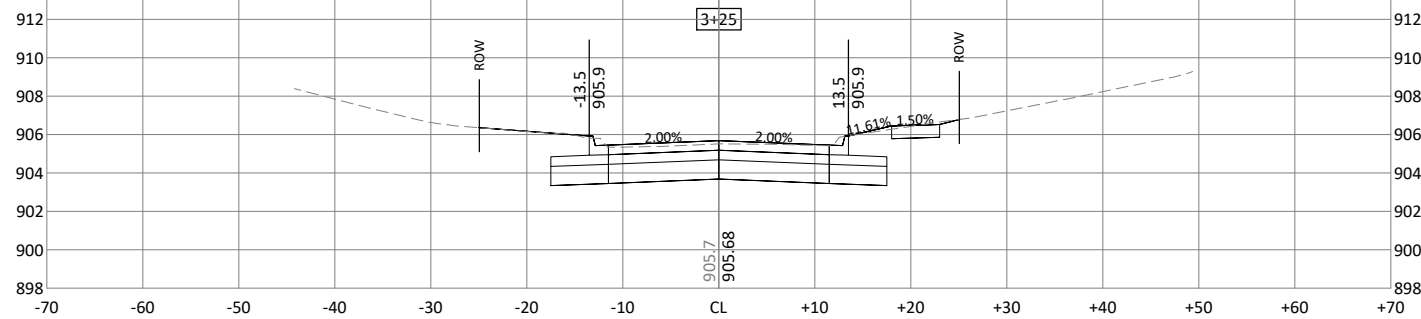
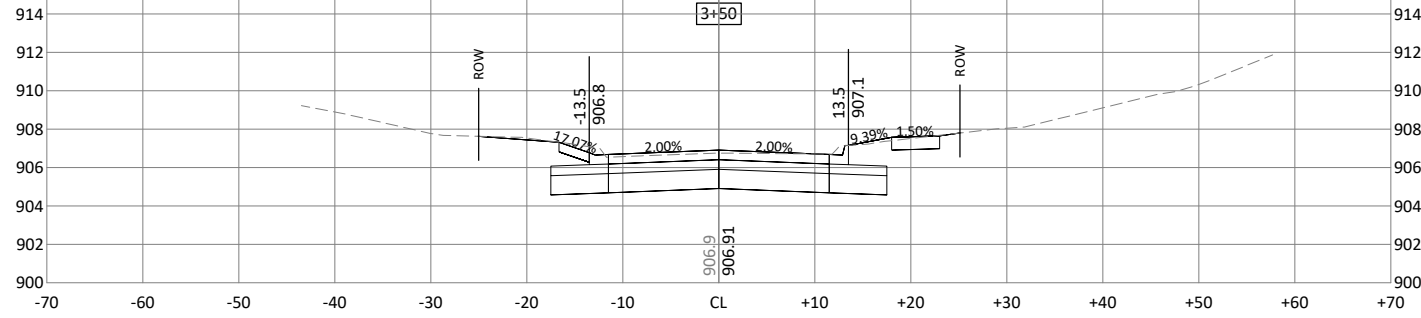
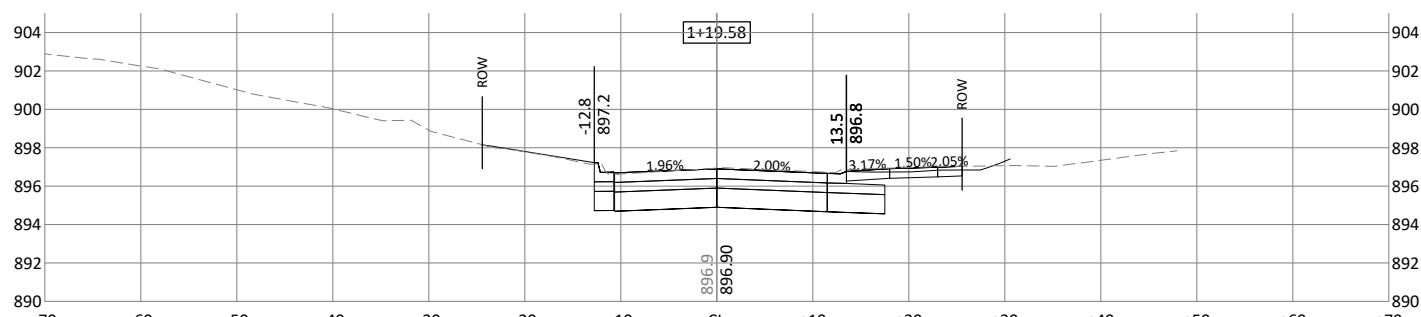
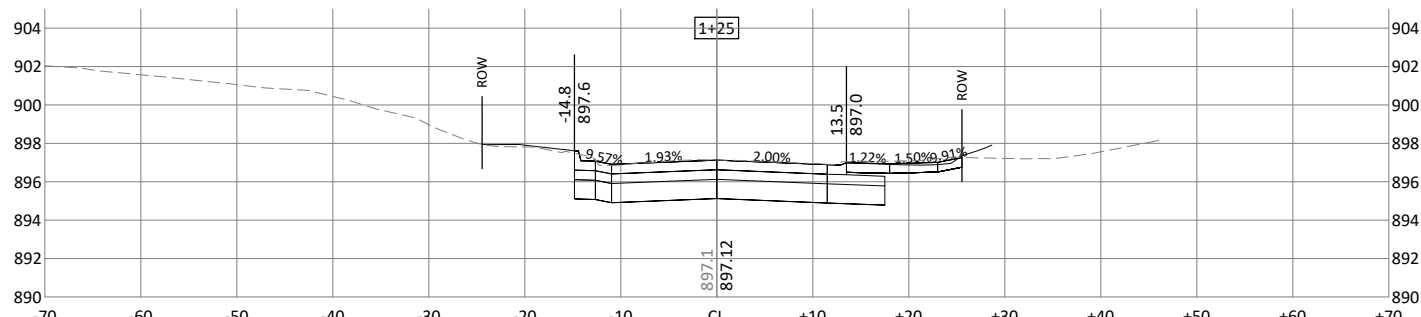
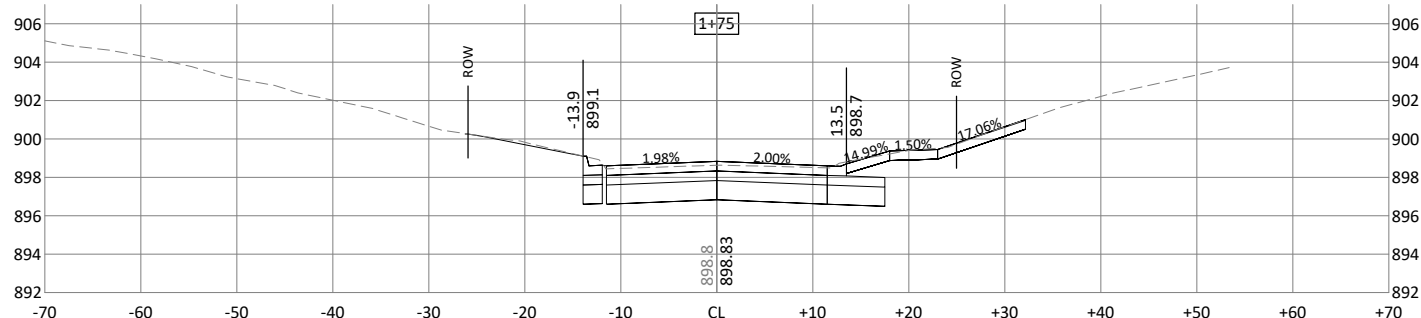
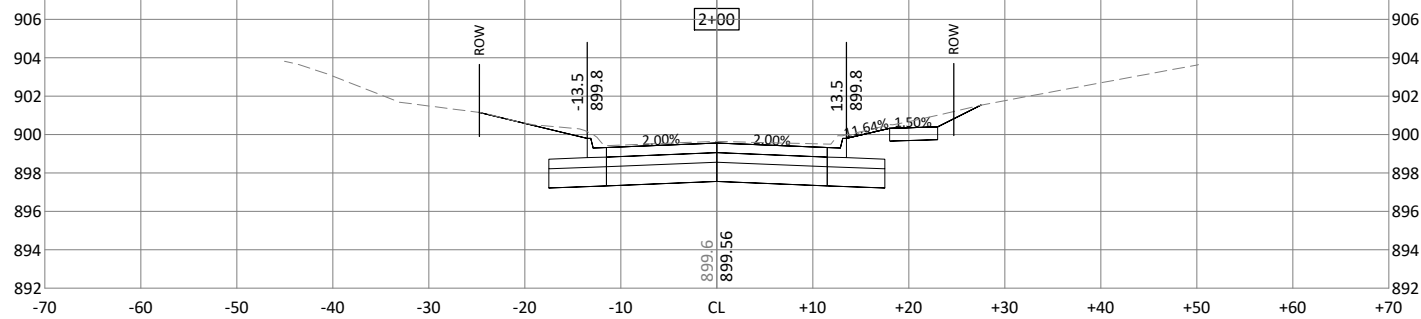
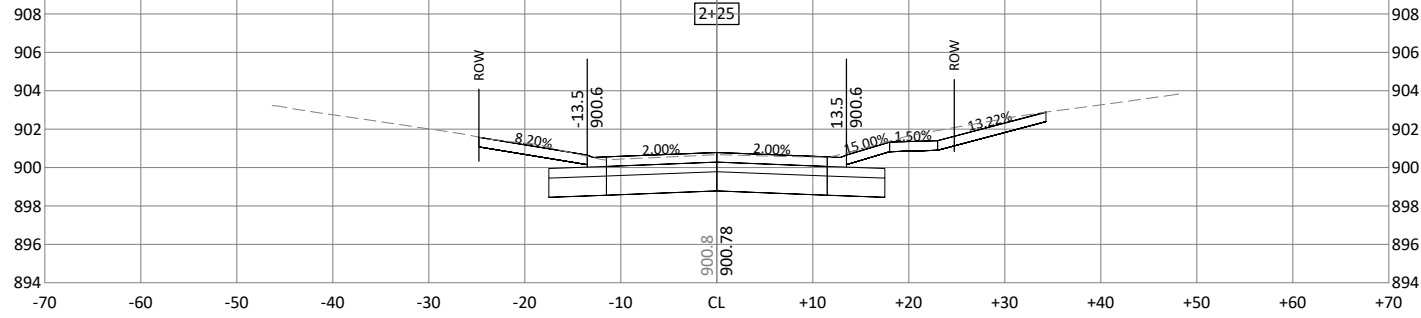
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CITY OF WINDSOR HEIGHTS, IOWA  
68TH STREET RECONSTRUCTION  
ADA COMPLIANCE

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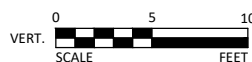
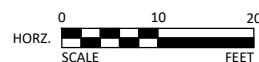
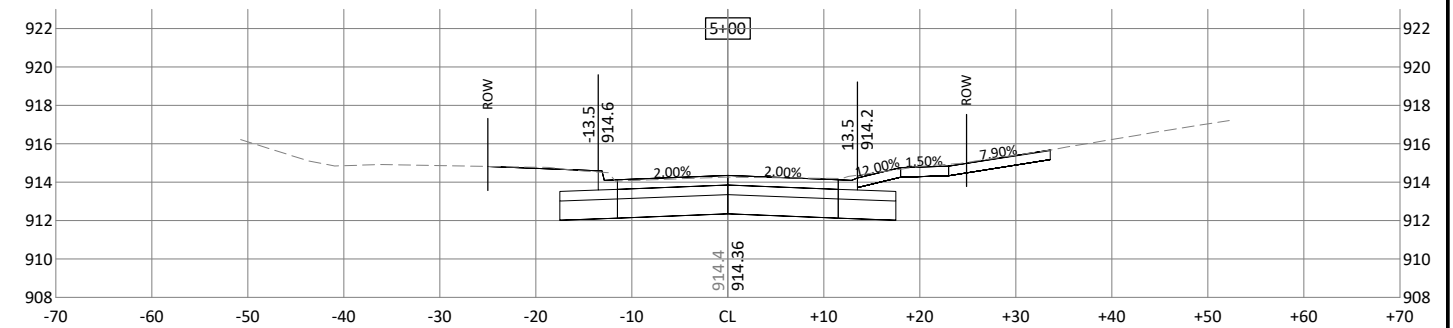
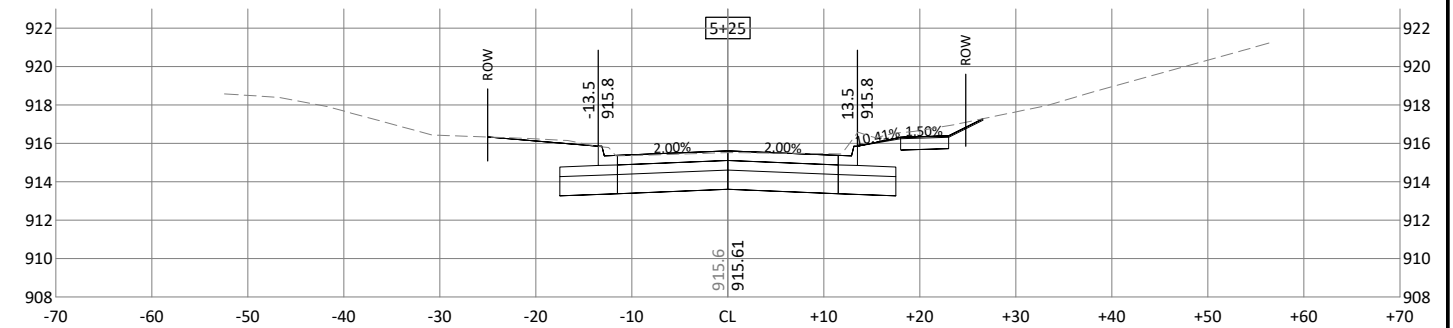
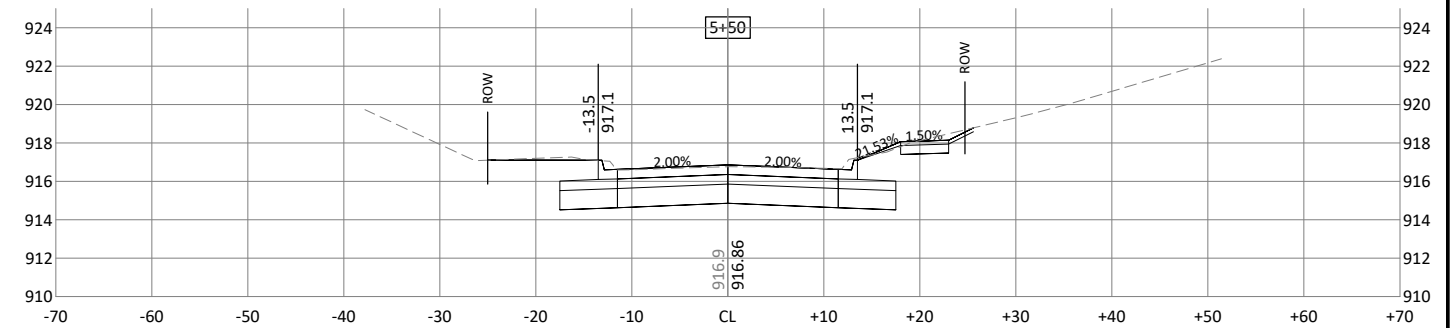
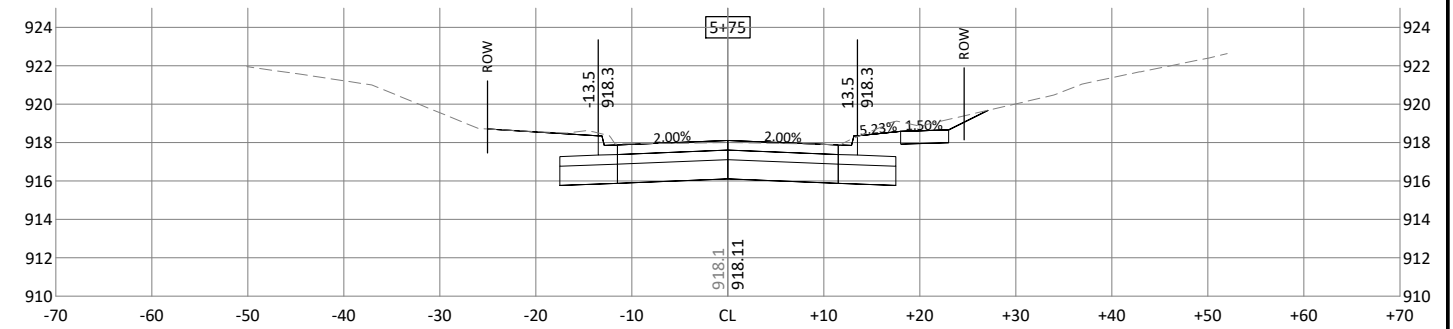
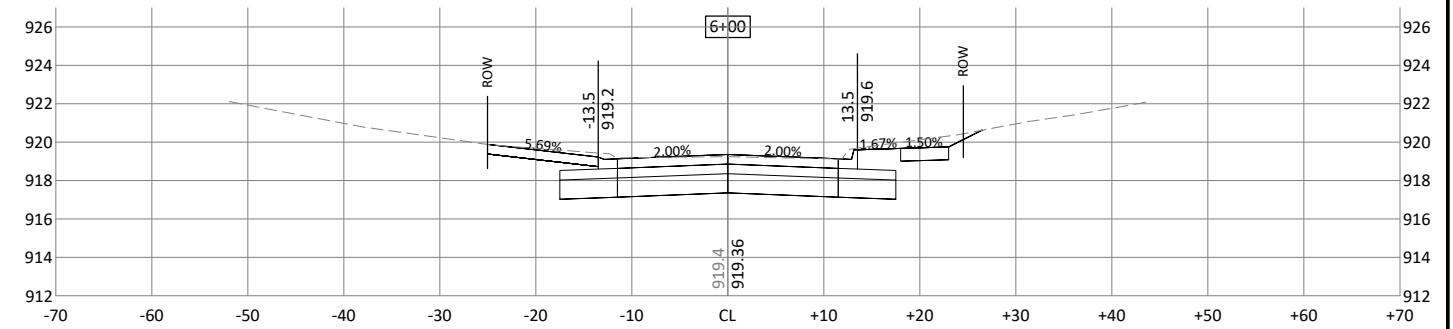
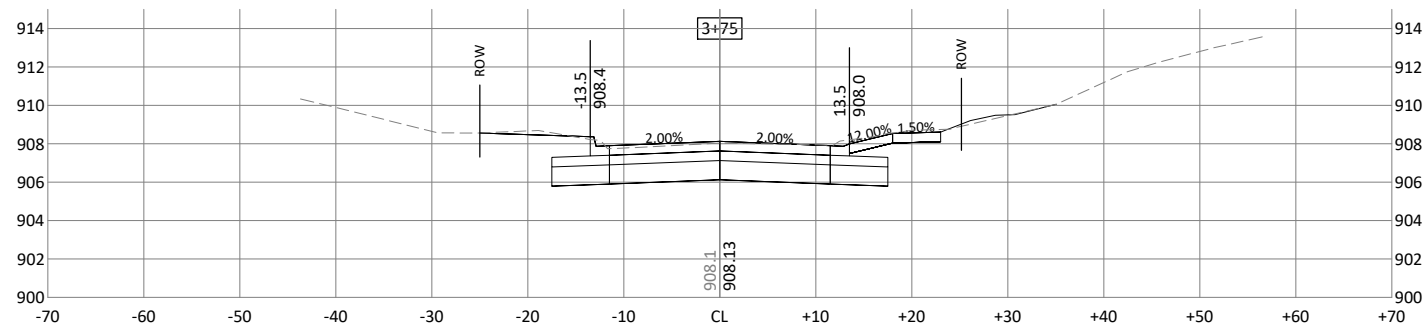
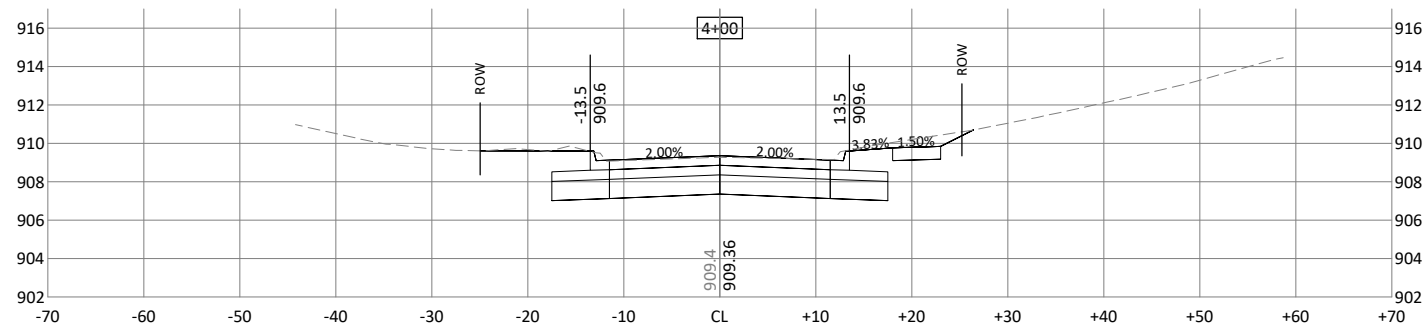
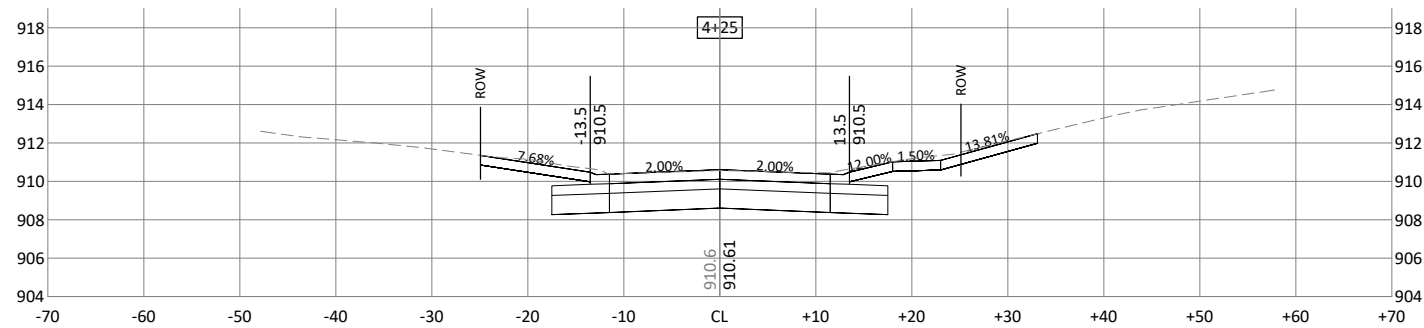
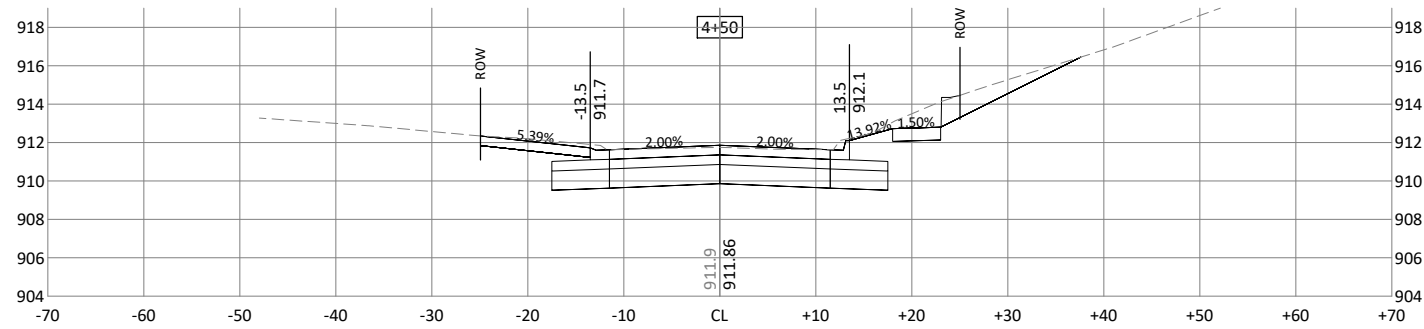
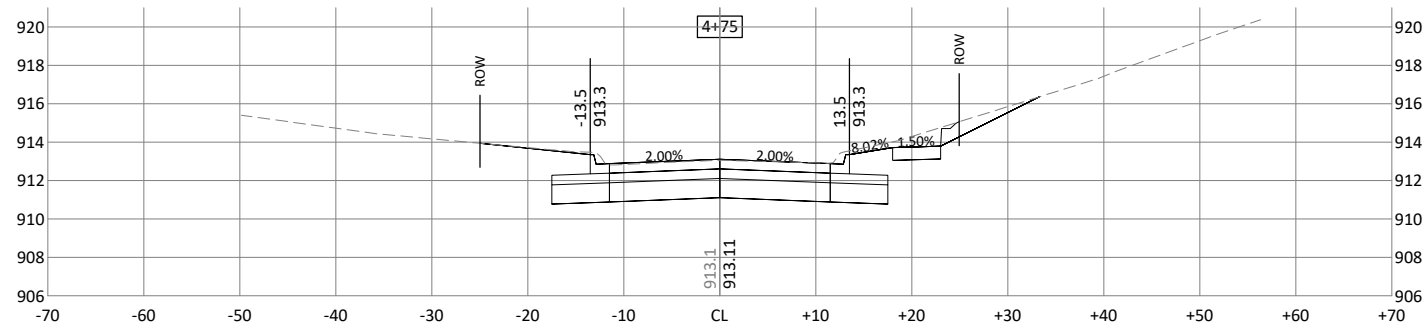
CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

CROSS SECTIONS

SHEET

W.01



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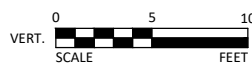
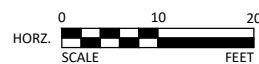
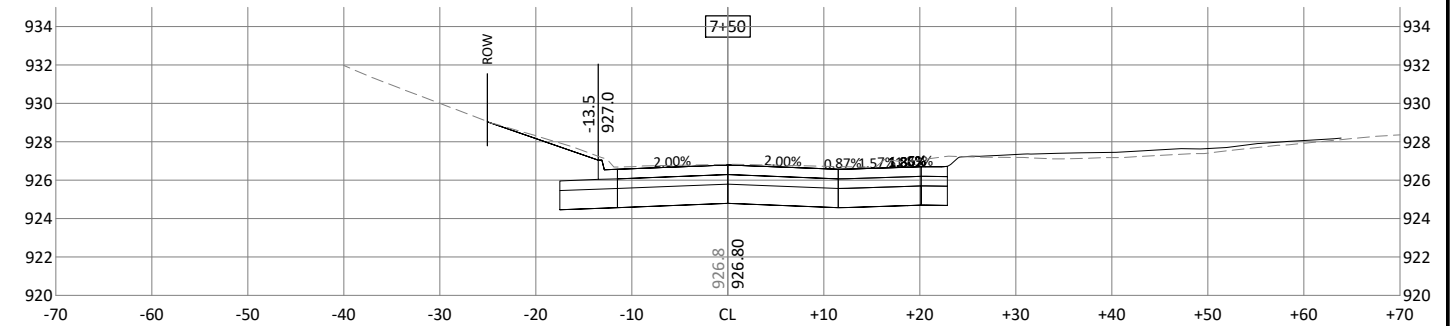
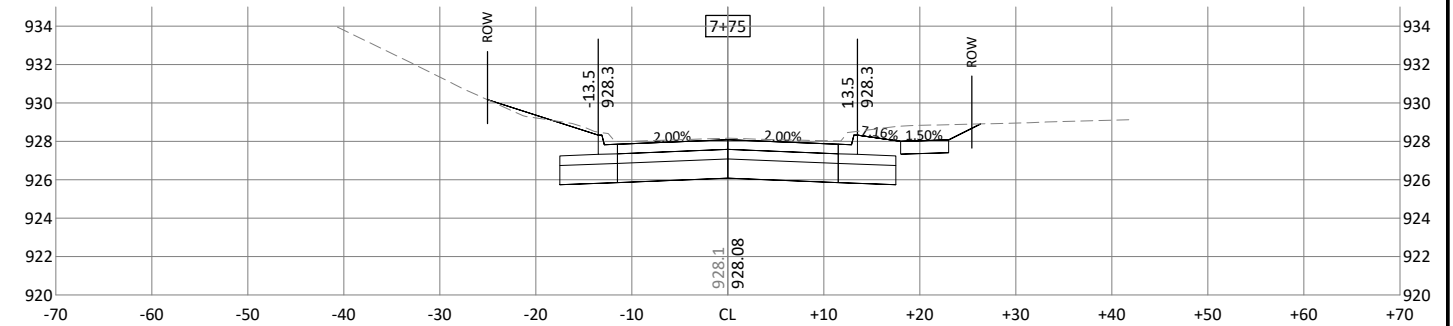
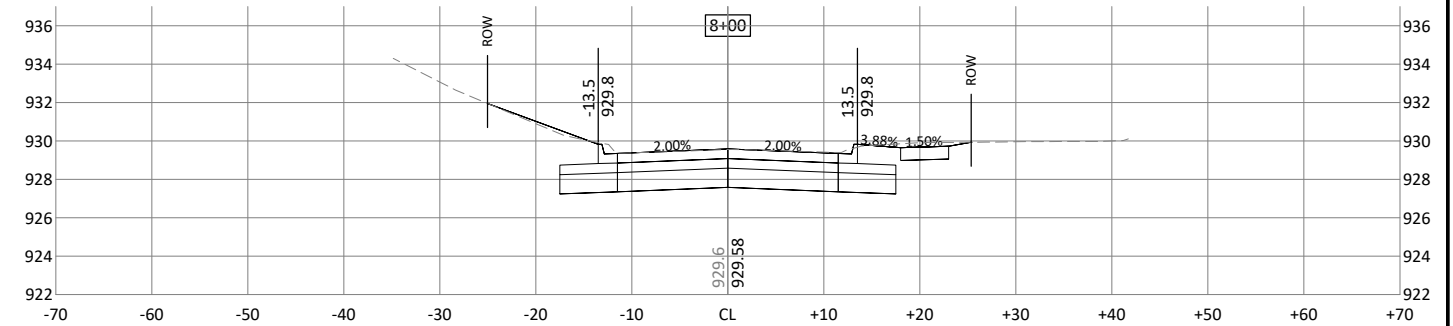
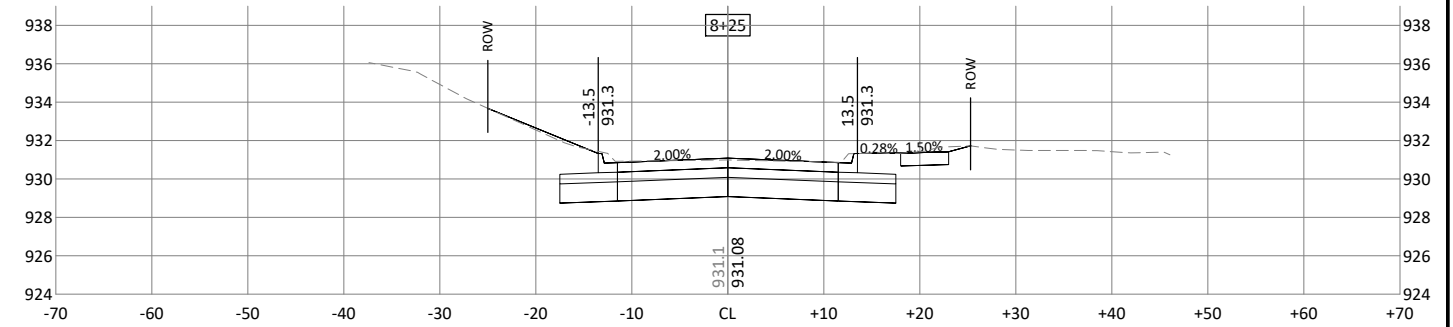
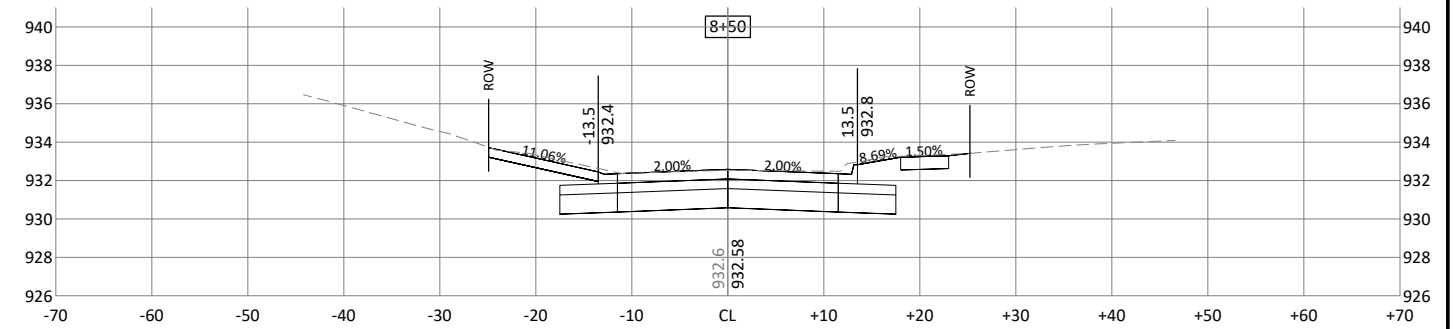
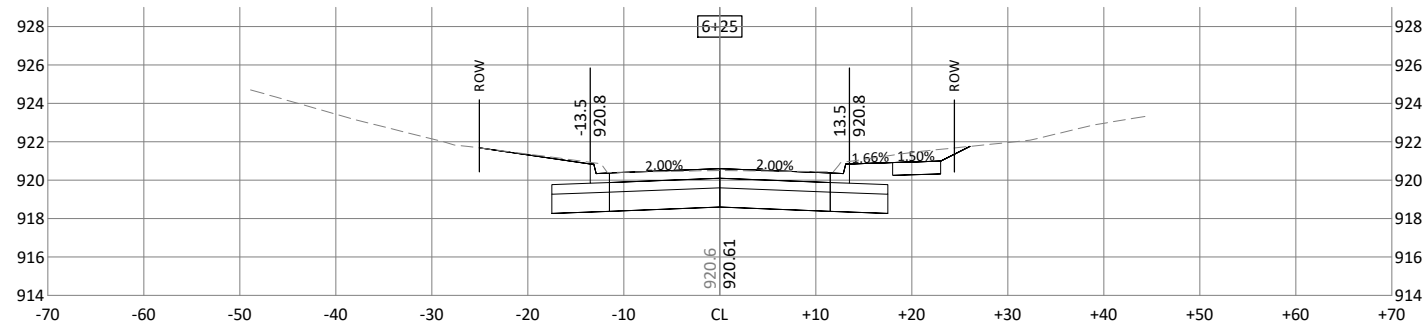
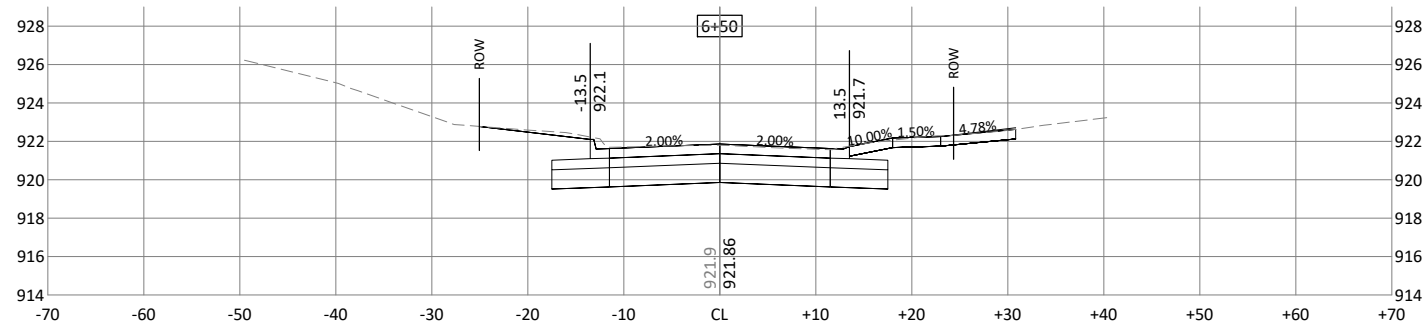
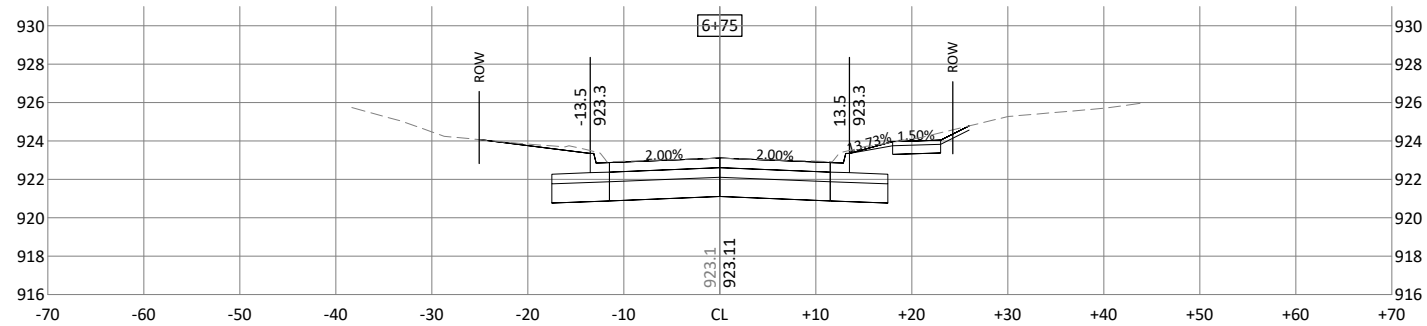
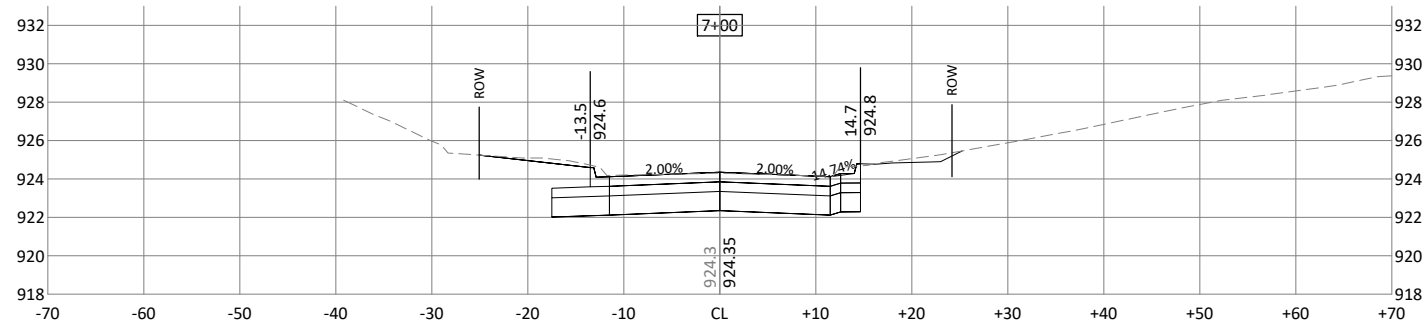
CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

## CROSS SECTIONS

SHEET

V.02



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68TH STREET RECONSTRUCTION

## CROSS SECTIONS

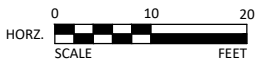
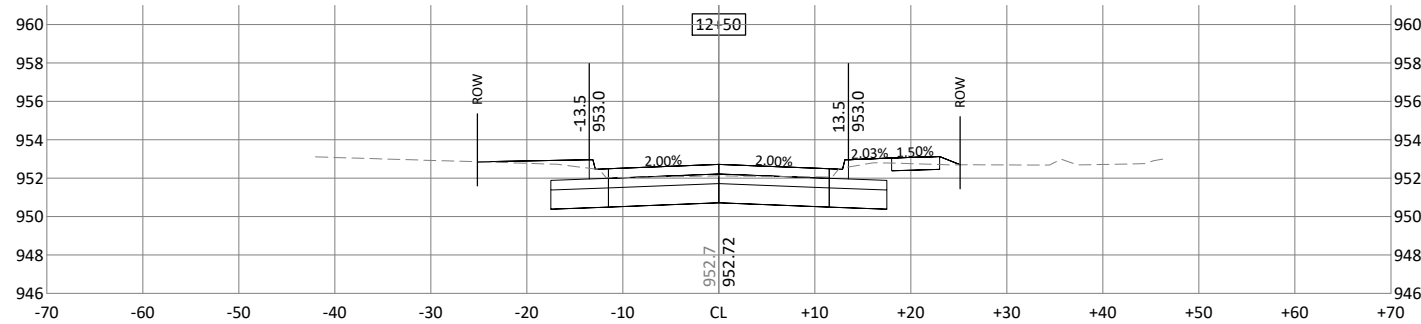
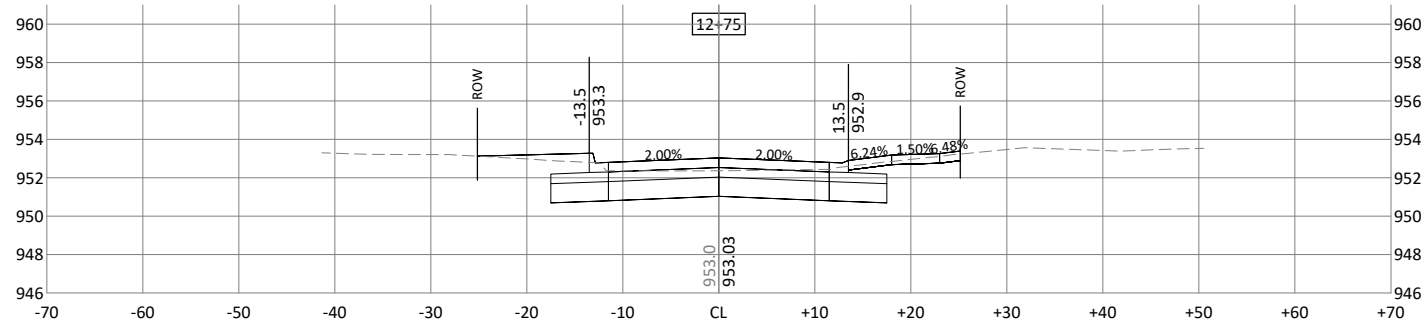
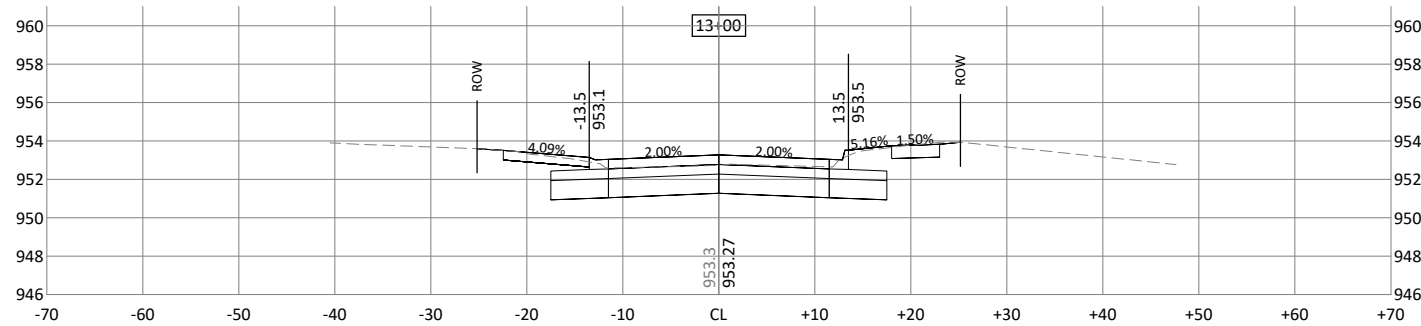
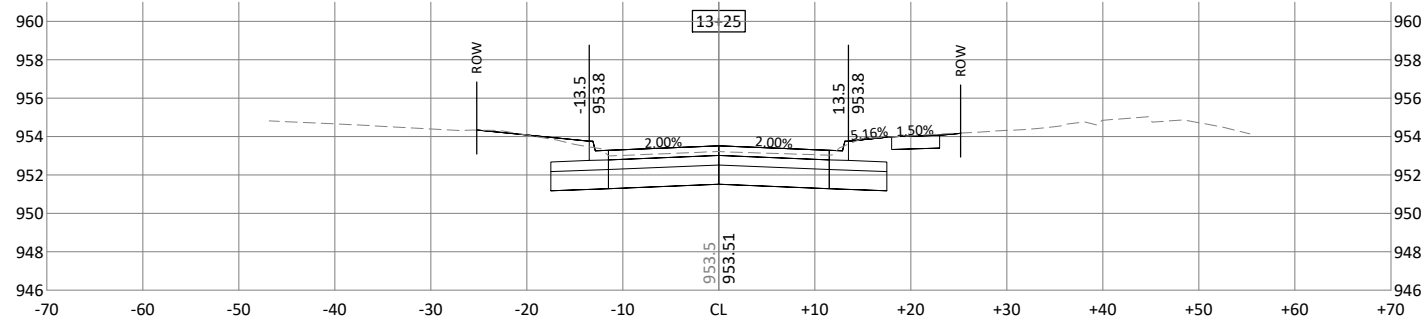
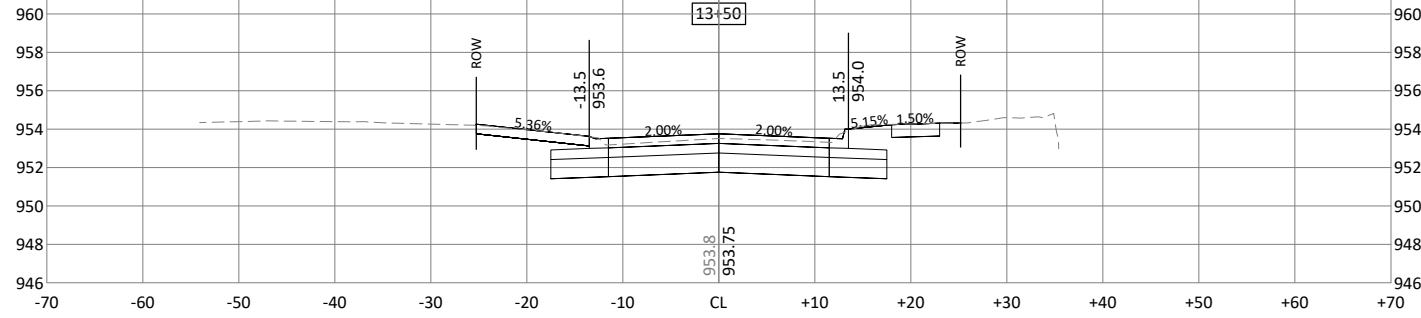
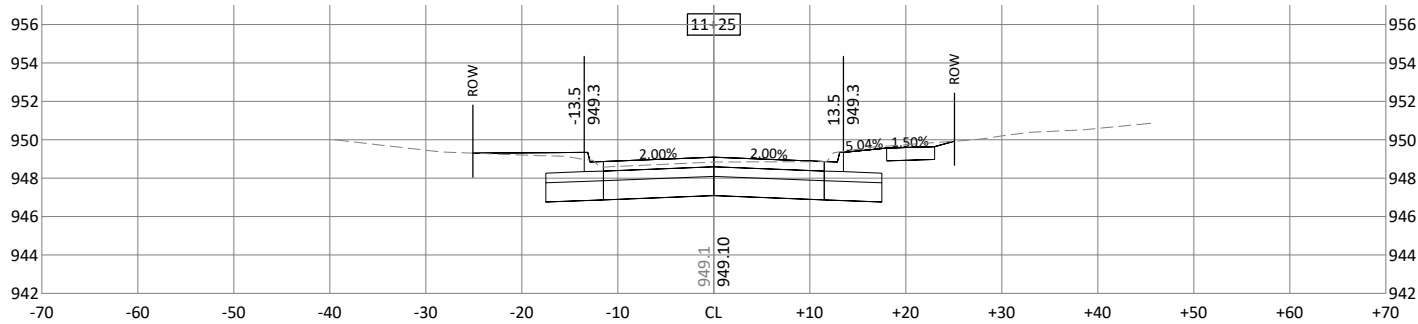
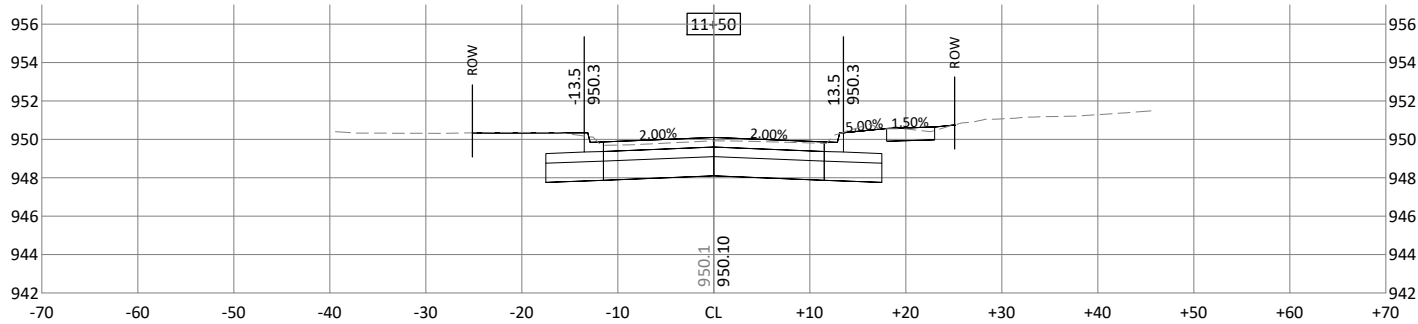
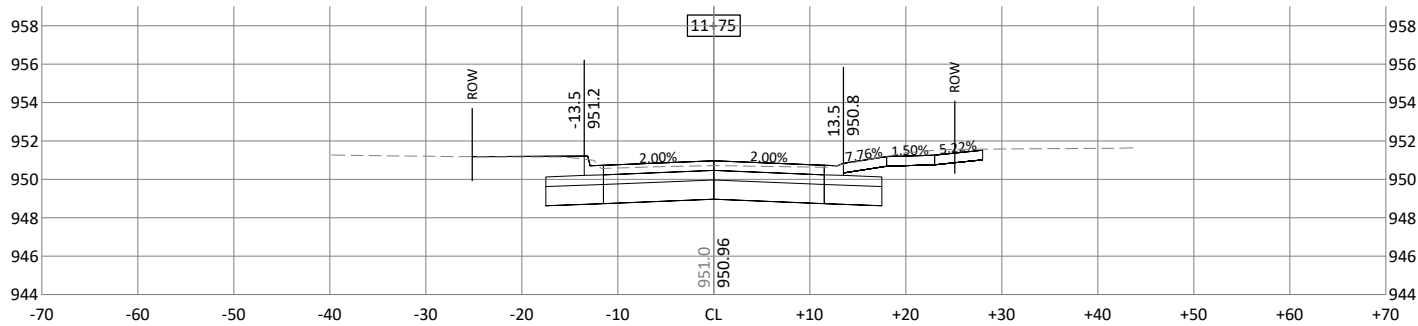
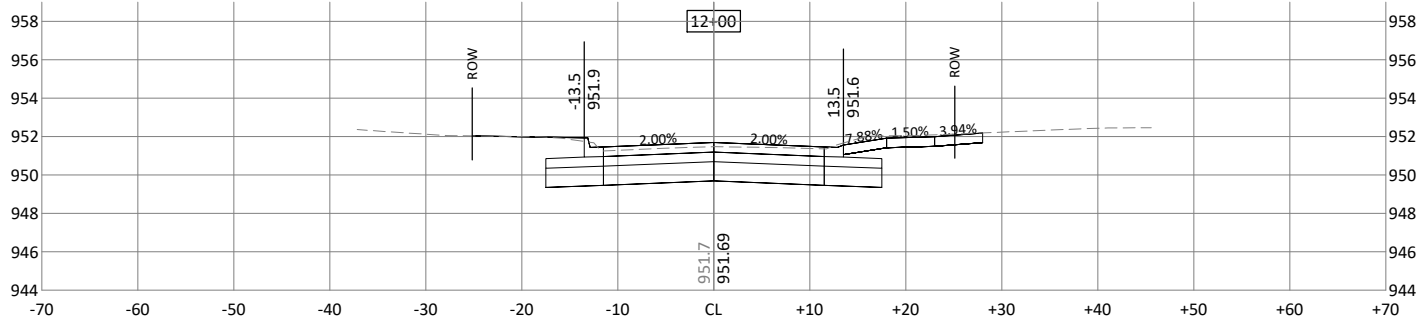
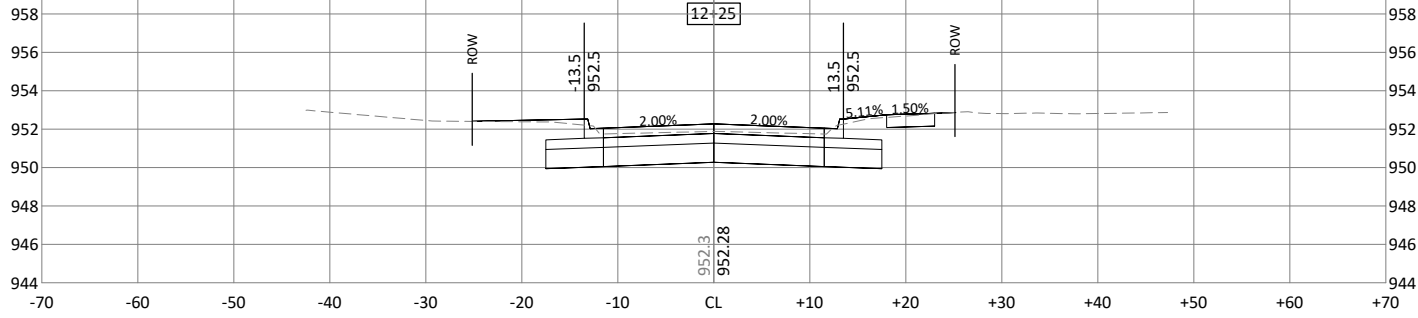
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CITY OF WINDSOR HEIGHTS, IOWA

68TH STREET RECONSTRUCTION

CROSS SECTIONS

SHEET

W.05





**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Mike Jones, Mayor  
SUBJECT: Approve Funding for IMPACT Community Action Partnership

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. FY23 Letter of Request - Windsor Heights
2. Demographic Attachment - City of Windsor Heights
3. IMPACT General Services Agreement

December 19, 2022

Travis Cooke, City Clerk  
City of Windsor Heights  
Windsor Heights City Hall  
1145 66th St, Suite 1  
Windsor Heights, IA 50324  
tcooke@windsorheights.org



Dear Travis Cooke,

Your partnership in serving the people of Windsor Heights is greatly appreciated! Last year the City of Windsor Heights generously supported IMPACT Community Action Partnership's work with a contribution of **\$1,600.** Together, in fiscal year 2022 we assisted residents of Windsor Heights with essential needs as follows:

- 300 total individuals in Windsor Heights were served
- 137 children and teens in Windsor Heights were served
- 116 families in Windsor Heights were served
- 1057 specific services were provided to residents of Windsor Heights

IMPACT seeks to collaborate with you again this year to assist families in Windsor Heights who are in need of essential services. Our services are based on family-need and include:

- Housing (rent and mortgage assistance)
- Energy (heat, water, weatherization and air conditioning assistance)
- Health (food and hygiene products assistance)
- Local (recreation passes, extracurricular fees, one-time car repair or other family needs)

We are proud of the work we have done together, and this fiscal year we hope to be able to do more! As mentioned above, last year we served 300 Windsor Heights residents, but according to the US Census Bureau there are approximately 951 Windsor Heights residents with an income below 185% of the Federal Poverty Line. **That means there are at least 651 Windsor Heights residents who could benefit from our services that we did not reach last year!** Attached to this letter you will find additional anonymized and aggregated data about who we've served in Windsor Heights, which helps us in determining where to focus our outreach.

In addition to the direct assistance IMPACT provides, IMPACT invests approximately \$83.45 per individual to be able to provide services (staff costs, occupancy costs, etc). Last year this non-direct assistance investment was an estimated \$25,033.50 to assist Windsor Heights residents with basic needs. We recognize that our cities are facing many of the same financial challenges as our organization and the families we serve. As a result, we have chosen to request the same amount we received from Windsor Heights last year. **We respectfully request \$1,600 from the City of Windsor Heights to engage with us in this partnership again this year.** This will help IMPACT assist more Windsor Heights residents facing challenges meeting their essential needs.

In 2021 the State Auditor issued guidance that local governments should require a contract for any contributions to non-profit organizations. As such, we are seeking a contractual agreement, not a donation. This means if Windsor Heights is in the future audited by the state of Iowa, our partnership will be in accordance with the law. We have enclosed a sample contract you may use if you like. However, this is completely up to you and we will gladly use whatever best suits your needs whether that is this contract with modifications, a completely different contract, or no contract at all.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Bacon".

Anne Bacon, CEO



## City of Windsor Heights

### Client Characteristics Report

Fiscal Year 2022 (October 1, 2021 – September 30, 2022)

| Individual and Household Counts                        |                                                       |
|--------------------------------------------------------|-------------------------------------------------------|
| 116                                                    | # Total households served                             |
| 300                                                    | # Total individuals served                            |
| Individual Demographics                                |                                                       |
| 43                                                     | Age 0-5                                               |
| 65                                                     | Age 6-13                                              |
| 29                                                     | Age 14-17                                             |
| 17                                                     | Age 18-24                                             |
| 81                                                     | Age 25-44                                             |
| 30                                                     | Age 45-54                                             |
| 8                                                      | Age 55-59                                             |
| 5                                                      | Age 60-64                                             |
| 8                                                      | Age 65-74                                             |
| 13                                                     | Age 75+                                               |
| 56                                                     | # Total individuals with a disabling condition served |
| 9                                                      | # Veterans served                                     |
| 1                                                      | # Active military served                              |
| Household Housing Status                               |                                                       |
| 76                                                     | # of renter households served                         |
| 40                                                     | # of home owner households served                     |
| 0                                                      | # of households in other permanent housing served     |
| 0                                                      | # of households experiencing homelessness served      |
| 0                                                      | # of households in other housing situations served    |
| Households by Income Level (% of Federal Poverty Line) |                                                       |
| 27                                                     | Up to 50% (\$13,875 annually / family of four)        |
| 12                                                     | 51% - 75% (\$20,813 annually / family of four)        |
| 12                                                     | 76% - 100% (\$27,750 annually / family of four)       |
| 15                                                     | 101% - 125% (\$34,688 annually / family of four)      |
| 22                                                     | 126% - 150% (\$41,625 annually / family of four)      |
| 5                                                      | 151%-175% (\$48,563 annually / family of four)        |
| 6                                                      | 176% - 200% (\$55,500 annually / family of four)      |
| 6                                                      | 201% - 250% (\$69,375 annually / family of four)      |
| 11                                                     | 250% or over                                          |
| 0                                                      | Unknown / not reported                                |

### General Services Agreement

THIS AGREEMENT entered into on the 17th day of January, 2023, between Windsor Heights, IA (Funder) and Impact Community Action Partnership, Inc. an Iowa not-for-profit corporation located at 3226 University Avenue, Des Moines, Iowa 50311 ("Contractor").

WHEREAS, Funder supports Contractor's efforts in reducing the barriers and burdens that its residents in poverty experience; and

WHEREAS, Funder is interested in providing financial support to this work to ensure resources are available; and

WHEREAS, Contractor is the designated Community Action Agency for the Funder's area tasked with providing said services.

#### NOW, THEREFORE, BE IT AGREED:

1. The Contractor shall provide the following services to Funder in Contractor's facilities for a period extending from January 1, 2023, through the end of the month December, 2023:

- A. Poverty related services including but not limited to, Energy Assistance, Food and/or Personal Pantry services, Housing supports and other localized services based on Contractor's regular Community Needs Assessments.
- B. Contractor will report on the status of services at least annually with a summary of households receiving assistance.

2. The Contractor shall be paid for the above described services as follows upon execution of this agreement. Then \_\_\_\_\_ to be billed on or before May 1.

3. This contract may be terminated for the following reasons with only a time-based prorate portion deemed due and payable to Contractor:

- B. Unsatisfactory performance by the Contractor; or
- C. Without cause by written notification from one party to the other party with 30-day notice.

4. The Contractor shall indemnify, defend, save and hold the Funder, its officers, employees and agents, harmless from any claim or lawsuit occurring in the course of the Contractor's provision of services under this Agreement. Funder shall indemnify, defend, save and hold the Contractor, its officers, employees and agents, harmless from any claim or lawsuit arising out of or associated with Funder's actions related to this Agreement.

5. This Agreement contains the whole agreement of the parties and any modification thereof shall be in writing signed by the parties hereto. This agreement shall be in full force

and effect upon being executed by the parties hereto.

6. The parties shall be and act as independent contractors, and under no circumstances shall this Agreement be construed as one of agency, partnership or joint venture between Funder and Contractor.

7. Contractor, at its sole expense, shall comply with all local, State and Federal laws and shall at its sole expense, obtain all licenses or permits which may be required for the conduct of its business within the terms of this Agreement. Contractor agrees to comply with all applicable federal, state, and local civil rights laws, specifically free from discrimination on the basis of age, race, religion, creed, color, sex, national origin, ancestry, sexual orientation, disability, familial status, or gender identity.

8. Notices required under this Agreement may be delivered by regular U.S. Mail or by certified mail, return receipt requested, delivered to the addresses below or via email.

**In Witness Whereof**, the parties hereto have caused this Agreement to be executed.

FUNDER

IMPACT COMMUNITY ACTION PARTNERSHIP, INC

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Anne Bacon, CEO  
3226 University Ave.  
Des Moines, IA 50311



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Consideration of Resolution No. 2023-9 - A Resolution Authorizing the City of Windsor Heights, Iowa to Submit an Application for Funding from the Federal Surface Transportation Block Grant Program (STBG) to the Des Moines Area Metropolitan Planning Organization (MPO) for the Partial Funding of the Construction of 73rd Street Phase 1 and Further Approving the Application which Obligates the City of Windsor Heights to Matching Funds for the Construction of Said Project

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023-9 - 2023 STBG Application for 73rd Street Phase1

## RESOLUTION NO. 2023-9

**A RESOLUTION AUTHORIZING THE CITY OF WINDSOR HEIGHTS, IOWA TO SUBMIT AN APPLICATION FOR FUNDING FROM THE FEDERAL SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBG) TO THE DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO) FOR THE PARTIAL FUNDING OF THE CONSTRUCTION OF 73rd STREET PHASE 1 AND FURTHER APPROVING THE APPLICATION WHICH OBLIGATES THE CITY OF WINDSOR HEIGHTS TO MATCHING FUNDS FOR THE CONSTRUCTION OF SAID PROJECT**

**WHEREAS**, the City of Windsor Heights, Iowa is a full member of the Des Moines Area Metropolitan Planning Organization; and

**WHEREAS**, the Federal Surface Transportation Block Grant Program provides funding to local jurisdictions for the construction of eligible projects; and

**WHEREAS**, the program is administered by the Des Moines Area Metropolitan Planning Organization which prioritizes and ranks all project applications.

**NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, IOWA THAT:**

1. The City Council supports and approves the attached application for Federal Surface Transportation Program funding.
2. The City Council hereby commits the City of Windsor Heights to matching monies as required by the Federal Surface Transportation Program funding.
3. The City of Windsor Heights hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion.
4. The Mayor and City Clerk are hereby authorized to approve and execute the application on behalf of the City of Windsor Heights.

Passed and approved this 17<sup>th</sup> day of January 2023.

\_\_\_\_\_  
Mike Jones, Mayor

ATTEST:

\_\_\_\_\_  
Travis Cooke, City Clerk

#### FFY 2027 STBG Program Application

1. **Primary Sponsor:** Windsor Heights
2. **Secondary Sponsor:** None
3. **Contact Person:** Rachelle Swisher
4. **Phone Number:** 515-279-3662
5. **Email Address:** [rswisher@windsorheights.org](mailto:rswisher@windsorheights.org)
6. **Project Title:** 73<sup>rd</sup> Street Reconstruction – Phase 2
7. **Termini Description:** Center Street to University Avenue
8. **Project Description:** 73rd Street between Center Street and University Avenue will be reconstructed including turn lanes, sidewalk improvements, traffic signal improvements and storm sewer improvements. 73rd Street is a major road within Windsor Heights that connects Hickman Road, I- 235, and University Avenue.
9. **Total Estimated Project Cost:** \$20,000,000
10. **Funding Request:** \$7,000,000
11. **Total Funding Secured:** \$0
12. **Source of additional funds and local match:** RUTF, GO Debt
13. **Is this project seeking funding over multiple years?** Yes.
14. **How many consecutive years will funding be requested?** 3
15. **What is the total anticipated STBG funding request over the multiple years?** \$7,000,000
16. **What is the projects LRTP number (if applicable)?** N/A
17. **Has any part of this project been started or completed?** No
18. **Has your agency previously applied for STBG funds for this project?** No
19. **Has this project previously been awarded STBG funds?** No
20. **What is the TPMS number?** N/A
21. **The Federal Highway Administration requires STBG funds to be used towards regionally significant projects. Please describe how this project fulfills this requirement.**

73<sup>rd</sup> Street is a major roadway and connector for Windsor Heights and surrounding communities. It connects two high traffic roadways – University Avenue and 8<sup>th</sup> Street in West Des Moines along with an I-235 interchange at the southern end of the corridor. Buffalo Road also ties into 73<sup>rd</sup> Street from Clive and West Des Moines. Many residents and users from neighboring communities use the businesses of 73<sup>rd</sup> Street for their grocery and general household needs. Two major regional retailers - Wal-Mart and Sam's Club use this corridor as their main access along with others (Aldi and shops in Apply Valley shopping center) use this corridor as their first and secondary access points. Not only does the roadway Windsor Heights businesses but also services businesses located in Clive and West Des Moines located directly on the west side of the corridor. Dowling Catholic High School is less than ¼ of mile to the west of the corridor that produces a significant amount of traffic.

22. **Describe how this project impacts other city/county goals, plans, and projects.**

Even though this project is located solely in Windsor Heights, it connects multiple communities for their daily needs, school, shopping, entertainment, and recreation. The south and west road right-of-way lines abuts 2 other communities' boundaries and those communities' commercial properties.

23. **Describe any work previously completed (or underway) that this project complements or is recommended in other planning studies/construction projects**

This project complements the reconstruction of University Avenue, upcoming Phase 1 of 73<sup>rd</sup> Street Reconstruction between Hickman Road and University Avenue. It also completes a future West Des Moines 8<sup>th</sup> Street project.



- 24. Expansion is considered an expensive and last resort to address congestion issues. If this is an expansion project please explain what other methods have been used to address congestion.**

This project is not an expansion project but hopes to address congestion issues.

- 25. Describe how the land-uses adjacent to this project support the development of affordable housing.**

The project is primarily located in a commercial district. It could support redevelopment with mixed use development.

- 26. Application Category** Major Reconstruction/Replacement
- 27. Project Type** Reconstruction
- 28. If other, please describe.**
- 29. Surface Type [Existing]** Asphalt and Concrete
- 30. Surface Type [Proposed]** Concrete
- 31. Number of travel lanes [Existing]** 4
- 32. Number of travel lanes [Proposed]** 4
- 33. Existing travel lane width (ft)** 11-12 ft
- 34. Proposed travel lane width (ft)** 11 ft
- 35. Existing total facility width (ft)** 50 – 72 ft
- 36. Proposed total facility width (ft)** 50 – 72 ft
- 37. Existing posted speed (mph)** 35
- 38. Proposed posted speed (mph)** 35
- 39. Existing median** Yes
- 40. Describe existing median (width, plantings, etc)** 3-5 ft concrete median
- 41. Proposed median** Yes
- 42. Describe the proposed median (width, plantings, etc)** 3-5 ft concrete median
- 43. Does the project include any of the following improvements to turning movement? [Left turn lanes]** Yes
- 44. Does the project include any of the following improvements to turning movement? [Right turn lanes]** Yes
- 45. Does the project include any of the following improvements to turning movement? [Center turn lanes]** No
- 46. Does the project include any of the following improvements to turning movement? [Turning signals]** Yes
- 47. Does the project include any of the following improvements to turning movement? [Extending turn lanes]** Yes
- 48. Does the project include any of the following improvements to turning movement? [Roundabouts]** No
- 49. Existing paved shoulders?** No
- 50. Proposed paved shoulders?** No
- 51. Existing curb radius at intersections?** 20
- 52. Proposed curb radius at intersections?** 30
- 53. Existing signal interconnection?** No
- 54. Does project include improvements to signal interconnection?** Yes
- 55. Existing number of access points along project length?** 8
- 56. Proposed number of access points along project length?** 8
- 57. Existing sidewalk width?** 4 ft
- 58. Proposed sidewalk width?** 5 ft
- 59. Number of existing pedestrian benches?** 0
- 60. Number of proposed pedestrian benches?** 0

61. Existing curb extensions? No
62. Proposed curb extensions? No
63. Existing crosswalks? Yes
64. Do current crosswalks have a raised pedestrian refuge? No
65. Proposed crosswalks? Yes
66. Do proposed crosswalks have a raised pedestrian refuge? No
67. Number of existing bus shelters? 0
68. Is there an existing paved connection between sidewalk and bus shelter? N/A
69. Number of proposed bus shelters? 0
70. Is there a proposed paved connection between sidewalk and bus shelters? N/A
71. Number of existing on-street parking spots? 0
72. Number of proposed on-street parking spots? 0
73. How many electric vehicle charging stations does this project include? 0
74. Existing bicycle facility? Yes
75. Existing bicycle facility type? Dedicated Facility (shared-use path, like lane, buffered/protected bike lane)
76. Existing bicycle facility width? 8 ft
77. Proposed bicycle facility? Yes
78. What type of bicycle facility? Dedicated Facility (shared-use path, like lane, buffered/protected bike lane)
79. What is the width of the bicycle facility? 8 ft
80. Existing bicycle signals? No
81. Proposed bicycle signals? No
82. Existing pedestrian signals? Yes
83. Proposed pedestrian signals? Yes
84. Existing street trees? No
85. Proposed street trees? No
86. What variety of tree(s) will be planted? N/A
87. What is the spacing of street trees along the corridor (ft)? N/A
88. If the project has additional landscaping, please describe. N/A
89. Does the project improve a parallel facility or contribute to alternative routing?
90. Describe how the project improves a parallel facility or contributes to alternative routing?  
63<sup>rd</sup> Street (Hwy 28) parallels on the east side of Windsor Heights. By providing a better travel way, traffic may lessen on 63<sup>rd</sup> Street.
91. Does the project use green infrastructure to manage 1 1/4 inches of rainfall? No
92. Describe how the project uses green infrastructure to manage 1 1/4 inches of rainfall? N/A
93. Does the project use traffic calming measures? No
94. Describe how the project uses traffic calming measures? N/A
95. What are the traffic counts on the segment where the project is located? 10,000 + AADT
96. When was the traffic study conducted and what were the traffic counts? 2016-2018
97. Does project cross a bridge? Yes
98. Is the bridge included on the structurally deficient/functionally obsolete list? No
99. What is the structural rating of the bridge? 8
100. Will the project include the replacement or reconstruction of the bridge? No
101. Are any of the following elements included in this project?
102. Does the project include digital infrastructure elements that serve a transportation or mobility-related function? No

103. Will the project affect digital infrastructure in the vicinity of any institutional uses or public facilities in your jurisdiction? Check all that apply: No.
104. Does this project affect or touch another jurisdiction or agency? Yes.
105. Were cross jurisdictional digital connections considered? No.
106. Does this project include engagement with DART relating to improvements to digital infrastructure that will benefit transit service? No.
107. Will the digital infrastructure systems associated with this project be interoperable with other such systems serving public infrastructure in the region? No
108. Does the project add or upgrade any of the following digital infrastructure?
109. Intelligent Transportation System (ITS) are technologies that advance transportation safety and mobility and enhance productivity by integrating advanced communications technologies into transportation infrastructure and modes of travel. Please describe any ITS elements of this project. No
110. Please describe the overall operations and maintenance plan for this project. What agency will be responsible for ongoing maintenance and operations of the infrastructure, including digital infrastructure, and how will this be budgeted? If the project sponsor is not responsible for maintenance/operations after the project ends, please indicate responsible agency name and the status of any maintenance/operations agreements.

The City of Windsor Heights is responsible for ongoing maintenance and operations.

111. The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. By applying to receive these funds the applicant is acknowledging that they understand and adhere to the principles of Title VI when performing activities related to the funding they receive from the Des Moines Area Metropolitan Planning Organization. Agree
112. To the best of my knowledge all information included in this application is true and accurate, including the commitment of all design features, physical and financial resources. This application has been duly authorized by participating local authority(s). I understand the FORMAL RESOLUTION binds the participating local governments to provide the required matching funds, design features according to those listed in the application and to assume responsibility for adequate maintenance of any new or improved facilities. I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Iowa Department of Transportation is required prior to the authorization of funds. Agree
113. A GIS shapefile has been sent to the MPO Yes
114. An executed city resolution has been emailed to the MPO

No

115. If proposed project is on an existing or future DART transit line, has a letter of review from DART been emailed to the MPO Yes.
116. Additional information you would like to share? Council resolution will be submitted after the January 17<sup>th</sup> Council meeting.



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM: Travis Cooke, City Clerk

SUBJECT: Consideration of Audio-Visual Equipment Replacement - Community Events Center

**GENERAL INFORMATION**

The audio-visual system at the Community Events Center is in need of replacement. The City spent \$650 on a non-permanent fix for the microphones followed by a non-permanent fix to the failed amplifier (which has yet to be billed). The projector is in working order and the screen was replaced in 2022. Vendors were given a tour of the facility and I requested an updated control panel, an updated computer interface, amplifier, microphones, and related equipment. Five quotes were sought and the following were received. Vendors are having issues sourcing equipment due to global supply chain issues which led to delays in getting quotes sooner.

**SUMMARY**

It is recommended that the council approve the estimate from Nerotek Industries Iowa in the amount of \$15,865.00.

**ATTACHMENTS**

1. WindsorHeights\_AVInstall\_Estimate
2. AV Systems - QUOTE 14896
3. AV Systems, LABOR - QUOTE 15046



## ESTIMATE #116

SENT ON:

**RECIPIENT:**

**Travis Cooke**

6900 School Street  
Windsor Heights, Iowa 50324

**SENDER:**

**Nerotek Industries IA**

106 East Granger Avenue  
Des Moines, Iowa 50315

Phone: (515) 599-6376

Email: [hello@nerotekindustries.com](mailto:hello@nerotekindustries.com)

Website: [www.nerotekindustries.com](http://www.nerotekindustries.com)

| PRODUCT / SERVICE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | QTY. | UNIT PRICE  | TOTAL       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|-------------|
| Audio Components  | Includes: <ul style="list-style-type: none"><li>• (1) Harman Enova DVX-2265-4K Video Switchbox</li><li>• (1) Harman AMX Varia-SL80 Touch Panel</li><li>• (1) Harman DX-TX-WP-BL DXLink Multiformat Wallplate Transmitter</li><li>• (1) Harman Crown CDi Drive Core 4 300BL Amplifier</li><li>• (2) Harman AKG WMS470 Presenter Set Professional Wireless Microphone Systems</li><li>• (2) Harman AKG HT470 Professional Wireless Handheld Microphone Transmitters</li><li>• (1) StarTech Bluetooth 5.0 Audio Receiver NFC</li></ul> | 1    | \$14,165.00 | \$14,165.00 |
| Technician Labor  | Installation and QC/testing of system.<br><br>This also accounts for up to half-day of training to help ensure team feels comfortable using new equipment. Also includes monthly follow up visits for 6 months from install to ensure equipment is working properly.                                                                                                                                                                                                                                                                | 1    | \$1,700.00  | \$1,700.00  |

**A deposit of \$8,487.78 will be required to begin.**



## ESTIMATE #116

SENT ON:

This estimate is an approximation and is not guaranteed. The estimate is based on information provided from the client regarding project requirements. Actual cost and product availability may change once all project elements are finalized or negotiated. Prior to any changes of cost, the client will be notified.

Upon acceptance by you, Nerotek Industries IA will perform the installation or other services described in the estimate. Any additional services requested by you and not covered by the estimate will incur additional charges.

Changes in the specifications, quantities, schedule or other aspects of the services that are requested or approved by you do not become binding upon Nerotek Industries IA unless accepted by Nerotek Industries IA in writing. Any such changes may result in additional or increased charges, and you agree to pay such increased charges.

Unless explicitly agreed prior to commencement of work, payment will be due in full upon completion of the work or services provided. Where a quotation has been provided, the full amount, less any payments already made, is payable.

This quote is valid for the next 7 days, after which values may be subject to change.

Quote reflects a 4% discount if paying by Zelle, ACH, Check, or Cash. Credit Cards are accepted. Please contact us with any questions regarding this invoice.

|                        |                    |
|------------------------|--------------------|
| <b>Subtotal</b>        | \$15,865.00        |
| <b>Iowa Tax (7.0%)</b> | \$1,110.55         |
| <b>Total</b>           | <b>\$16,975.55</b> |

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# PROPOSAL

## Hall A & B AV Systems

Reversion:

### City of Windsor Heights

1145 66th Street Suite 1,  
Windsor Heights, IA 50324

Presented By:

**Iowa Audio Video | Wisconsin Audio Video**

1510 NW 86th Street  
Clive, IA

50325

[www.iowaaudiovideo.com](http://www.iowaaudiovideo.com) | [www.wisconsin-audiovideo.com](http://www.wisconsin-audiovideo.com)



**Iowa Audio Video | Wisconsin Audio Video**

*An Independent Affiliate of Mood Media:*

[www.iowaaudiovideo.com](http://www.iowaaudiovideo.com) | [www.wisconsin-audiovideo.com](http://www.wisconsin-audiovideo.com)

## WHO WE ARE:

Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range, is an established professional Audio Visual Integrator that specializes in the design and installation of "state of the art" Audio Visual Systems for Commercial and Corporate clients.

## WHAT WE DO:

IAVWAV is considered one of the top 4 AV integrators in Iowa, Wisconsin, Colorado, Wyoming, western Nebraska and northern Illinois. We pride ourselves in our ability to deliver complex AV systems at affordable pricing to our clients. We are locally owned and operated and proud to be a provider of audio and acoustical solutions to over 4000 clients throughout the Iowa, Wisconsin, Colorado, Wyoming, western Nebraska and northern Illinois markets. We specialize in the following areas of expertise:

- Audio Visual Design and Consultation
- Professional Video Conference Solutions for Boardroom, Training and Conference Room
- Control System, Room Combining and User Interfaces for Training, Conference Rooms and Event Space
- Large/Small Venue Projector and Motorized Screen Design/Installation
- Video Walls, LED Display Wall and Multi-Screen Television Distribution System Design/Installation
- Digital Signage and Media Solutions for Commercial Business Applications
- Digital Video Surveillance System (CCTV) design and installation
- Speech Privacy/Sound Masking System Design and Tuning
- Acoustical Analysis, Acoustical Treatment and Noise Control

## MOOD MEDIA

Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range is a locally owned and independent franchisee of **Mood Media**. Mood Media is the world's leading in-store media solutions company which is dedicated to elevating the Customer Experience. Our in-store Media Solutions help you connect with your customers, enhance your brand image and grow your business. We accomplish this by creating greater emotional connections between our clients' brands and their customers through the right combination of sight, sound, scent, social mobile and system solutions. We reach more than 150 million consumers each day through more than 500,000 subscriber locations in 100+ countries around the globe.

## HOW WE DO IT:

Every day we work closely with our clients or their architects/engineering firms to develop proven AV solutions for their businesses. We offer a systematic design approach which focuses on understanding our clients' vision and internal collaboration with our design team with the goal of providing the right balance of system functionality and budget considerations. Our staff of experienced Design Engineers, Systems Engineers, Project Managers, Lead Technicians, Field Technicians, and Solutions Consultants all hold various certifications from AVIXA, (CTS; CTS-D; CTS-I) Dante; SynAudCon; JAP; Bose; Cisco; Microsoft; Apple; Polycom; Logitech; AMX; Q-Sys; Biamp; Crestron; Symmetrix; Shure; and numerous other AV technologies and product lines.

## WHERE WE ARE:

Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range has staffed offices in Des Moines, IA; Madison, WI; Eau Claire, WI; Wausau, WI; Cheyenne, WY; Fort Collins, CO and Rockford, IL. Our multiple office locations allow us to share resources in times of high demand which enable us to provide our clients with shorter installation timelines and provide a seamless installation for our clients.

Iowa Audio Video | Wisconsin Audio Video is proud to be part of the Mood Media National Service Network. Through the Mood Media National Service Network we have access to more than 450 professional technicians who can provide service and installation for any location across the country.



Iowa Audio Video is pleased to offer a competitive proposal to install an AV Systems update within Halls A & B in Windsor Heights.

We intend to install complete updates to both halls, only reutilizing the projection screen and projector mount. The system will be smoother to operate, strongly reliable and adaptable to any AV need.

\* Optional Subwoofers: Adding Ceiling-Mounted / Flown subwoofers throughout the facility and it's zones will allow for a warmer and deeper impression of the systems audio. Utilizing the in-house audio system will increase usability of clients needs and more.

## Hall A

- (3) Pendant Loudspeakers (black)
  - 130 Degree Conical Coverage Pattern
- 7" Touchscreen Control Panel (black)
  - Replacing existing Crestron Panel
- Audio Input Plate (white)
  - Bluetooth
  - 3.5mm
  - Dual RCA
- (2) Handheld Wireless Microphones (Assignable per zone)

## Hall B

- (9) Pendant Loudspeakers (black)
  - 130 Degree Conical Coverage Pattern
- 10" Touchscreen Control Panel (black)
  - Location - Replacing existing Crestron Panel
  - Custom Presets, Programming & Graphics
- Audio Input Plate #1 (white)
  - Bluetooth
  - 3.5mm
  - Dual RCA
- Audio Input Plate #2 (white)
  - (2) XLR/TRS 1/4" - Musician / DJ Inputs
- (2) Handheld Wireless Microphones (assignable per zone)
- 6500 Lumens Laser Projector w/ Zoom Lens (white)
  - Location - Replacing Existing Projector (reusing the mount)
- Video Input Plate (white)
  - HDMI & USB-C
- We will reuse the existing projection screen.
  - The control panel will have complete control over the screen.

## Equipment Rack / Head-End

- We will reuse the existing equipment rack and will take up even less space than previously installed.
- BICSI and Infocomm wiring and installation standards followed at all times.

Please Note:

With the current worldwide supply chain and logistics challenges that continue to face our country, we cannot guarantee delivery dates on any orders. New orders on equipment using computer chips frequently have ship dates of 60 - 120 days and require payment in advance to be placed in queue for shipment when product becomes available. PO's are not generated for product until the client down payment has been received by the company. Inbound shipment arrival dates are fluid and change without notice. Additionally, most shipping companies are no longer guaranteeing transit times. We strive to get the most current information from our manufacturers, but changes may occur and we are not always notified. We are sorry for the inconvenience and please know that we will work with you as much as possible to mitigate issues caused by delays.

# EQUIPMENT SUMMARY

| DESCRIPTION                                                                                           | QTY                |
|-------------------------------------------------------------------------------------------------------|--------------------|
| <b>HALL A</b>                                                                                         |                    |
| 6.5-inch, 2-way, 135° Conical DMT Pendant Speaker - Black                                             | 3.00               |
| 4x2 Channel 2 Gang US, Dante/AES67 Wall Plate w/Bluetooth, RCA, 3.5mm I/O, PoE (white and black face) | 1.00               |
| 7" Touchscreen Control Panel (black)                                                                  | 1.00               |
| Wireless Receiver and Handheld Transmitter w/ Cardioid Dynamic Microphone Capsule                     | 2.00               |
| <b>HALL A SUBTOTAL:</b>                                                                               | <b>\$4,836.75</b>  |
| <b>HALL B</b>                                                                                         |                    |
| 6500-Lumen Professional Laser Installation Projector w/ 4K support - 41ZL Lens                        | 1.00               |
| Universal Projector Mount (2nd Generation Interface Technology, White)                                | 1.00               |
| HDBaseT Extender Kit, 70m, RS232, Ethernet, Bi-Directional, Slim                                      | 1.00               |
| 6.5-inch, 2-way, 135° Conical DMT Pendant Speaker - Black                                             | 9.00               |
| USB-C & HDMI Single Gang, Decora Style Wall Plate HDBaseT Transmitter                                 | 1.00               |
| HDBaseT HDMI Receiver                                                                                 | 1.00               |
| 4x2 Channel 2 Gang US, Dante/AES67 Wall Plate w/ Bluetooth, RCA, 3.5mm I/O, PoE                       | 1.00               |
| Single-Gang US Dante/AES67 Wall-Plate w/ 2x Mic/Line Inputs on XLR & 1/4" TRS Combo Plate (white)     | 1.00               |
| 10" Touchscreen Control Panel (black)                                                                 | 1.00               |
| Global Connect, GC3 W/ CC Relays                                                                      | 1.00               |
| Wireless Receiver and Handheld Transmitter w/ Cardioid Dynamic Microphone Capsule                     | 2.00               |
| <b>HALL B SUBTOTAL:</b>                                                                               | <b>\$16,895.11</b> |
| <b>SYSTEMS HEAD-END</b>                                                                               |                    |
| 23-4 UNS Cat6, Plenum (black)                                                                         | 300.00             |
| 2ch. Power Amplifier, 2x700w w/ Dante (1u)                                                            | 1.00               |
| 16 AWG 2 Conductor, 19x29 Strand, Bare Copper Non-Shielded Plenum Speaker Cable                       | 1500.00            |
| 12 AWG 2 Conductor Bare Copper, Non-Shielded Plenum UL Listed (UL) CL3P                               | 250.00             |
| Rack-Mount Sequenced Power Distribution w/ Surge Protection (1u)                                      | 1.00               |
| Miscellaneous Hardware Expenses & Subwoofer Rigging                                                   | 1.00               |
| Lift Rental                                                                                           | 1.00               |
| 4K60 4:4:4 Network Video Endpoint, Systems Control Core & DSP (1u)                                    | 1.00               |
| AV Line Network Switch. 24-Port, POE+ 300W (1u)                                                       | 1.00               |
| UCI Deployment Software License, Perpetual                                                            | 1.00               |
| Dante, 8x8 Channel License, Perpetual                                                                 | 1.00               |
| Scripting Engine Software License, Perpetual                                                          | 1.00               |
| Remote Access License                                                                                 | 1.00               |
| 90W Ultra PoE++ Injector, 10/100/1000Mbps Shielded RJ-45, IEEE 802.3at / 802.3bt Compliant            | 1.00               |

|                                                                    |        |
|--------------------------------------------------------------------|--------|
| TCP/IP to Serial (RS232) With Power Over Ethernet                  | 1.00   |
| Network IO, 4x Mic/Line Input Module                               | 1.00   |
| QIO Rack Kit (1u)                                                  | 1.00   |
| 0.7m B4 4K Ultra HD High Speed HDMI Cable with Ethernet -.7m (2ft) | 3.00   |
| Antenna Distribution System w/ FIN Antenna (1u)                    | 1.00   |
| 12pk 1RU Blank Panel                                               | 1.00   |
| RG8X BNC Male Crimp Connector                                      | 4.00   |
| Two-Bay Wireless Microphone Charging Station                       | 1.00   |
| Two-Bay Wireless Microphone Charging Station Expansion Unit        | 1.00   |
| RG8/U 10AWG 50 OHM Coaxial Cable, Plenum (ft.)                     | 200.00 |

SYSTEMS HEAD-END SUBTOTAL:

\$14,249.02

Subtotal

\$35,980.88

Tax

\$2,518.68

Freight & Misc Parts Estimate

\$0.00

System Total

\$38,499.56

|                                |             |
|--------------------------------|-------------|
| Equipment:                     | \$35,980.88 |
| Installation   Commissioning:  | \$0.00      |
| Freight & Misc Parts Estimate: | \$0.00      |
| Tax:                           | \$2,518.68  |

|              |             |
|--------------|-------------|
| Grand Total: | \$38,499.56 |
|--------------|-------------|

Support plan not offered with Proposal

Payment Schedule

Initial Down Payment  
Final Payment

Initial Here

Amount

\$25,024.71  
\$13,474.85

**PAYMENT:** IAVWAV and CAV Front Range currently accepts most forms of payment including checks, ACH, EFT or major credit or debit card by MasterCard, Visa, Discover Network, American Express, Diners Club International. There are no fees associated with checks or ACH fees that are initiated by client thru clients bank. A 4% credit card processing fee will be added on all credit card purchases or ACH transactions initiated by IAVWAV and CAV Front Range for purchases over \$500.00.

# TERMS AND CONDITIONS

## Hall A & B AV Systems

### City of Windsor Heights

1145 66th Street Suite 1,  
Windsor Heights, IA 50324

Presented By:

**Iowa Audio Video | Wisconsin Audio Video**

1510 NW 86th Street  
Clive, IA

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Iowa Audio Video | Wisconsin Audio Video

## TERMS AND CONDITIONS

### CUSTOMER RESPONSIBILITIES:

- Designate a key customer representative to act as project manager. This individual shall be the primary contact for all communications and have the authority to act on all contractual, administrative, and scheduling decisions.
- Provide ready access to all work areas for IAVWAV personnel.
- Provide AC power, Analog or Voip lines if needed, and appropriately conditioned physical space as needed
- Install all conduits, raceways, boxes, cable trays as required, and supplied with a pull string if required otherwise IAV will install wiring in walls and plenum.
- Client is responsible for addressing any acoustical or lighting issues that may affect sound quality or glare on video devices that is not included in this proposal

### EXCLUSIONS:

- This proposal excludes all conduits, high voltage wiring, electrical panels, breakers, relays, boxes, receptacles, etc.

- This proposal excludes any drywall replacement, patching, painting, ceiling tile or T-bar modifications, tile replacement, millwork. (moldings, trim, cut outs, etc.) and/or repair if determined while on site to be necessary
- **Lifts and Rental - Unless specifically included as a line item on our proposal, IAVWAV does not include Scissor Lift Rental in the estimate of charges.** We make every effort to work with other trades to share the use existing scissor or boom lifts on the project site to minimize buyer's installation expense. In the event a lift is needed for the project, and it is not available for us to use, we will pass along all charges associated with the rental and transportation of lift to site on our final invoice
- Any required permitting is not included in this proposal and is the responsibility of the buyer.

**BILLING AND PAYMENT:** Buyer acknowledges that Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range is selling equipment under this agreement that may be installed by the companies over time. Notwithstanding anything to the contrary in this Agreement, Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range shall be entitled to invoice Buyer an initial down payment, equal to sixty five percent (65%) of the contract purchase price, upon receipt the executed contract. The remaining balance shall be due upon receipt of invoice which will be generated on either; (1) on the first day of beneficial use of the system by the Purchaser or; (2) for projects with an installation time frame that exceeds seven (7) days the companies will progress bill a prorated amount for any remaining amounts due for labor or materials installed after receipt of down payments but before the first day of beneficial use of system. Progress Billings are invoiced monthly or by a mutually agreed upon custom schedule for equipment and labor that has been delivered to buyer. A final invoice for all labor and material and sales tax will be generated and due upon first day of beneficial use of the system by the Purchaser.

Payment is due upon receipt of invoice. Buyer shall be obligated to pay such amounts within ten (10) days of invoicing. Late Payments shall be subject to an interest charge of 24% or the maximum rate permitted by the State of Iowa, Wisconsin, Colorado, Wyoming respectively. Delinquent accounts shall be listed as on Service Hold. In the event this contract is declared in default, Service are repairs, including warranty service or repair will not be performed on any account in a service hold status until account has been brought current.

Buyer further acknowledges that the installed system may require customization after the system has been commissioned in order to meet the client's specific needs. Customization may include fine tuning of microphones, projectors or other AV components, Control System programming, user training, training manuals or documents (if purchased), or other adjustments. This customization may occur over the subsequent 30 days to 90 days after initial commissioning and will be treated as part of the installation warranty. This time frame could be longer based on the complexity of the system. Buyer acknowledges that any conditions detailed in this paragraph or any warranty items that will be performed after the users first day of beneficial use of the installed system, shall not be considered grounds to delay or withhold any final payments due under this contract.

**Buyer further acknowledges that no equipment shall be ordered, or any work performed under this contract until down payment has been received by company and finally paid by buyers financial institution.**

**OWNERSHIP OF EQUIPMENT:** Title and ownership of all Equipment shall remain in Iowa Audio Video | Wisconsin Audio Video until the total specified in this Agreement is paid in full. If for any reason Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range is compelled to obtain payment through legal or other professional services, then all such legal and collection fees, whether suit is filed, shall be paid by Buyer, including, but not limited to, all attorney's fees and costs incurred in the prosecution and/or appeal of any legal or equitable action.

In addition to, but not by way of limitation, if Buyer defaults in payment, Iowa Audio Video | Wisconsin Audio Video Commercial Audio Video Front Range, without prior demand, legal process or waiver of any other remedies may declare all payments hereunder immediately due and payable. Iowa Audio Video | Wisconsin Audio Video Commercial Audio Video Front Range may repossess the Equipment in whole or part without liability for trespass or damages for such removal. Said Equipment may be sold if Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range so desires and Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range may apply the proceeds less any expenses for sale, retaking, repair or collection against the unpaid balance.

**TAXES:** Buyer shall pay any sales, use, property, excise or other taxes or governmental charges arising from this Agreement. Sales tax is calculated and included in the final invoice. Because of variations in local tax rates throughout the region, sales tax is not estimated or included in our quotation. If sales tax is required to be included in the proposal, please notify your representative of this requirement

**TIME LIMIT FOR ACCEPTANCE:** Pricing is subject to change without further notice. The terms of this agreement, and associated pricing will be honored for thirty (30) days following the receipt of this agreement by client. If not accepted by Buyer within that 30 day time frame, the offer of such terms and/or pricing may be either revoked or pricing may be adjusted on some components without further notice to client by Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range.

**INSTALLATION TIMELINE:** From award of contract and receipt of down payment Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range would expect to begin installation of the project within 3 -5 weeks or as construction or equipment availability permits. Fine tuning, control programming adjustments and user customization and personalization will occur over a 30-day to 120-day period following the completion of the installation. More complex system could require extra time customizing the programming to the individual user requirements

**INSTALLATION:** This quotation assumes a standard installation schedule. All Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range labor is to be performed during normal Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range business hours (8:00 to 5:00 M-F, excluding holidays) unless otherwise specified. This Proposal is based on Single Phase Completion of the project. If the work is to be delivered in multiple phases the customer will incur additional charges and includes travel to and from the site to perform our stated scope of work. Additional Site Visits or Delays incurred by Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range employees and their subcontractors due to escorts, clearances, inability to enter workspace, delay's by other trades and/or other factors beyond our control will be invoiced at our current labor rates. Any expedited deliveries or installation schedules are not included, unless specifically identified, and will incur additional charges. Customer is to inform Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range prior project start up, of any times when work cannot be performed.

Buyer hereby grants to Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range or its agent the right to install the Equipment, to the extent such installation is specified above. Buyer represents and warrants that all necessary governmental and third-party approvals for installation of the Equipment have been obtained. Any such installation by Iowa Audio Video | Wisconsin Audio Video shall be made in a good and workmanlike manner. Delays in installation caused by public agencies, manufacturers, suppliers, acts of God, strikes or other union bargaining, and all acts not directly attributable to Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range shall not in any way affect the obligations of Buyer and Iowa Audio Video | Wisconsin Audio Video's obligations with respect to such installation shall be suspended during the event causing the delay. Iowa Audio Video | Wisconsin Audio Video shall not be held responsible for any damages for any such delay.

**A \$500.00 rush fee plus all applicable rush freight charges shall be billed in addition to the contracted price above for any**

installation requiring commencement of work less than ten (10) days from execution of contract.

**INSTALLATION STANDARDS AND TUNING:** Our technicians are certified and instructed on the equipment to be installed. We employ industry (NSCA-INFOCOMM/AVIXA) standards in all our installations. This practice ensures consistent measurable performance to a standard as well as efficient troubleshooting should there ever be a need for repair service. Our local technician will be trained to respond to your needs should we be asked to change any aspect of the systems functionality once you begin using the system.

**WORK PROVIDED BY OTHERS:** Buyer acknowledges that Electrical and building remodeling trades associated with the AV system, unless specifically included in this proposal are provided by owner or owners representatives. Delay's in construction by other trades shall not be grounds for delay in final payment of invoice.

**ELECTRICAL:** Buyer shall supply all required electrical outlets, adequate power and suitable space with a controlled environment to allow for installation and operation of the Equipment. Buyer shall supply and install all conduits necessary for the installation and operation of the Equipment, if any.

**TRAINING:** Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range provides one (1) on-site training to your staff at the time of finished installation as part of the basic warranty. Subsequent on-site/virtual training is available for purchase at our normal prevailing service rates or is included if buyer elected to purchase the Premier Support Package.

**USER/OWNER MANUAL:** If requested by buyer, in writing, Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range will provide copies of owners manuals which is supplied by equipment manufacturer, if available, in electronic format. A detailed, step by step, "User Manual" or "As Built" line item drawings are **NOT INCLUDED** in the purchase price. The buyer may request to purchase a custom "User Manual" or "As Built" line item drawings which is created specifically for their system, separately. These documents, if purchased, will be created within 90 days after the completion of the installation.

**CHANGES AND ADDITIONS:** Any changes, alterations or deviations from the Equipment and installation obligations specified herein involving extra cost for labor or material will be executed only on written orders for the same. The cost of any added labor or material will become an extra charge over and above the total specified in this Agreement. The total specified in this Agreement is based upon installation by employees of Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range. If it is necessary, for any reason, for the companies to use outside labor, the total specified in this Agreement shall be subject to renegotiation.

**RETURN OF NEW ITEMS:** Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range allows you to return any new, factory-sealed and unopened - uninstalled merchandise within 20 days of your purchase delivery date subject to a re-stocking fee. You may choose a full-credit product exchange or a full credit by the same means payment was made less applicable re-stocking fees. Shipping and labor charges associated with the item are not refundable.

All returned merchandise must be un-installed, unregistered, in complete original manufacturer's packaging, same condition as sold, with all accessories, literature, instructions, documentation and blank warranty cards.



**NON-RETURNABLE ITEMS:** Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range is unable to accept returns of the following:

- Polycom Video / Audio Conferencing Equipment after equipment has been ordered.
- Video Projectors after the equipment has been received by IAVWAV
- Projection Screens after screens after the screen has entered production by manufacturer
- LED/LCD Video Wall Panels after equipment has been ordered
- Television Screens due to changes after screens have been received by IAVWAV
- Acoustical Panels

**RESTOCKING FEE:** In the event an item is exchanged or returned there will be a minimum re-stocking charge of 25% plus any labor or freight charges associated with return. Re-Stocking fees vary from manufacturer to manufacturer and in some cases may exceed 25% on certain items. These fees apply to all returns excluding defective or damaged which are covered under the manufacturers warranty.

**STATEMENT OF WARRANTY:** Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range warrants all new equipment sold by them against defects in material and workmanship for (a) manufacturers stated warranty of materials or equipment listed within this proposal and; (b) ninety (90) days on labor associated with installation of a complete system.

Warranty coverage includes complimentary **Basic Support** and **Premier Onsite Support** as defined in the subsequent section, during the first ninety (90) days. In the event of any defect in workmanship occurring within (90) days from the warranty commencement date, Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range will repair the defect at no additional charge to Buyer. Warranty commences the first day of beneficial use of the system by the Purchaser.

Warranty activities will take place during Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range normal Business Hours. Any request by purchaser for warranty repair service outside of normal business hours will be billed at Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range prevailing, after hours, rate.

Travel and/or freight charges incurred during the Complimentary Warranty Period are included. After the Complimentary Warranty Period travel charges, that are not covered by the manufacturer warranty, are billable to purchaser. Repair or replacement of defective Equipment shall be IAVWAV's sole liability under this warranty.

Installation of equipment and wiring, listed on this proposal, that is performed by employees of IAV, or others directly contracted by IAV is covered under this warranty. However, Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range shall not be held responsible for the performance of or failure of equipment installed or wired by others.

This warranty is void in case of abuse, misuse, abnormal usage, or faulty installation or repair of equipment by unauthorized personnel. Warranty repairs will not be performed on accounts which are past due or in default.

Buyer shall indemnify Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range and hold it harmless from and against any and all losses, claims and expenses relating to the Equipment, including, without limitation, manufacturer's failure to provide warranty coverage for Flat Screens, losses caused by misuse, abuse, theft, vandalism, accident, or negligence or damage by flood, fire, earthquake, lightning, tornado or any other act of God.

Many AV installations include a Control Interface (Control System). The Control Interface is individually customized for each client and may require modification to "fine tune" the user experience as the client uses the room. Any required programming modifications associated with the purchased equipment to "fine tune" the user experience during the first ninety (90) days are included and will be performed at **no charge** to the client. The client agrees that customization of the control interface is anticipated and the potential need for future customization shall not be grounds to withhold final payment of the contract.

The above statement is Iowa Audio Video | Wisconsin Audio Video standard statement of warranty. Any changes or modifications will be for specific contracts only and must be by attachment to this statement and referenced on this statement.

Support Tickets are placed thru our support portal which can be found at:

- Iowa Audio Video - [www.iowaaudiovideo.com/iaav/support](http://www.iowaaudiovideo.com/iaav/support) , emailed [serviceiaav@iavwav.com](mailto:serviceiaav@iavwav.com) , Phone 515-457-1199
- Wisconsin Audio Video - [www.wisconsin-audiovideo.com/wav/support](http://www.wisconsin-audiovideo.com/wav/support) , emailed [servicewav@iavwav.com](mailto:servicewav@iavwav.com), Phone 608-273-3676
- Commercial Audio Video Front Range - [www.cavfrontrange.com/support](http://www.cavfrontrange.com/support) , emailed [service@cavfrontrange.com](mailto:service@cavfrontrange.com), Phone 800-736-5094

On-Site response is performed during normal business hours, 9AM - 4PM, Monday - Friday. Help Desk and emergency on-site is performed Saturday's 9AM - 3PM.

## Optional After Warranty Support Plans

Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range offers a **Premier Onsite Support** contracts which cover on-site labor outside of warranty, scheduled trainings, limited programming, system tunings and scheduled preventive care. Pricing is included on this proposal. Client must "Opt In" to include support plan

**Maintenance Provided and Replacement Part Procedure.** Subject to the terms set forth in this Agreement, Provider agrees to provide maintenance on the equipment listed in the proposal "the Equipment" at the premises identified above. Provider shall provide such service during normal business hours. Normal response time will be within 24 hours of a Customer request, during normal business hours. Provider's maintenance service (a) shall include only maintenance of all current manufactured parts and labor required to repair (or replace) Equipment which has become defective through normal wear and usage, (b) is intended to keep the Equipment in, or restore the Equipment to, good working order during the term of this Agreement, and (c) does not assure against interruptions in operation of the Equipment. Support Features include:

- Help Desk Support
- Service Level Support (SLA) Tier 1 & 2
- On-Site Tech Dispatch
- Control System Programming On-Site
- End User Training
- On-Site Preventive Maintenance
- In Warranty Support (Unlimited)
- Out of Warranty Support (Billable on Equipment)
- Consumable Replacement (Billable)

**Basic Support** - (help desk) support shall be provided by Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range for the use of our client's employees and designated agents to call during normal business hours. Tier 1 support is

defined as troubleshooting, fielding of technical questions, and basic technical services. "Live" Basic Support support is available Monday through Friday from 8am until 5pm central time. After hours and on weekends and holidays, the help desk is automated and calls will be returned the next business day. At all times, there will be on-call staff available and calls will be returned within three hours. On-Site support is provided for covered items during the warranty period at "No Charge". All other on-site service is billed at our prevailing hourly rates. Travel charges associated with on-site support are billable to client. Freight charges associated with warranty returns, not covered by manufacturers warranty or our of warranty returns are billable to client.

#### **Basic Support Includes:**

- Basic telephone support Hardware and Software
- On-site service
- In Warranty Support
- End User Training

#### **Annual Pricing - Time and Materials Basis**

**Optional Remote Support** - Optional remote support includes the QSC Reflect Enterprise Manager Remote Access license which will allow IAVWAV remote access to provide trouble shooting, software updates, program changes, remote monitoring, resets and general support of QSC Core products and additional peripheral devices which are connected to the installed system. The remote support license eliminates the need for Travel Labor and Trip charges associated with routine upkeep of the hardware. Remote support is included during the first year. The optional remote license will be automatically renewed at the end of the first year. Client may cancel renewal by notifying our office they do not wish to renew.

**Advanced Support** - Support shall be provided by Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range and/or partner companies for more intensive technical consultation. Premier Support may be facilitated through third parties for technology not manufacturer by IAV - WAV. Premier supports is defined as technology, hardware, or software issues that cannot be resolved by help desk staff and require more in-depth technical assistance or an on-site call. Premier Support ia provided at "No Charge" during the warranty period. Ongoing support after the warranty period may be purchased with a support contract or will be billed at our normal hourly rate. Travel charges associated with on-site support are billable to client. Freight charges associated with warranty returns, not covered by manufacturers warranty or our of warranty returns are billable to client.

**Optional Premier Support Plan** - Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range offers a Premier Support Plan for its customers which takes effect after the original warranty expires. The Premier Support plan includes unlimited Labor Charges, Travel Charges and Trip Charges for Help Desk and On-Site calls during normal business hours for covered clients. Support Plans are billed annually and automatically renew each year unless IAVWAV us notified in writing 30 days prior to renewal to cancel.

#### **Optional Premier Support Plan includes:**

- Help Desk Support
- Advanced Telephone and On-Site
- Reflect Enterprise Remote Access License
- Remote and On-Site Control or Electronic System Programming
- Filter Replacement and Projector cleaning
- Software Updates
- Scheduled Preventive Maintenance - two (2) times per year
- End User Training - four (4) times per year

#### **Exclusions:**

- Loaner Equipment it is not guaranteed under the program however it will be provided if available.
- Freight charges incurred in conjunction of in/out of warranty repairs
- Consumables - projector lamps, bulbs filters, batteries, etc.

**Annual Pricing - Varies - Optional - Client must "Opt In"**

Support Tickets are placed thru our support portal which can be found at:

- Iowa Audio Video - [www.iowaaudiovideo.com/iav/support](http://www.iowaaudiovideo.com/iav/support) , emailed [serviceiav@iavwav.com](mailto:serviceiav@iavwav.com) , Phone 515-457-1199
- Wisconsin Audio Video - [www.wisconsin-audiovideo.com/wav/support](http://www.wisconsin-audiovideo.com/wav/support) , emailed [servicewav@iavwav.com](mailto:servicewav@iavwav.com), Phone 608-273-3676
- Commercial Audio Video Front Range - [www.cavfrontrange.com/support](http://www.cavfrontrange.com/support) , emailed [service@cavfrontrange.com](mailto:service@cavfrontrange.com), Phone 800-736-5094

On-Site response is performed during normal business hours, 9AM - 4PM, Monday - Friday. Help Desk and emergency on-site is performed Saturday's 9AM - 3PM.

**Provider Access and Customer Responsibilities.** Provider's employees shall have full and free access to the Equipment at the Premises. Customer agrees to (a) prevent unauthorized adjustment, repair or modification to the Equipment and (b) ensure that the Equipment is utilized in accordance with the applicable Provider's and/or manufacturer's specifications. Customer shall include the Equipment and such systems in the coverage provided in its liability and fire insurance policies. The Customer shall, in all cases and at no charge to Provider, perform such non-skilled checks and tests as may reasonably be requested by Provider and will notify Provider promptly if any of the Equipment fails to properly respond to any such check or test.

**Term.** This agreement shall remain in effect for twelve months from receipt of executed SLA and first payment. Provider shall have the right, at the end of the term selected below, to increase the maintenance charge and is not obligated to offer ongoing maintenance. If the Maintenance Agreement term expires before the manufacturer warranty, then IAV shall invoice Customer for repairs on a time and materials basis less what is covered by the manufacturer under warranty.

**Additional Costs and Charges.** On-site maintenance calls (a) in which the Equipment was not the cause of the reported trouble, (b) where no trouble was found or (c) where the call was due to Customer or its representatives improperly following operating instructions for the Equipment, will be billed separate and apart from the obligations of this Agreement at the then existing normal rates during standard business hours plus travel costs.

**Items Not Covered.** Service, maintenance or repair of Equipment under this Agreement shall not include service, maintenance or repair caused by (a) customer's negligence; (b) theft, abuse, fire, flood, wind, lighting, unreasonable power line surges, or acts of God or public enemy; (c) improper wiring, installation, repair or alteration of Equipment by persons unauthorized by Provider; (d) use of any Equipment for other than the ordinary use for which such Equipment was designed or the purpose for which such Equipment was intended, or (e) failure to provide a suitable operating environment as prescribed by Provider or by an Equipment manufacturer, including, without limitation, with respect to electrical power, air conditioning and humidity control.

**Other Trades.** Where other network, telephone lines and service contract equipment are used in conjunction with the Equipment, Provider has no responsibility for such network, telephone lines or such service contract equipment. Service,

maintenance, or repair resulting from configuration changes made or attempted by persons unauthorized by Provider is excluded from this Agreement. Except to the extent separately agreed in writing between Provider and Customer, (i) Provider has no system responsibility as to the use or application of the Equipment beyond the product specification, and (b) Customer assumes full responsibility for the functional adequacy of the Equipment configuration as applied in the installation and for all system analysis and system engineering work.

**PROTECTION OF EQUIPMENT:** Upon the delivery to the Installation Address, the Equipment is entrusted to Buyer and Buyer shall be responsible for the protection of Equipment and labor performed by Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range and the Buyer shall provide adequate insurance to protect said equipment from damage, fire, theft, vandalism and other forms of injury to or loss of said Equipment and shall, upon request, present evidence of such insurance to Iowa Audio Video | Wisconsin Audio Video. Until completely paid for, Buyer agrees to be responsible for loss of the Equipment or for its damage by any of the causes described in Section 1 hereof, or any other cause whatsoever, notwithstanding that title to and ownership of said Equipment remains in Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range and will not create or suffer any liens or adverse claims of any kind with respect to the Equipment and will not permit or suffer the Equipment to be removed from the Installation Address.

**ENTIRE AGREEMENT:** This Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior conversations, representations, promises and warranties, whether verbal or written, with respect to the subject matter hereof. No modifications hereafter shall be valid unless made in writing and signed by each party.

**LAW GOVERNING:** In the event of a dispute this Agreement shall be governed by and in accordance with the laws of the state of Iowa, where Iowa Audio Video maintains its principal place of business and the state of Wisconsin where Wisconsin Audio Video, maintains its principal place of business, the state of Wyoming where Commercial Audio Video Front Range maintains its place of business, and is applicable to contracts made and to be performed wholly within such state. Venue shall rest with the court of general jurisdiction located in Polk county where Iowa Audio Video maintains its principal place of business and Dane County where Wisconsin Audio Video, maintains such principal place of business. If any provision of this Agreement is deemed unenforceable (in whole or in part) by a Court of competent jurisdiction the parties agree that such Court shall amend or delete such provision to effectuate the intent of such provision and of this Agreement to the maximum extent that is enforceable.

**IDENTITY OF BUYER:** Buyer agrees that Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range may disclose the identity of Buyer about the marketing of its products and services to potential customers and in connection therewith may disclose any terms, other than the financial terms, of this Agreement.

The undersigned represents they have read and agree to all the terms and conditions set forth in the Agreement. This Agreement shall become binding on the parties hereto when signed by Buyer and accepted and approved by an authorized officer of Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range.

\_\_\_\_\_  
**Client: Travis Cooke**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Contractor: Iowa Audio Video | Wisconsin Audio Video**

\_\_\_\_\_  
**Date:**

# PROPOSAL

## AV Systems - Labor

Reversion:

### City of Windsor Heights

1145 66th Street Suite 1,  
Windsor Heights, IA 50324

Presented By:

**Iowa Audio Video | Wisconsin Audio Video**

1510 NW 86th Street  
Clive, IA

50325

[www.iowaaudiovideo.com](http://www.iowaaudiovideo.com) | [www.wisconsin-audiovideo.com](http://www.wisconsin-audiovideo.com)



**Iowa Audio Video | Wisconsin Audio Video**

*An Independent Affiliate of Mood Media:*

[www.iowaaudiovideo.com](http://www.iowaaudiovideo.com) | [www.wisconsin-audiovideo.com](http://www.wisconsin-audiovideo.com)



## WHO WE ARE:

Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range, is an established professional Audio Visual Integrator that specializes in the design and installation of "state of the art" Audio Visual Systems for Commercial and Corporate clients.

## WHAT WE DO:

IAVWAV is considered one of the top 4 AV integrators in Iowa, Wisconsin, Colorado, Wyoming, western Nebraska and northern Illinois. We pride ourselves in our ability to deliver complex AV systems at affordable pricing to our clients. We are locally owned and operated and proud to be a provider of audio and acoustical solutions to over 4000 clients throughout the Iowa, Wisconsin, Colorado, Wyoming, western Nebraska and northern Illinois markets. We specialize in the following areas of expertise:

- Audio Visual Design and Consultation
- Professional Video Conference Solutions for Boardroom, Training and Conference Room
- Control System, Room Combining and User Interfaces for Training, Conference Rooms and Event Space
- Large/Small Venue Projector and Motorized Screen Design/Installation
- Video Walls, LED Display Wall and Multi-Screen Television Distribution System Design/Installation
- Digital Signage and Media Solutions for Commercial Business Applications
- Digital Video Surveillance System (CCTV) design and installation
- Speech Privacy/Sound Masking System Design and Tuning
- Acoustical Analysis, Acoustical Treatment and Noise Control

## MOOD MEDIA

Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range is a locally owned and independent franchisee of **Mood Media**. Mood Media is the world's leading in-store media solutions company which is dedicated to elevating the Customer Experience. Our in-store Media Solutions help you connect with your customers, enhance your brand image and grow your business. We accomplish this by creating greater emotional connections between our clients' brands and their customers through the right combination of sight, sound, scent, social mobile and system solutions. We reach more than 150 million consumers each day through more than 500,000 subscriber locations in 100+ countries around the globe.

## HOW WE DO IT:

Every day we work closely with our clients or their architects/engineering firms to develop proven AV solutions for their businesses. We offer a systematic design approach which focuses on understanding our clients' vision and internal collaboration with our design team with the goal of providing the right balance of system functionality and budget considerations. Our staff of experienced Design Engineers, Systems Engineers, Project Managers, Lead Technicians, Field Technicians, and Solutions Consultants all hold various certifications from AVIXA, (CTS; CTS-D; CTS-I) Dante; SynAudCon; JAP; Bose; Cisco; Microsoft; Apple; Polycom; Logitech; AMX; Q-Sys; Biamp; Crestron; Symmetrix; Shure; and numerous other AV technologies and product lines.

## WHERE WE ARE:

Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range has staffed offices in Des Moines, IA; Madison, WI; Eau Claire, WI; Wausau, WI; Cheyenne, WY; Fort Collins, CO and Rockford, IL. Our multiple office locations allow us to share resources in times of high demand which enable us to provide our clients with shorter installation timelines and provide a seamless installation for our clients.

Iowa Audio Video | Wisconsin Audio Video is proud to be part of the Mood Media National Service Network. Through the Mood Media National Service Network we have access to more than 450 professional technicians who can provide service and installation for any location across the country.

## SCOPE OF WORK:

Iowa Audio Video is pleased to offer a separate proposal for the AV Systems Labor, specifically for Halls A & B and the Core Systems.

### Please Note:

**With the current worldwide supply chain and logistics challenges that continue to face our country, we cannot guarantee delivery dates on any orders. New orders on equipment using computer chips frequently have ship dates of 60 - 120 days and require payment in advance to be placed in queue for shipment when product becomes available. PO's are not generated for product until the client down payment has been received by the company. Inbound shipment arrival dates are fluid and change without notice. Additionally, most shipping companies are no longer guaranteeing transit times. We strive to get the most current information from our manufacturers, but changes may occur and we are not always notified. We are sorry for the inconvenience and please know that we will work with you as much as possible to mitigate issues caused by delays.**

# EQUIPMENT SUMMARY

| DESCRIPTION                                         | QTY                       |
|-----------------------------------------------------|---------------------------|
| <b>HALLS A &amp; B - AV SYSTEMS LABOR</b>           |                           |
| INSTALLATION   COMMISSIONING SERVICES               | 60.00                     |
| PROGRAMMING SERVICES                                | 8.00                      |
| <b>HALLS A &amp; B - AV SYSTEMS LABOR SUBTOTAL:</b> | <b>\$10,110.00</b>        |
| <b>Subtotal</b>                                     | <b>\$10,110.00</b>        |
| <b>Tax</b>                                          | <b>\$0.00</b>             |
| <b>Freight &amp; Misc Parts Estimate</b>            | <b>\$0.00</b>             |
| <b>System Total</b>                                 | <b><u>\$10,110.00</u></b> |

|                                |             |
|--------------------------------|-------------|
| Equipment:                     | \$0.00      |
| Installation   Commissioning:  | \$10,110.00 |
| Freight & Misc Parts Estimate: | \$0.00      |
| Tax:                           | \$0.00      |

**Grand Total:** **\$10,110.00**

## Customer Must "Opt In" to include optional Premier Support Plan

OPTIONAL PREMIER SUPPORT PLAN

\$1,000.00 Annual

Initial Here

### Payment Schedule

Initial Down Payment

Amount

\$6,571.50

Final Payment

\$4,538.50

**PAYMENT:** IAVWAV and CAV Front Range currently accepts most forms of payment including checks, ACH, EFT or major credit or debit card by MasterCard, Visa, Discover Network, American Express, Diners Club International. There are no fees associated with checks or ACH fees that are initiated by client thru clients bank. A 4% credit card processing fee will be added on all credit card purchases or ACH transactions initiated by IAVWAV and CAV Front Range for purchases over \$500.00.

# TERMS AND CONDITIONS

## AV Systems - Labor

**City of Windsor Heights**  
1145 66th Street Suite 1,  
Windsor Heights, IA 50324

Presented By:

**Iowa Audio Video | Wisconsin Audio Video**

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Iowa Audio Video | Wisconsin Audio Video

## TERMS AND CONDITIONS

### CUSTOMER RESPONSIBILITIES:

- Designate a key customer representative to act as project manager. This individual shall be the primary contact for all communications and have the authority to act on all contractual, administrative, and scheduling decisions.
- Provide ready access to all work areas for IAVWAV personnel.
- Provide AC power, Analog or Voip lines if needed, and appropriately conditioned physical space as needed
- Install all conduits, raceways, boxes, cable trays as required, and supplied with a pull string if required otherwise IAV will install wiring in walls and plenum.
- Client is responsible for addressing any acoustical or lighting issues that may affect sound quality or glare on video devices that is not included in this proposal

### EXCLUSIONS:

- This proposal excludes all conduits, high voltage wiring, electrical panels, breakers, relays, boxes, receptacles, etc.

- This proposal excludes any drywall replacement, patching, painting, ceiling tile or T-bar modifications, tile replacement, millwork. (moldings, trim, cut outs, etc.) and/or repair if determined while on site to be necessary
- **Lifts and Rental - Unless specifically included as a line item on our proposal, IAVWAV does not include Scissor Lift Rental in the estimate of charges.** We make every effort to work with other trades to share the use existing scissor or boom lifts on the project site to minimize buyer's installation expense. In the event a lift is needed for the project, and it is not available for us to use, we will pass along all charges associated with the rental and transportation of lift to site on our final invoice
- Any required permitting is not included in this proposal and is the responsibility of the buyer.

**BILLING AND PAYMENT:** Buyer acknowledges that Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range is selling equipment under this agreement that may be installed by the companies over time. Notwithstanding anything to the contrary in this Agreement, Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range shall be entitled to invoice Buyer an initial down payment, equal to sixty five percent (65%) of the contract purchase price, upon receipt the executed contract. The remaining balance shall be due upon receipt of invoice which will be generated on either; (1) on the first day of beneficial use of the system by the Purchaser or; (2) for projects with an installation time frame that exceeds seven (7) days the companies will progress bill a prorated amount for any remaining amounts due for labor or materials installed after receipt of down payments but before the first day of beneficial use of system. Progress Billings are invoiced monthly or by a mutually agreed upon custom schedule for equipment and labor that has been delivered to buyer. A final invoice for all labor and material and sales tax will be generated and due upon first day of beneficial use of the system by the Purchaser.

Payment is due upon receipt of invoice. Buyer shall be obligated to pay such amounts within ten (10) days of invoicing. Late Payments shall be subject to an interest charge of 24% or the maximum rate permitted by the State of Iowa, Wisconsin, Colorado, Wyoming respectively. Delinquent accounts shall be listed as on Service Hold. In the event this contract is declared in default, Service are repairs, including warranty service or repair will not be performed on any account in a service hold status until account has been brought current.

Buyer further acknowledges that the installed system may require customization after the system has been commissioned in order to meet the client's specific needs. Customization may include fine tuning of microphones, projectors or other AV components, Control System programming, user training, training manuals or documents (if purchased), or other adjustments. This customization may occur over the subsequent 30 days to 90 days after initial commissioning and will be treated as part of the installation warranty. This time frame could be longer based on the complexity of the system. Buyer acknowledges that any conditions detailed in this paragraph or any warranty items that will be performed after the users first day of beneficial use of the installed system, shall not be considered grounds to delay or withhold any final payments due under this contract.

**Buyer further acknowledges that no equipment shall be ordered, or any work performed under this contract until down payment has been received by company and finally paid by buyers financial institution.**

**OWNERSHIP OF EQUIPMENT:** Title and ownership of all Equipment shall remain in Iowa Audio Video | Wisconsin Audio Video until the total specified in this Agreement is paid in full. If for any reason Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range is compelled to obtain payment through legal or other professional services, then all such legal and collection fees, whether suit is filed, shall be paid by Buyer, including, but not limited to, all attorney's fees and costs incurred in the prosecution and/or appeal of any legal or equitable action.

In addition to, but not by way of limitation, if Buyer defaults in payment, Iowa Audio Video | Wisconsin Audio Video Commercial Audio Video Front Range, without prior demand, legal process or waiver of any other remedies may declare all payments hereunder immediately due and payable. Iowa Audio Video | Wisconsin Audio Video Commercial Audio Video Front Range may repossess the Equipment in whole or part without liability for trespass or damages for such removal. Said Equipment may be sold if Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range so desires and Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range may apply the proceeds less any expenses for sale, retaking, repair or collection against the unpaid balance.

**TAXES:** Buyer shall pay any sales, use, property, excise or other taxes or governmental charges arising from this Agreement. Sales tax is calculated and included in the final invoice. Because of variations in local tax rates throughout the region, sales tax is not estimated or included in our quotation. If sales tax is required to be included in the proposal, please notify your representative of this requirement

**TIME LIMIT FOR ACCEPTANCE:** Pricing is subject to change without further notice. The terms of this agreement, and associated pricing will be honored for thirty (30) days following the receipt of this agreement by client. If not accepted by Buyer within that 30 day time frame, the offer of such terms and/or pricing may be either revoked or pricing may be adjusted on some components without further notice to client by Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range.

**INSTALLATION TIMELINE:** From award of contract and receipt of down payment Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range would expect to begin installation of the project within 3 -5 weeks or as construction or equipment availability permits. Fine tuning, control programming adjustments and user customization and personalization will occur over a 30-day to 120-day period following the completion of the installation. More complex system could require extra time customizing the programming to the individual user requirements

**INSTALLATION:** This quotation assumes a standard installation schedule. All Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range labor is to be performed during normal Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range business hours (8:00 to 5:00 M-F, excluding holidays) unless otherwise specified. This Proposal is based on Single Phase Completion of the project. If the work is to be delivered in multiple phases the customer will incur additional charges and includes travel to and from the site to perform our stated scope of work. Additional Site Visits or Delays incurred by Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range employees and their subcontractors due to escorts, clearances, inability to enter workspace, delay's by other trades and/or other factors beyond our control will be invoiced at our current labor rates. Any expedited deliveries or installation schedules are not included, unless specifically identified, and will incur additional charges. Customer is to inform Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range prior project start up, of any times when work cannot be performed.

Buyer hereby grants to Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range or its agent the right to install the Equipment, to the extent such installation is specified above. Buyer represents and warrants that all necessary governmental and third-party approvals for installation of the Equipment have been obtained. Any such installation by Iowa Audio Video | Wisconsin Audio Video shall be made in a good and workmanlike manner. Delays in installation caused by public agencies, manufacturers, suppliers, acts of God, strikes or other union bargaining, and all acts not directly attributable to Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range shall not in any way affect the obligations of Buyer and Iowa Audio Video | Wisconsin Audio Video's obligations with respect to such installation shall be suspended during the event causing the delay. Iowa Audio Video | Wisconsin Audio Video shall not be held responsible for any damages for any such delay.

**A \$500.00 rush fee plus all applicable rush freight charges shall be billed in addition to the contracted price above for any**

installation requiring commencement of work less than ten (10) days from execution of contract.

**INSTALLATION STANDARDS AND TUNING:** Our technicians are certified and instructed on the equipment to be installed. We employ industry (NSCA-INFOCOMM/AVIXA) standards in all our installations. This practice ensures consistent measurable performance to a standard as well as efficient troubleshooting should there ever be a need for repair service. Our local technician will be trained to respond to your needs should we be asked to change any aspect of the systems functionality once you begin using the system.

**WORK PROVIDED BY OTHERS:** Buyer acknowledges that Electrical and building remodeling trades associated with the AV system, unless specifically included in this proposal are provided by owner or owners representatives. Delay's in construction by other trades shall not be grounds for delay in final payment of invoice.

**ELECTRICAL:** Buyer shall supply all required electrical outlets, adequate power and suitable space with a controlled environment to allow for installation and operation of the Equipment. Buyer shall supply and install all conduits necessary for the installation and operation of the Equipment, if any.

**TRAINING:** Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range provides one (1) on-site training to your staff at the time of finished installation as part of the basic warranty. Subsequent on-site/virtual training is available for purchase at our normal prevailing service rates or is included if buyer elected to purchase the Premier Support Package.

**USER/OWNER MANUAL:** If requested by buyer, in writing, Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range will provide copies of owners manuals which is supplied by equipment manufacturer, if available, in electronic format. A detailed, step by step, "User Manual" or "As Built" line item drawings are **NOT INCLUDED** in the purchase price. The buyer may request to purchase a custom "User Manual" or "As Built" line item drawings which is created specifically for their system, separately. These documents, if purchased, will be created within 90 days after the completion of the installation.

**CHANGES AND ADDITIONS:** Any changes, alterations or deviations from the Equipment and installation obligations specified herein involving extra cost for labor or material will be executed only on written orders for the same. The cost of any added labor or material will become an extra charge over and above the total specified in this Agreement. The total specified in this Agreement is based upon installation by employees of Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range. If it is necessary, for any reason, for the companies to use outside labor, the total specified in this Agreement shall be subject to renegotiation.

**RETURN OF NEW ITEMS:** Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range allows you to return any new, factory-sealed and unopened - uninstalled merchandise within 20 days of your purchase delivery date subject to a re-stocking fee. You may choose a full-credit product exchange or a full credit by the same means payment was made less applicable re-stocking fees. Shipping and labor charges associated with the item are not refundable.

All returned merchandise must be un-installed, unregistered, in complete original manufacturer's packaging, same condition as sold, with all accessories, literature, instructions, documentation and blank warranty cards.

**NON-RETURNABLE ITEMS:** Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range is unable to accept returns of the following:

- Polycom Video / Audio Conferencing Equipment after equipment has been ordered.
- Video Projectors after the equipment has been received by IAVWAV
- Projection Screens after screens after the screen has entered production by manufacturer
- LED/LCD Video Wall Panels after equipment has been ordered
- Television Screens due to changes after screens have been received by IAVWAV
- Acoustical Panels

**RESTOCKING FEE:** In the event an item is exchanged or returned there will be a minimum re-stocking charge of 25% plus any labor or freight charges associated with return. Re-Stocking fees vary from manufacturer to manufacturer and in some cases may exceed 25% on certain items. These fees apply to all returns excluding defective or damaged which are covered under the manufacturers warranty.

**STATEMENT OF WARRANTY:** Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range warrants all new equipment sold by them against defects in material and workmanship for (a) manufacturers stated warranty of materials or equipment listed within this proposal and; (b) ninety (90) days on labor associated with installation of a complete system.

Warranty coverage includes complimentary **Basic Support** and **Premier Onsite Support** as defined in the subsequent section, during the first ninety (90) days. In the event of any defect in workmanship occurring within (90) days from the warranty commencement date, Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range will repair the defect at no additional charge to Buyer. Warranty commences the first day of beneficial use of the system by the Purchaser.

Warranty activities will take place during Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range normal Business Hours. Any request by purchaser for warranty repair service outside of normal business hours will be billed at Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range prevailing, after hours, rate.

Travel and/or freight charges incurred during the Complimentary Warranty Period are included. After the Complimentary Warranty Period travel charges, that are not covered by the manufacturer warranty, are billable to purchaser. Repair or replacement of defective Equipment shall be IAVWAV's sole liability under this warranty.



Installation of equipment and wiring, listed on this proposal, that is performed by employees of IAV, or others directly contracted by IAV is covered under this warranty. However, Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range shall not be held responsible for the performance of or failure of equipment installed or wired by others.

This warranty is void in case of abuse, misuse, abnormal usage, or faulty installation or repair of equipment by unauthorized personnel. Warranty repairs will not be performed on accounts which are past due or in default.

Buyer shall indemnify Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range and hold it harmless from and against any and all losses, claims and expenses relating to the Equipment, including, without limitation, manufacturer's failure to provide warranty coverage for Flat Screens, losses caused by misuse, abuse, theft, vandalism, accident, or negligence or damage by flood, fire, earthquake, lightning, tornado or any other act of God.

Many AV installations include a Control Interface (Control System). The Control Interface is individually customized for each client and may require modification to "fine tune" the user experience as the client uses the room. Any required programming modifications associated with the purchased equipment to "fine tune" the user experience during the first ninety (90) days are included and will be performed at **no charge** to the client. The client agrees that customization of the control interface is anticipated and the potential need for future customization shall not be grounds to withhold final payment of the contract.

The above statement is Iowa Audio Video | Wisconsin Audio Video standard statement of warranty. Any changes or modifications will be for specific contracts only and must be by attachment to this statement and referenced on this statement.

Support Tickets are placed thru our support portal which can be found at:

- Iowa Audio Video - [www.iowaaudiovideo.com/iaav/support](http://www.iowaaudiovideo.com/iaav/support) , emailed [serviceiaav@iavwav.com](mailto:serviceiaav@iavwav.com) , Phone 515-457-1199
- Wisconsin Audio Video - [www.wisconsin-audiovideo.com/wav/support](http://www.wisconsin-audiovideo.com/wav/support) , emailed [servicwav@iavwav.com](mailto:servicwav@iavwav.com), Phone 608-273-3676
- Commercial Audio Video Front Range - [www.cavfrontrange.com/support](http://www.cavfrontrange.com/support) , emailed [service@cavfrontrange.com](mailto:service@cavfrontrange.com), Phone 800-736-5094

On-Site response is performed during normal business hours, 9AM - 4PM, Monday - Friday. Help Desk and emergency on-site is performed Saturday's 9AM - 3PM.

## Optional After Warranty Support Plans

Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range offers a **Premier Onsite Support** contracts which cover on-site labor outside of warranty, scheduled trainings, limited programming, system tunings and scheduled preventive care. Pricing is included on this proposal. Client must "Opt In" to include support plan

**Maintenance Provided and Replacement Part Procedure.** Subject to the terms set forth in this Agreement, Provider agrees to provide maintenance on the equipment listed in the proposal "the Equipment" at the premises identified above. Provider shall provide such service during normal business hours. Normal response time will be within 24 hours of a Customer request, during normal business hours. Provider's maintenance service (a) shall include only maintenance of all current manufactured parts and labor required to repair (or replace) Equipment which has become defective through normal wear and usage, (b) is intended to keep the Equipment in, or restore the Equipment to, good working order during the term of this Agreement, and (c) does not assure against interruptions in operation of the Equipment. Support Features include:

- Help Desk Support
- Service Level Support (SLA) Tier 1 & 2
- On-Site Tech Dispatch
- Control System Programming On-Site
- End User Training
- On-Site Preventive Maintenance
- In Warranty Support (Unlimited)
- Out of Warranty Support (Billable on Equipment)
- Consumable Replacement (Billable)

**Basic Support** - (help desk) support shall be provided by Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range for the use of our client's employees and designated agents to call during normal business hours. Tier 1 support is

defined as troubleshooting, fielding of technical questions, and basic technical services. "Live" Basic Support support is available Monday through Friday from 8am until 5pm central time. After hours and on weekends and holidays, the help desk is automated and calls will be returned the next business day. At all times, there will be on-call staff available and calls will be returned within three hours. On-Site support is provided for covered items during the warranty period at "No Charge". All other on-site service is billed at our prevailing hourly rates. Travel charges associated with on-site support are billable to client. Freight charges associated with warranty returns, not covered by manufacturers warranty or our of warranty returns are billable to client.

#### **Basic Support Includes:**

- Basic telephone support Hardware and Software
- On-site service
- In Warranty Support
- End User Training

#### **Annual Pricing - Time and Materials Basis**

**Optional Remote Support** - Optional remote support includes the QSC Reflect Enterprise Manager Remote Access license which will allow IAVWAV remote access to provide trouble shooting, software updates, program changes, remote monitoring, resets and general support of QSC Core products and additional peripheral devices which are connected to the installed system. The remote support license eliminates the need for Travel Labor and Trip charges associated with routine upkeep of the hardware. Remote support is included during the first year. The optional remote license will be automatically renewed at the end of the first year. Client may cancel renewal by notifying our office they do not wish to renew.

**Advanced Support** - Support shall be provided by Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range and/or partner companies for more intensive technical consultation. Premier Support may be facilitated through third parties for technology not manufacturer by IAV - WAV. Premier supports is defined as technology, hardware, or software issues that cannot be resolved by help desk staff and require more in-depth technical assistance or an on-site call. Premier Support is provided at "No Charge" during the warranty period. Ongoing support after the warranty period may be purchased with a support contract or will be billed at our normal hourly rate. Travel charges associated with on-site support are billable to client. Freight charges associated with warranty returns, not covered by manufacturers warranty or our of warranty returns are billable to client.

**Optional Premier Support Plan** - Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range offers a Premier Support Plan for its customers which takes effect after the original warranty expires. The Premier Support plan includes unlimited Labor Charges, Travel Charges and Trip Charges for Help Desk and On-Site calls during normal business hours for covered clients. Support Plans are billed annually and automatically renew each year unless IAVWAV is notified in writing 30 days prior to renewal to cancel.

#### **Optional Premier Support Plan includes:**

- Help Desk Support
- Advanced Telephone and On-Site
- Reflect Enterprise Remote Access License
- Remote and On-Site Control or Electronic System Programming
- Filter Replacement and Projector cleaning
- Software Updates
- Scheduled Preventive Maintenance - two (2) times per year
- End User Training - four (4) times per year

#### **Exclusions:**

- Loaner Equipment it is not guaranteed under the program however it will be provided if available.
- Freight charges incurred in conjunction of in/out of warranty repairs
- Consumables - projector lamps, bulbs filters, batteries, etc.

#### **Annual Pricing - Varies - Optional - Client must "Opt In"**

Support Tickets are placed thru our support portal which can be found at:

- Iowa Audio Video - [www.iowaaudiovideo.com/iav/support](http://www.iowaaudiovideo.com/iav/support) , emailed [serviceiav@iavwav.com](mailto:serviceiav@iavwav.com) , Phone 515-457-1199
- Wisconsin Audio Video - [www.wisconsin-audiovideo.com/wav/support](http://www.wisconsin-audiovideo.com/wav/support) , emailed [servicwav@iavwav.com](mailto:servicwav@iavwav.com), Phone 608-273-3676
- Commercial Audio Video Front Range - [www.cavfrontrange.com/support](http://www.cavfrontrange.com/support) , emailed [service@cavfrontrange.com](mailto:service@cavfrontrange.com), Phone 800-736-5094

On-Site response is performed during normal business hours, 9AM - 4PM, Monday - Friday. Help Desk and emergency on-site is performed Saturday's 9AM - 3PM.

**Provider Access and Customer Responsibilities.** Provider's employees shall have full and free access to the Equipment at the Premises. Customer agrees to (a) prevent unauthorized adjustment, repair or modification to the Equipment and (b) ensure that the Equipment is utilized in accordance with the applicable Provider's and/or manufacturer's specifications. Customer shall include the Equipment and such systems in the coverage provided in its liability and fire insurance policies. The Customer shall, in all cases and at no charge to Provider, perform such non-skilled checks and tests as may reasonably be requested by Provider and will notify Provider promptly if any of the Equipment fails to properly respond to any such check or test.

**Term.** This agreement shall remain in effect for twelve months from receipt of executed SLA and first payment. Provider shall have the right, at the end of the term selected below, to increase the maintenance charge and is not obligated to offer ongoing maintenance. If the Maintenance Agreement term expires before the manufacturer warranty, then IAV shall invoice Customer for repairs on a time and materials basis less what is covered by the manufacturer under warranty.

**Additional Costs and Charges.** On-site maintenance calls (a) in which the Equipment was not the cause of the reported trouble, (b) where no trouble was found or (c) where the call was due to Customer or its representatives improperly following operating instructions for the Equipment, will be billed separate and apart from the obligations of this Agreement at the then existing normal rates during standard business hours plus travel costs.

**Items Not Covered.** Service, maintenance or repair of Equipment under this Agreement shall not include service, maintenance or repair caused by (a) customer's negligence; (b) theft, abuse, fire, flood, wind, lighting, unreasonable power line surges, or acts of God or public enemy; (c) improper wiring, installation, repair or alteration of Equipment by persons unauthorized by Provider; (d) use of any Equipment for other than the ordinary use for which such Equipment was designed or the purpose for which such Equipment was intended, or (e) failure to provide a suitable operating environment as prescribed by Provider or by an Equipment manufacturer, including, without limitation, with respect to electrical power, air conditioning and humidity control.

**Other Trades.** Where other network, telephone lines and service contract equipment are used in conjunction with the Equipment, Provider has no responsibility for such network, telephone lines or such service contract equipment. Service,

maintenance, or repair resulting from configuration changes made or attempted by persons unauthorized by Provider is excluded from this Agreement. Except to the extent separately agreed in writing between Provider and Customer, (i) Provider has no system responsibility as to the use or application of the Equipment beyond the product specification, and (b) Customer assumes full responsibility for the functional adequacy of the Equipment configuration as applied in the installation and for all system analysis and system engineering work.

**PROTECTION OF EQUIPMENT:** Upon the delivery to the Installation Address, the Equipment is entrusted to Buyer and Buyer shall be responsible for the protection of Equipment and labor performed by Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range and the Buyer shall provide adequate insurance to protect said equipment from damage, fire, theft, vandalism and other forms of injury to or loss of said Equipment and shall, upon request, present evidence of such insurance to Iowa Audio Video | Wisconsin Audio Video. Until completely paid for, Buyer agrees to be responsible for loss of the Equipment or for its damage by any of the causes described in Section 1 hereof, or any other cause whatsoever, notwithstanding that title to and ownership of said Equipment remains in Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range and will not create or suffer any liens or adverse claims of any kind with respect to the Equipment and will not permit or suffer the Equipment to be removed from the Installation Address.

**ENTIRE AGREEMENT:** This Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior conversations, representations, promises and warranties, whether verbal or written, with respect to the subject matter hereof. No modifications hereafter shall be valid unless made in writing and signed by each party.

**LAW GOVERNING:** In the event of a dispute this Agreement shall be governed by and in accordance with the laws of the state of Iowa, where Iowa Audio Video maintains its principal place of business and the state of Wisconsin where Wisconsin Audio Video, maintains its principal place of business, the state of Wyoming where Commercial Audio Video Front Range maintains its place of business, and is applicable to contracts made and to be performed wholly within such state. Venue shall rest with the court of general jurisdiction located in Polk county where Iowa Audio Video maintains its principal place of business and Dane County where Wisconsin Audio Video, maintains such principal place of business. If any provision of this Agreement is deemed unenforceable (in whole or in part) by a Court of competent jurisdiction the parties agree that such Court shall amend or delete such provision to effectuate the intent of such provision and of this Agreement to the maximum extent that is enforceable.

**IDENTITY OF BUYER:** Buyer agrees that Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range may disclose the identity of Buyer about the marketing of its products and services to potential customers and in connection therewith may disclose any terms, other than the financial terms, of this Agreement.

The undersigned represents they have read and agree to all the terms and conditions set forth in the Agreement. This Agreement shall become binding on the parties hereto when signed by Buyer and accepted and approved by an authorized officer of Iowa Audio Video | Wisconsin Audio Video | Commercial Audio Video Front Range.

\_\_\_\_\_  
**Client: Travis Cooke**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Contractor: Iowa Audio Video | Wisconsin Audio Video**

\_\_\_\_\_  
**Date:**



**STAFF REPORT**  
**CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Police Union Contract

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2023 01 11 PD Union Contract

ITEM # \_\_\_\_\_  
DATE: January 17, 2023

### **COUNCIL ACTION FORM**

**AGENDA ITEM: CONSIDER APPROVAL OF TEAMSTERS COLLECTIVE BARGAINING CONTRACT FOR POLICE DEPARTMENT UNION EFFECTIVE THROUGH 2026.**

**HISTORY:**

The current Teamsters collective bargaining agreement expires as of June 30, 2023 and staff, along with legal, have been working to negotiate the new contract. The proposed contract includes a three-year term, beginning July 1, 2023, with salary increases of 7% across the board in year 1 (FY24), 6% across the board in year 2 (FY25), and 6% across the board in year 3 (FY26). The anticipated increases were planned in the Public Safety budget proposal completed and submitted to Finance Director Swisher in December and are in line with other metro organizations with whom we are competing.

City Attorney Matt Brick was involved in the negotiations and will be present for any questions over the proposed contract.

**RECOMMENDATION:**

Staff recommends approval.



## **2023-2026 – POLICE CONTRACT**

THIS AGREEMENT entered into this 1<sup>st</sup> day of July 2023, by and between the CITY OF WINDSOR HEIGHTS, IOWA hereinafter referred to as “Employer,” and the Teamsters Local 238, hereinafter called the “Union,” represents the complete and final agreement on all bargainable issues between the Employer and the Union. Throughout this Agreement, wherever the word “Act” appears, this refers to the Iowa Public Employment Relations Act, identified as Senate file 531, which was signed into law on April 23, 1974.

### **ARTICLE 1 RECOGNITION**

The Employer hereby recognizes the Union as the exclusive bargaining representative for all regular full-time employees of Windsor Heights Police Department but excluding the Chief of Police, Police Captain, Police Lieutenants, Sergeants, Chief Dispatcher, and all other persons excluded by Iowa Code Section 20.4, as set forth in the December 13, 2016, Iowa Public Employment Relations Board Order of Certification Case No. 100779.

### **ARTICLE 2 EMPLOYER RIGHTS**

Except as specifically modified by this Agreement, the Employer shall have, in addition to all powers, duties and rights established by law: the exclusive power, duty and right, including but not limited to: plan, direct and control the work of its employees; discipline, suspend or discharge employees for proper cause; to develop and enforce rules for employee discipline; to schedule working hours and require overtime work; layoff/demote employee from duties because of lack of work or for other legitimate reasons; determine what work or services shall be purchased or performed by the unit employees; change or eliminate existing methods, means, assignments, and personnel by which operations are to be conducted; establish work standards; establish, change, and enforce work schedules; abolish, create, or change jobs and their duties; determine the number and times of shifts; and manage the operation in the traditional manner, is vested exclusively with the Employer. It is agreed that the enumeration above shall not be deemed to exclude other areas not specifically enumerated, provided that the exercise of such areas shall not be in conflict with any provision of the Agreement.

### **ARTICLE 3 SEPARABILITY AND SAVINGS**

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

### **ARTICLE 4 IMPASSE PROCEDURE**

The parties shall utilize the statutory impasse procedure set forth in the Act and currently set forth in Iowa Code Sections 20.20 through 20.22.

## **ARTICLE 5 NON-DISCRIMINATION IN EMPLOYMENT**

The Employer and Union agree to comply with any non-discrimination in employment laws that are applicable.

There shall be no discrimination in employment by the Employer or the Union toward any employee because of their membership in, or non-membership in, the Union. The parties will not discriminate against an employee because of an employee's support, or non-support, or participation, or non-participation, in Union affairs and/or activities.

All references to employees in the Agreement designate both sexes, and wherever the male gender is used, it shall be constructed to include male and female employees.

## **ARTICLE 6 GRIEVANCE PROCEDURE AND ARBITRATION**

The parties agree that an orderly and expeditious resolution of grievances is desirable. Any matter of dispute that may arise regarding the violation of an expressed provision of this Agreement shall be handled in accordance with the following procedure:

**Step 1:** The employee or employee organization shall discuss a grievance orally with the Chief of Police, or in the exigent circumstances, the City Administrator, within seven (7) calendar days following its occurrence or knowledge of its occurrence, in an effort to resolve the problem in an informal manner.

**Step 2:** Within five (5) calendar days after the decision in Step 1, or if no decision has been made within five (5) calendar days of the informal conference, the employee or employee organization shall then present the written grievance to the Chief of Police. The Chief of Police shall respond in writing within ten (10) calendar days.

**Step 3:** Within ten (10) calendar days after the decision in Step 2, or if no decision has been made within ten (10) calendar days of Step 2, the employee or employee organization shall then present the written grievance to the City Administrator. The City Administrator shall respond within twenty (20) calendar days.

**Step 4:** If not resolved at Step 3, or if no written decision has been received by the employee organization within twenty (20) calendar days of Step 3, the grievance may be submitted to arbitration within twenty (20) calendar days by submitting written notice to the City Administrator. Such notice shall specify the sections of the Agreement alleged to have been violated. The parties shall promptly meet to attempt to agree on an arbitrator. If they are unable to agree, they will jointly request the Iowa Public Employment Relations Board to submit to the parties a list of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. Such selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list, with the moving party striking first. After each party has eliminated the names of three (3) arbitrators from the list, the arbitrator whose name remains on the list shall be accepted by both parties as the arbitrator to hear and decide the pending case.

Grievance awards and settlements shall not be made retroactive beyond the date on which the grievance was presented in written format in Step 2. If a grievance is not presented within the specified time limits, it shall be considered waived. If a grievance is not appealed within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If a grievance is not timely answered by the Employer at Step 2, it will automatically be referred to Step 3.

The fees and expenses of the arbitrator will be shared equally by the Employer and the Union. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from or add to the provisions of this Agreement. The arbitrator's decisions shall be final and binding on both parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual agreement of the Union and Employer.

If the employee files any claims or complaint in any forum other than under the grievance procedure of this Agreement, then the Employer shall not be required to process the same claim or set of facts through the grievance procedure.

## **ARTICLE 7 SENIORITY**

Seniority means an employee's length of continuous service with the Employer since their last date of hire. Seniority shall be administered on a job classification basis.

Seniority shall be considered for shift selection and on-duty time slots. All members of the bargaining unit assigned to the Patrol Division shall have the opportunity of making shift bid thirty (30) days prior to the start of the fiscal year. Bidding shall be done based on seniority for the following shifts and days off rotation:

|                       |                   |
|-----------------------|-------------------|
| 1 <sup>st</sup> Shift | Day shift         |
| 2 <sup>nd</sup> Shift | Early Swing shift |
| 3 <sup>rd</sup> Shift | Late Swing shift  |
| 4 <sup>th</sup> Shift | Night shift       |

Mon/Tues and every other Sat/Sun

Thu/Fri and every other Sat/Sun

If vacancies occur during the calendar year, employees interested in using their seniority to transfer to a different shift must submit their request to the Chief of Police in writing. Officers will not be permanently re-assigned, contrary to their selected shift bid, unless circumstances require based upon quantifiable needs of the department such as appointments to specialized positions.

All new employees shall serve a probationary period not to exceed twelve (12) months. Upon completion of the probationary period, they shall be put on the seniority list and their seniority shall be determined from their date of employment. They may be terminated for any reason during the probationary period without recourse to the grievance procedure.

An employee shall lose their seniority and the employment relationship shall be broken and terminated as follows:

- (a) Employee quits.
- (b) Employee is discharged unless reinstated through the grievance process.
- (c) Engaging in other work while on leave of absence or giving false reason for obtaining leave of absence.
- (d) Falsification of employment application.
- (e) An employee absent from work one (1) day without justifiable cause or notice to the Employer.
- (f) Failure to report for work at the end of leave of absence.
- (g) Failure to report to work within ten (10) days after being notified to return to work following layoff, when notice of recall is sent to employee's last known address according to Employer records. Extension of this time may be granted at the discretion of the Employer.

- (h) An employee is absent from work for any reason, except an on-the-job injury, for over one (1) year or the length of the employee's seniority, whichever is shorter.
- (i) Employee retires.
- (j) In the event an employee is promoted or transferred out of the bargaining unit and such employee returns to the bargaining unit, the seniority date shall be the original date of hire less time served in the non-bargaining unit position; however, there shall be no loss of seniority for an employee who returns to the bargaining unit during the twelve (12) month probationary period after a promotion or transfer.

It is the employee's responsibility to keep the Employer informed of his/her current address and phone number.

## **ARTICLE 8 PROMOTION**

When filling a permanent promotional vacancy, the Employer shall consider the employee's qualifications, seniority, aptitude, and work record. However, when these factors are reasonably equal between two (2) or more employees, in the judgment of the Chief of Police, then seniority shall prevail. Employees will be on a promotional probation for one year.

A permanent employee who vacated his/her position to accept probationary appointment to a higher level and who is rejected during the probationary period shall be reinstated in his/her former position and rate of pay.

An employee designated by the Chief of Police to assume the role of a supervisor for a uniformed shift shall, at the end of thirty (30) days after being so designated be compensated at a supervisor's rate of pay.

## **ARTICLE 9 PERFORMANCE APPRAISALS**

It is agreed that an employee performance evaluation shall be used for the purpose of improving an employee's individual performance, acknowledging an employee's accomplishment, and to provide an opportunity for an employee to improve in a designated area of sub-standard performance.

Evaluations will occur annually and will be in writing with a copy provided to the employee. Said evaluations will occur annually on the anniversary of the employee's ILEA certification, if hired uncertified, and upon the date of hire, if ILEA certified when hired. The written evaluation of the employee will be followed within twenty (20) days by a personal conference between the employee and the Chief of Police or supervisory designee. The employee shall have the right, if he/she disagrees with the evaluation, to submit a written explanation to the Chief of Police and file copies with the City Administrator within five (5) calendar days of the evaluation conference. The written response of explanation to all evaluations will be attached to the file copy of the evaluation.

No written comments concerning an employee's performance shall be placed in the employee's official personnel file unless they have been copied to the employee. The employee will be provided a copy of his/her personnel file upon request and within five (5) calendar days of providing the request in writing.

## **ARTICLE 10 LAYOFF AND RECALL**

In the event the work force is to be reduced, the Employer agrees to provide affected employees as much advance notice as is administratively practical, but in no case less than ten (10) calendar days. The employee with the least demonstrated skill, ability, and qualifications as determined by the Employer, in the job classification affected shall be the first laid off. The employees removed can then replace any employee who has less job classification seniority in a job classification for which he/she is the most qualified, as determined by the Employer. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available. Probationary employees have no recall rights.

Employees to be recalled after being laid off shall be notified at least ten (10) calendar days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record.

## **ARTICLE 11 HOURS OF WORK AND OVERTIME**

The purpose of the Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The regular workday and work schedule for officers shall consist of eight patrol officers assigned to one of four shifts and one of two days off rotations. Shift bid shall be by seniority other than special needs of the department (*ex*: K-9, Metro STAR, staff shortage).

Shifts shall be:

Days 0700-1700

Late Swing 1700-0300

Early Swing 1100-2100

Nights 2100-0700

Days off rotations shall be:

Mon/Tues and every other Sat/Sun

Thu/Fri and every other Sat/Sun

Officers wanting to take PTO on assigned weekends to work may be denied leave time based upon staffing needs and overtime considerations. Officers will be encouraged to plan their extended leave time according to their scheduled weekends off or seek to trade shifts with another officer. All time off requests will be evaluated on a case-by-case basis.

A normal shift or workday for patrol assignments shall be defined as ten (10) hours. Overtime and holiday compensation shall not begin until a shift exceeds ten hours; partial holiday shifts shall be regulated according to existing language in Article 14 of the collective bargaining agreement. Officers shall continue to work 80 hours per pay period.

For those working the 10-hour shift, paid lunches shall be 45 minutes. Each employee shall also be eligible to take two 15-minute rest periods per 10-hour shift. Employees remain subject to call back during any lunch or rest period.

All shifts will have a starting time assigned. Any variation in starting time in excess of two (2) hours shall be discussed with the employees.

**Special Assignments:** Personnel in special assignments (i.e. assigned to Support Services Division – Detective) that are assigned a patrol shift to backfill schedule openings due to short staffing on patrol, court time, special circumstance or needs of the department shall work the entire 10-hour patrol shift at a regular rate of pay. Overtime will not accrue until working beyond ten hours.

The Detective shall then flex the extra two hours worked off of their regular Support Services duty assignment on another day during the same pay period. Flex time and altering of work hours shall be coordinated and approved through the Support Services division commander.

If the Detective is unable to flex the additional hours worked on patrol within the same pay period due to workload in special assignment or other circumstance, then any combined hours over eighty (80) in that pay period may be charged back to the City as overtime or compensatory time.

**Special Circumstance:** Should the Department suffer the loss of more than one sworn, fulltime officer for any extended period due to resignation, temporary disability, military deployment, disciplinary action, or illness/injury, this schedule may be frozen, cut short, or dismissed in order to adequately meet the operational needs of the organization. In those cases, administration shall make every attempt to work with personnel on any existing leave scheduled.

Should an emergency incident/natural or man-made disaster occur that would require a heightened presence in the community for an extended period of time, this Agreement does not eliminate the potential of mandating 12 or 16 hour shifts to meet the needs of the incident and follow-up investigation.

**Physical Fitness Time:** Subject to sufficient staffing, and once daily paperwork is approved, employees may use the thirty (30) minutes of a work schedule for physical fitness/defensive tactics training, with approval on the grounds of the Police Department. The employee will be allowed out of uniform, but is subject to call back, shall respond promptly if requested, and must maintain police radio and/or cellular phone accessibility with on-duty officers and/or the Communications Center.

**Compensation:** Employees shall be paid every other Friday unless that Friday is a holiday, in which case the payday is the last City business day before the holiday. Full-time employee's bi-weekly compensation will be calculated by taking his/her hourly rate and multiplying that rate by eighty (80) hours.

**Overtime:** Overtime shall be paid for at the rate of time and one-half (1 ½) the employee's straight time hourly rate for all work performed in excess of the normal workday or work schedule. Overtime shall not be paid more than once for the same hours worked. Vacations and leaves are not considered time worked for the purpose of determining overtime.

Anticipated overtime shall generally be posted for sign-up a minimum of one week in advance. The Employer shall offer overtime work to bargaining unit employees based on seniority. Bargaining unit members shall have four days from the posted date to either accept or decline the posted overtime. After the most senior bargaining unit employee has refused the work, the Employer may then offer the work to the next employee(s) on the seniority list until such a time as the work has been accepted by a bargaining unit employee during this four-day period. After all bargaining unit employees have refused the overtime, the Employer may then offer the work to personnel outside of the bargaining unit (supervisory or part-time staff) or mandate the overtime by inverse seniority.

Employees requesting to pick up a full shift trump employees requesting a partial shift regardless of the seniority of the employees.

**Detective Division:** Employees assigned to the Detective Division shall work a forty (40) hour week. Overtime shall be paid for any time worked in excess of forty (40) hours in a given week (or in excess of 8 hours in a day). Overtime shall be paid at the rate of time and one-half (1 ½).

**Compensatory Time:** An employee may elect to receive overtime compensation in either cash payment or compensatory time off. An employee desiring compensatory time off rather than overtime pay shall notify the Employer in writing prior to the cutoff period for computing wages for the period in which the payment ordinarily would have been made. Compensatory time off shall be at the rate of one and one-half (1 ½) hours of compensatory time for one (1) hour of overtime worked.

All compensatory time shall be recorded in the employee's PTO bank. Once an employee reaches the maximum hours in his/her PTO bank, the employee will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate.



**Court Time:** An employee who is required to appear for court in person or via telephone during off-duty hours shall be paid a minimum of two (2) hours of the overtime rate, unless the Court appearance and the beginning or end of an employee's scheduled workday shifts overlap. In that event, the employee shall be paid for actual time spent in accordance with Hours of Work and Overtime provisions of this Agreement. Time will be measured by portal-to-portal from the employee's home. If an employee's appearance has been cancelled and the employee receives less than two (2) hours' notice of the cancellation, the employee will receive two (2) hours of compensation at the regular rate.

**Call Back Time:** An employee who is called back to work by the Employer shall be paid a minimum of two (2) hours pay at the overtime rate unless such call back is tied to the beginning or end of his/her shift. Employees on special days off (*i.e.*, vacation, holiday, comp time, etc.) shall be called back only after all others on normal routine time off have been called.

**On-Call Pay:** For purposes of this section, an employee is on-call if he/she is restricted from engaging in their normal activities or otherwise required to remain available by telephone. Employees shall receive one (1) hour of straight time pay for each day they are on-call.

**Part-Time Officer(s).** The Chief, at his discretion, may employ part-time officers. Part-time officers may be used to supplement the workforce but not replace full-time officers. Compensation of part-time officers shall not exceed the level of pay of a one-year officer after certification.

## **ARTICLE 12 LEAVE OF ABSENCE**

**Sick Leave:** Effective July 1, 2006, all employees employed by the City prior to said date shall have his/her sick leave bank frozen. This bank of sick leave shall be referred to as the "frozen sick leave bank." Employees will be required to use this sick leave pursuant to the provisions of the previous contract. Once this frozen sick leave bank is exhausted, all leaves will be governed by the PTO provisions of the contract unless there is another section of the contract applicable to this leave.

A medical doctor's written verification of illness or injury may be required by the Employer for substantiation of an illness or injury.

Sick leave will not be granted if an employee is injured while gainfully employed by a different employer unless employment is approved by the Employer.

### **Bereavement and Family Illness Leaves:**

**Immediate Family:** In case of death or serious illness in the immediate family (parents, spouse, child, sibling), a permanent employee may be granted a leave of absence with pay, up to five (5) workdays by the City Administrator.

**Family:** In the case of death or serious illness in the family (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, uncles, aunts, nephews, nieces or any other relative living in the household), a permanent employee may be granted a leave of absence with pay up to two (2) calendar days by the City Administrator.

**Extension:** The City Administrator may, at his/her discretion, grant an additional two (2) days leave in instances where extensive travel or other circumstances warrant. Further, employees may elect to use up to twenty (24) hours of sick leave as personal leave in conjunction with Bereavement/Family Illness.

**Military Leave:** A full-time employee shall be granted a military leave of absence for a period of up to thirty (30) days with pay as prescribed by Section 29A.28 of the Code of Iowa.

The employer recognizes an employee's re-employment rights in accordance with the Universal Military Training and Service Act.

**Jury Duty/Legal Leave:** An employee required to serve as a juror shall receive his/her regular wages. To receive payment for such duty, the employee must submit certification of service and assign all fees to the Employer. When released from duty during working hours, the employee will report to work immediately.

**Retirement:** Employees shall receive payment for 50% of all unused accumulated sick leave in the frozen sick leave bank upon retirement and 100% in the event of death.

Employees may elect at retirement to be paid for unused leave balances for which they qualify for payment in one lump sum or to use the remainder of the leave in increments of the normal forty (40) hour work week, with all applicable withholdings deducted. An employee who chooses to be paid for the balance of qualifying leave time in the forty (40) hour increments will be considered an "inactive" employee and does not qualify for the accrual of additional leave time or for the City's contribution towards health insurance.

Employees on a paid leave of absence, exclusive of disability benefits, will continue to accrue all contractual benefits and seniority. An employee who is on disability leave, either short or long-term, shall not accrue PTO (Paid Time Off). A probationary employee, having begun employment, who is on an unpaid leave of absence shall not accrue PTO. After one (1) year of long-term disability an employee shall cease to accrue seniority until returning to duty. Employees on an unpaid leave of absence will continue to accrue seniority for the first thirty (30) days of the unpaid leave of absence. This does not include employees who are on what is considered to be "terminal leave" as defined in the City's personnel policies.

## **ARTICLE 13**

### **PAID TIME OFF (PTO)**

All regular full-time employees shall accrue PTO as follows:

| Years of Service | Accrual Per Pay Period |
|------------------|------------------------|
| 1 through 5      | 9.27 hours             |
| 6 through 10     | 10.85 hours            |
| 11 through 20    | 12.39 hours            |
| 21+              | 13.93 hours            |

The maximum accrual of PTO shall be four hundred (400) hours. If an employee reaches this maximum (including any compensatory time), the employee shall not be credited with any additional accrual until such time as the employee reduces his/her PTO bank. An employee may elect to cash out forty (40) hours of PTO four (4) times per year as long as he/she would still have a minimum of eighty (80) hours. The employee shall notify the Chief of this election.

PTO may be used in increments of one-half hour.

PTO requests may not be submitted more than twelve (12) months in advance. PTO requests will be made in writing to the Chief of Police or his/her designee. PTO requests of one (1) week duration or more must normally be made not less than thirty (30) days in advance. PTO requests of four (4) days or less can be made at any time but should normally be made forty-eight (48) hours in advance. An employee oral request for a decision on PTO leave shall be acted upon within five (5) days if made thirty (30) days or more in advance and within two (2) days if made less than thirty (30) days in advance. If two (2) or more employees request the same PTO time off at the same time, and staffing levels will not permit all requests, seniority shall prevail in granting the PTO request. Nothing herein shall be construed so as to limit an employee's ability to use PTO on shorter notices when staffing levels permit.

An employee who has scheduled PTO will not be allowed to cancel the PTO request within thirty (30) days of the date of leave during periods of normal operations of the City. In the event an employee's PTO is cancelled by the City, the employee shall be reimbursed any monetary loss suffered (*e.g.*, nonrefundable reservations) which, after due diligence, the employee is unable to recover. An employee should inform the City if he/she has a potential for a monetary loss.

PTO time used for an employee's illness or for an illness in the employee's immediate family shall be scheduled in advance when possible. The City recognizes that in certain instances it is impossible to schedule PTO in advance when an illness occurs. The City reserves the right to require a physician's certification for PTO time used for illness, when in the discretion of the City, it is determined the employee is abusing the benefits of PTO. If an employee takes PTO for an illness, the employee cannot work overtime that same day without City approval or unless forced.

Upon resignation or termination, an employee shall be paid for all unused PTO left at the time of termination.

The City shall establish a short-term disability program for employees who have applied for and are eligible for long-term disability and do not have enough PTO or “frozen sick leave bank” to cover the ninety (90) day waiting period. In situations such as this, the employee will be required to exhaust his/her “frozen sick leave bank” and PTO, respectively. If the employee does not have enough paid leave to cover the waiting period, the City will continue to pay the employee his/her salary until the ninety (90) day waiting period is completed. An employee becomes eligible for the short-term disability benefit upon experiencing a condition that triggers the application for long-term disability. The Employer will begin payment of the short-term disability benefit upon the eligible application for the long-term benefit.

## **ARTICLE 14 HOLIDAYS**

There shall be eleven (11) paid holidays: New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, the day before Christmas, Martin Luther King Day observed the 3<sup>rd</sup> Monday in January, and two (2) floating holidays. If additional holidays are granted or designated as holidays to other employees of the City, such additional or designated holidays shall apply to this agreement. NOTE: Calculation for PTO includes credit for eight-eight (88) hours of holiday time. Floating holiday will equate to an entire regularly schedule shift off-duty.

Any employee working on a holiday will be credited with a multiplier of .8 hours per each physical hour worked on a holiday (i.e., working a 10-hour shift will result in 8 hours of holiday pay; working an 8-hour shift will result in 6.4 hours of holiday pay, working 4-hours on a holiday would result in 3.2 hours of holiday pay).

## **ARTICLE 15 DISCIPLINARY ACTION**

Both parties of this Agreement recognize that a certain amount of discipline is necessary for the efficiency of the operation. Therefore, these certain penalties for infractions of rules and policies have been agreed upon as follows:

Disciplinary action or measures shall include the following:

1. Oral reprimand or warning.
2. Written reprimand or warning.
3. Suspension with loss of pay.
4. Discharge.
5. Certain misconduct may warrant immediate suspension or termination.

## **ARTICLE 16 CITIZEN COMPLAINTS**

The City will comply with the requirements of Iowa Code Chapter 80F in responding to citizen complaints.

## **ARTICLE 17 WORK RULES**

The Employer may, from time to time, develop, put into effect and enforce work rules. Said work rules will be distributed to employees fifteen (15) days prior to their effective date. Nothing herein shall be construed to conflict with or waive any provisions of this Agreement or the Act.

## **ARTICLE 18 LONGEVITY**

Longevity pay has been included in the attached salary matrix, beginning at Step 6 (steps are considered years in line with years of service, *i.e.*, Step 1 is the first year of service). Longevity will be paid at \$0.05 per hour, per year of service starting in year 6 (61 months), which matches the current citywide longevity policy of \$6.00 per pay period, per year for other employees. For example, in Step 6 - after completion of five full years of service - the \$0.05 calculation is based on \$6.00 per pay period, over 26-payroll cycles (total \$156.00) divided by 2,080 annual scheduled hours. In no case shall longevity be paid before any member completes their fifth year of service. The intent of this policy is for an employee to receive an additional \$0.05 per hour for each year of service starting in year 6 and continuing for the remainder of their employment.

## **ARTICLE 19 UNIFORM AND CLOTHING PROVISIONS**

**General Provisions:** Upon initial employment, each officer shall receive all necessary clothing and equipment as listed in the present Policy and Procedures manual.

**Replacement:** The City will replace each officer's soft body armor every five (5) years with no deduction to their clothing allowance or as directed by the manufacturer. In addition, each employee shall be entitled to spend his/her allowance, as determined by the Chief of Police, for: (a) items damaged through the performance of duty; (b) items worn and equipment used in the performance of duty; (c) articles worn for protection and comfort; (d) items used as protection from the elements; and (e) clothing allowance for officers in special assignments that are required to wear plain clothes. Officers shall be allowed to purchase duty related equipment so long as he/she does not exceed their annual stipend without authorization. Items purchased which are not Class 'A' uniforms or outer wear shall become property of the purchasing officer.

The uniform allowance shall be \$650 as of July 1, 2017, \$700 as of July 1, 2018, and \$750 as of July 1, 2019. New employees will receive the necessary uniforms and equipment upon his/her initial hiring. After completion of the employee's 2<sup>nd</sup> year of service, the employee will then become eligible for the uniform allowance as set forth in this contract.

In the event of damage pursuant to police activity, personal property required to be carried on duty, such as a watch, glasses, *etc.* shall be replaced or repaired at a reasonable price with no debit from an officer's uniform allowance, as determined by the Chief of Police.

## **ARTICLE 20 LABOR MANAGEMENT COMMITTEE**

Labor Management Meetings shall be for the purpose of maintaining communications in order to cooperatively discuss and resolve problems of mutual concern to the parties. The structure and procedures of such meetings shall be mutually agreed upon.

The bargaining unit members will be released from work with pay to attend such meetings, if such Labor-Management meetings fall within their normal working hours. Unless mutually agreed to a different frequency, regular meetings of the Committee shall be held at least once every three months at a mutually convenient time.

## **ARTICLE 21 INSURANCE**

The City will provide its employees with group health, major medical, prescription drug and dental insurance coverage. An employee on short or long-term disability leave will receive uninterrupted insurance coverage as long as the employment relationship is not severed and the individual continues to contribute his/her portion of the premium as outlined in Article 21.

For the duration of this Agreement, employees shall pay 15% of their elected coverage, in an amount not to exceed \$105 per month for single coverage, \$148 per month for employee + child coverage, \$158 per month for employee + spouse coverage or \$236 for family coverage.

The employee will be responsible for a \$250/\$500 deductible and a \$3,000/\$6,000 out-of-pocket maximum. The employer retains the right to select the insurance carrier and/or the insurance plan; however, the benefit levels shall remain equal to or better than the levels currently in effect, to the extent that a plan with those benefits is available at a reasonable cost.

If an employee elects to participate in the single Health and Major Medical Insurance Program or the employee elects to waive coverage altogether, the employee shall be entitled to an additional \$75.00 per month which will be paid into a tax-sheltered annuity by the Employer on behalf of the employee.

If any time during the term of this Agreement the annual premium increases by 20% or more, the Employer agrees to seek insurance alternatives to reduce the premium without reducing the current benefit level.

The parties shall create an insurance committee made up of members of the City, both union and non-union, along with the union bargaining representative. The purpose of the committee shall be to meet as needed to review current insurance coverage, proposed rate increases and potential changes to coverage to reduce costs.

**Life Insurance:** The Employer shall maintain a group term life insurance policy for each employee in the face amount of \$50,000 at no cost to the employee. The employee shall be eligible to purchase additional insurance or continue coverage beyond separation of employment pursuant to the terms of the insurance policy.

**Short-Term Disability Insurance:** The Employer shall maintain a short-term disability insurance policy for each employee at no cost to the employee.

## **ARTICLE 22 WAGE RATE**

**Reference is made here to Exhibit A, Wage Rates.** By this reference said Exhibit becomes a part of this Agreement. Effective July 1, 2023, there will be an across-the-board wage increase of seven (7.0%) for all covered employees. Effective July 1, 2024, there will be an across-the-board wage increase of six (6.0%) for all covered employees. Effective July 1, 2025, there will be an across-the-board wage increase of six (6.0%) for all covered employees.

**Starting Salary:** New employees may be appointed above the first step of the wage scale, depending upon their experience, background, and present pay. However, new employees will not be appointed above “Step 4” on the wage scale.

**Command Pay:** In addition to other compensation, the City shall pay \$1.00 per hour for every supervised hour to any police officer without rank who is assigned “command duty” by the Chief of Police for a particular shift, in the absence of a higher-ranking officer. To be eligible for command pay, an officer must have command of the shift consisting of a least himself/herself and one other officer.

**FTO Training:** An employee designated by the Chief to train an employee and who completes a required Daily Operations Report shall have \$2.50 per hour added to their rate of pay for each hour spent training that employee.

**Shift Differential:** An officer who is permanently assigned to work late swing and night shifts shall be paid an additional \$.50 per hour for any shift worked in the overnight hours.

**ARTICLE 23**  
**EDUCATIONAL INCENTIVE**

The Employer shall reimburse any employee for the actual cost of college tuition, provided the employee has declared a work-related major, according to the following schedule:

| <u>Maximum credit<br/>hour reimbursement</u> | <u>Minimum<br/>required GPA</u> |
|----------------------------------------------|---------------------------------|
| \$175.00                                     | 3.0                             |
| \$125.00                                     | 2.5                             |
| \$50.00                                      | 2.0                             |

The maximum reimbursement shall not exceed \$6,250 for each degree (Associate's, Bachelor's, or Master's). Course work shall be reimbursed at the appropriate dollar amount equal to the grade earned as listed above on a per credit basis.

Should the employee leave the employment of the City for any reason during the four (4) month period immediately following the semester for which reimbursement is made, said employee shall repay the reimbursement amount in full to the Employer. The incentive is provided pending available funding, as determined by the department supervisor or City Administrator.

An officer who has successfully completed a graduate level degree (M.A., M.S. or higher) program at an accredited college or university, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years shall receive, in addition to his/her normal compensation, an additional payment of \$1,200 annually. An officer who has successfully completed a Bachelor of Science or Bachelor of Arts (B.S. or B.A.) program at an accredited college or university, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years, shall receive, in addition to his/her normal compensation, an additional payment of \$800 annually. An officer who has successfully completed an Associate of Science or Associate of Arts (A.S. or A.A.) program at an accredited college, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years, shall receive, in addition to his/her normal compensation, an additional payment of \$400 annually. This payment shall be made in the pay period that includes July 1<sup>st</sup> after the requirements as set forth above have been met.



## **ARTICLE 24 DEFERRED COMPENSATION**

The City shall contribute the following percentage of salary to a deferred compensation plan for employees pursuant to the following schedule:

| % of salary | Years of Service |
|-------------|------------------|
| 1.0%        | 3 through 5      |
| 1.5%        | 6 through 10     |
| 2.0%        | 11 through 20    |
| 2.5%        | 21+              |

To enroll in this benefit, employees must complete forms provided by the City.

## **ARTICLE 25 PHYSICAL FITNESS INCENTIVE**

Once per fiscal year, upon successfully completing the City administered annual physical fitness test, any certified officer passing the ILEA approved Cooper Test standard (age and gender appropriate), shall receive a \$100 fitness bonus at the next available pay period. Officers who maintain a passing standard for five or more consecutive years shall receive an annual fitness incentive of \$250 per year.

## **ARTICLE 26 FINALITY AND EFFECT**

THIS AGREEMENT constitutes the entire agreement between the parties and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Union, for the life of this Agreement, voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of the Agreement, and agrees that the Employer shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated this Agreement.

**ARTICLE 27  
DURATION**

THIS AGREEMENT shall be effective from July 1, 2023 and shall continue in effect until June 30, 2026.

**ARTICLE 28  
EXTRA CONTRACT AGREEMENTS**

The Employer agrees not to enter into any agreements or contracts with its employees, individually or collectively, concerning wages.

CITY OF WINDSOR HEIGHTS

TEAMSTERS LOCAL #238

By:\_\_\_\_\_

By:\_\_\_\_\_

**WINDSOR HEIGHTS TEAMSTERS COLLECTIVE BARGAINING AGREEMENT  
2023 – 2026 – EXHIBIT “A” – WAGE SCALE**

| FY24 7.00%   |             |           |
|--------------|-------------|-----------|
| Probationary | \$66,257.02 | \$31.8543 |
| Step 1       | \$68,814.55 | \$33.0839 |
| Step 2       | \$71,470.79 | \$34.3610 |
| Step 3       | \$74,229.57 | \$35.6873 |
| Step 4       | \$77,094.83 | \$37.0648 |
| Step 5       | \$80,070.68 | \$38.4955 |
| Step 6       | \$83,161.42 | \$39.9815 |
| Step 7       | \$86,371.45 | \$41.5247 |
| FY25 6.00%   |             |           |
| Probationary | \$70,232.44 | \$33.7656 |
| Step 1       | \$72,943.42 | \$35.0690 |
| Step 2       | \$75,759.04 | \$36.4226 |
| Step 3       | \$78,683.34 | \$37.8285 |
| Step 4       | \$81,720.52 | \$39.2887 |
| Step 5       | \$84,874.92 | \$40.8052 |
| Step 6       | \$88,151.10 | \$42.3803 |
| Step 7       | \$91,553.74 | \$44.0162 |
| FY26 6.00%   |             |           |
| Probationary | \$74,446.39 | \$35.7915 |
| Step 1       | \$77,320.02 | \$37.1731 |
| Step 2       | \$80,304.58 | \$38.6080 |
| Step 3       | \$83,404.34 | \$40.0982 |
| Step 4       | \$86,623.75 | \$41.6460 |
| Step 5       | \$89,967.41 | \$43.2536 |
| Step 6       | \$93,440.17 | \$44.9232 |
| Step 7       | \$97,046.96 | \$46.6572 |



**STAFF REPORT  
CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Rachelle Swisher, Finance Director  
SUBJECT: Discussion of Council Goals and Objectives

**GENERAL INFORMATION**

The Council adopted a set of goals on 1/18/2022. As part of the budgeting process, these goals should be reviewed each year.

Many of the goals and objectives are very broad and should remain on the goals list for 2023, even though we may have accomplished these goals in 2022.

I have highlighted specific goals or parts of goals that were accomplished in 2022. Decisions should be made if these highlighted pieces should be removed from the document.

Any new goals or objectives should be added to the document.

**SUMMARY**

**ATTACHMENTS**

1. Council Goals (Highlighted)



## **Community Mission Statement**

The mission of Windsor Heights is to provide our residents, businesses, and visitors a safe environment and exceptional city services through a team-oriented and fiscally responsible approach in order to create a unique, sustainably vibrant community.

**Goal #1** – Focus City services, resources and cooperative partnerships on creating and maintaining a **safe community** for all residents, businesses and visitors.

Objective A: Recruit and train quality staff.

Objective B: Implement policies and practices leading to clean air and protection of water resources – i.e. expanding anti-smoking initiatives and membership in Central Iowa Water Trails efforts.

Objective C: Replace aging vehicles and equipment.

Objective E: The City should work to become the employer of choice for our employees, and perspective employees, by ensuring alignment of wages, benefits and employee support to create a positive and engaging work environment

**Goal #2** – Develop and implement processes to ensure delivery of **exceptional City services**.

Objective A: Pursue shared and contracted services with neighboring community partners in service delivery on recreational programming, **sewer system operation and maintenance**, and traffic signal operation and maintenance.

Objective B: Revise the City's code of ordinances to address outdated regulations.

Objective C: Improve the City's enforcement of nuisance violations in an effort to cleanup properties throughout the community.

**Goal #3** – Protect the **financial future** of the City through reasonable and well-thought-out fiscal policies and adherence to generally accepted government finance practices.

Objective A: Update the Equipment Revolving Program (ERP) annually.

Objective B: Update the Capital Improvement Program (CIP) annually.

Objective C: Balance the continuation of basic municipal services with the addition of new program initiatives considering the availability of financial resources long-term.

Adopted by City Council on January 18, 2022

Objective D: Establish a standard budgeting process that will institute continuity that will allow multi-year analysis and decision-making.

Objective E: Receive a clean fiscal year audit report.

Objective F: Investigate and pursue new revenue streams.

**Goal #4** – Create and maintain a **high-functioning City team** of elected officials, professional staff and volunteer board members via regular and pertinent training and continuing education opportunities.

Objective A: Review and revise the Council and employee handbooks.

Objective B: Implement an all-electronic job application process.

Objective C: Identify and allocate resources to support ongoing employee training focused upon improving customer service.

Objective D: Develop a retention and succession plan to prepare for future employee turnover.

**Goal #5** – Build a **unique and sustainably vibrant community** that contributes to the overall character of the Greater Des Moines region.

Objective A: Invest in art and culture opportunities unique to the region in cooperation with Bravo.

Objective B: Launch a revised community concert series in partnership with the Foundation and Chamber of Commerce.

Objective C: Invest in community artwork.

Objective D: Begin implementation of the Parks Plan by creating a vision for Colby Park to include new and improved recreational opportunities; decide what to do with Lions Park; pursue new trails and bike hub facility; and initiate discussion for establishing a new northeast park amenity.

**Goal #6** – Pursue a **comprehensive economic development strategy** that supports a healthy business sector and contributes to a better overall quality of life.

Objective A: Expand the City's economic development committee to include business and citizen representation.

Objective B: Conduct a community survey of what business sector additions would best serve Windsor Heights residents.

Objective C: Invest in a comprehensive marketing plan for business attraction.

Objective D: Build on the existing partnership with local development partners.

Objective E: Establish a source of funding in support of property redevelopment and rehabilitation. Specifically focus resources in support of minority-owned business grants.

**Goal #7** – Plan and **invest in City infrastructure** to ensure the long-term viability of the community’s roadways, utilities, parks and public facilities.

Objective A: Establish a long-term funding plan for streets, sewers, parks, storm sewers, city facility improvements, sidewalks/trailways, flood mitigation and other large scale investments.

Objective B: Expand existing community recreation options and pursue partnerships with the schools and other community organizations.

Objective C: Complete a long-term public facilities plan.

Objective D: Implement a plan to address Walnut Creek bank stabilization.

Objective E: Focus capital resources on improving safety and availability of pedestrian facilities including, **specifically, lighting enhancements along the walking trailway.**

Objective F: Research and identify green technologies that could be made available to residents and businesses as a way of addressing environmental concerns.

**Goal #8** – Pursue initiatives aimed at growing Windsor Heights as a **diverse and inclusive community**.

Objective A: Identify new and emerging housing sector needs and develop strategies to pursue.

Objective B: Plan and hold new multi-cultural special events with community partners.

Objective C: Maintain City’s commitment to unbiased policing and equal treatment of all residents regardless of age, race, sexual orientation or physical disability.

Objective D: Pursue grant opportunities to encourage the growth of minority-owned businesses.

**Goal #9** – Continually strive to better **communicate with Windsor Heights residents** to achieve the most transparent government and understand citizen viewpoints.

Objective A: **Deliver at least six newsletters to residents during the year.**

Objective B: Maximize the use of social media to offer multiple methods of disseminating information to the public.

Objective C: **Conduct a survey of residents to update survey results from 2017.**

Objective D: Develop a marketing plan to establish Windsor Heights as a destination for residents in the region.

Objective E: Continuously improve the City’s website to ensure accessibility by all.



**STAFF REPORT  
CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Mike Jones, Mayor  
SUBJECT: Mayor's Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Mayor's Report 1-12-2023





## **MAYOR'S REPORT**

Report Covers November 1st, 2022 - January 12th, 2023

- Over the past couple of months, I've had innumerable meetings with the Personnel & Finance Committee, department heads and Council Members regarding the City Administrator search, Public Works Director Search and future of the Public Safety Director Position. Thank you to Councilors Jones and Harms for taking as much time as possible out of their schedules to meet and make recommendations to Council. Over the past couple of months, I've had innumerable meetings with the Personnel & Finance Committee, department heads and Council Members regarding the City Administrator search, Public Works Director Search and future of the Public Safety Director Position. Thank you to Councilors Jones and Harms for taking as much time as possible out of their schedules to meet and make recommendations to Council. Thanks to Council for being flexible on Special Meetings to get things done, as well.
- On the topic of Public Works, thank you to Councilors Skeries and Campbell for volunteering to serve on the Ad-Hoc Committee for the hiring of a Public Works Director. Thank you to Finance Director Swisher, City Clerk Cooke, City Engineer Ernst, PSD McCluskey and former Mayor Dave Burgess for serving, as well. I'm glad we were able to expedite the process and get a great hire.
- Following the passage of the 24/7 Clean Energy, I had a meeting with a MidAmerican representative in November about them assisting in working with us towards meeting those goals. I made a number of requests, especially related to the amount of energy our buildings use. I have yet to receive any of that information.
- Thank you to Councilors Harms, Skeries and Campbell, as well as the Special Events Committee for putting together a wonderful Windsor Wonderland.
- I reached out to the property manager of the Windsor Heights Town Center two weeks ago due to some concerns about the condition of the property. Specifically, the main signage at 66th and University has backlights but they are all burned out. Also, Mojito's does not have working lights for their sign on the east side of the building. As of yet, I do not see any repairs. I will follow up in a week or so.
- I will be sending letters or emails to the owners or realtors of the properties at 66th and University and 63rd and University to get status updates on the development of those properties.
- I met with Finance Director Swisher about phase one of 73rd Street as I am pressing for construction to begin this calendar year. While I recognize that the fiscal year means that the project can start from July of 2023 – June of 2024, I do not believe that 73rd can last another winter.

- I completed a comprehensive website review and made recommendations to the Communications Committee. I summarized the websites of seven different municipalities and based on their commonalities, along with the unique information/issues of our city and the most popular pages on our website, suggested how to make our website more user friendly. I will be meeting with Deputy Clerk Strait to talk more about these recommendations.
- Earlier this week MAC met and discussed homelessness in the Metro. Mayors met on Wednesday, the 11th and we heard from Steve Johnson, Government Liaison at Broadlawns. There was a unanimous feeling that not enough is done to address mental health issues on the front end and because of this, there is an immense burden on the back end/triage.
- I will be attending a special MPO meeting the 12th and the Centerfield 1 year anniversary on January 14th. Thanks to Council for being flexible on Special Meetings to get things done, as well.



**STAFF REPORT  
CITY COUNCIL**  
January 17, 2023

TO: CITY COUNCIL  
FROM: Chad McCluskey, Public Safety Director  
SUBJECT: Public Safety Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2022 December PS Monthly Report



# Windsor Heights Public Safety

## POLICE ♦ FIRE ♦ EMS

### Monthly Report



To: Interim City Administrator Rachelle Swisher

From: Public Safety Director Chad McCluskey

Date: January 10, 2023

RE: December, 2022 Public Safety Monthly Report

#### **MAJOR WORK AREAS:**

- Officers will direct patrol toward businesses in effort to educate and enforce the parking violation of misusing handicap parking spaces. Officers will also be seeking to address any weather-related parking violations.
- Officers will direct patrol to 73rd Street and Hickman Road in effort to educate and enforce motorist on violations of speed.
- Officers will direct patrol toward apartment buildings, businesses, and bike trails to demonstrate their presence in effort to interdict suspicious activity.
- Officers will direct patrol toward 70th Street as officers have noted numerous complaints of speed. Specifically, officers will be near the two crosswalks, as this is a major cut through from Hickman to University and 63rd to 73rd Streets. Officers will seek to slow motorist down in effort reduce the amount of traffic accidents in the area.
- Officers will direct patrol toward motorist with dark or tinted windows seeking to educate and enforce on this violation. Dark windows can be an officer safety issue as officers cannot see any furtive movements within a vehicle up approach.
- Detectives will provide investigative follow-up on sex abuse, and fraudulent activity cases.
- Detective Irlbeck will attend a webinar about impaired driving with the focuses on expansive marijuana concepts as it is becoming more legalized.
- Detective Irlbeck will attend a Westcom train the trainer event for Crime View Analytics.
- Support Clerk Breese will work on NCIC record purges and collection referral process.

## **ACCOMPLISHMENTS:**

- Officers directed patrol toward motorist who are speeding and impaired while travelling in the 6300-8200 blk Hickman Road. Officers sought to educate and enforce violations in this area. Officers spent 590 minutes on this goal, issuing 7 warnings, 6 citations and making 0 arrest. Violations addressed were driving while suspended, speed, failing to stop for traffic control device, and registration violation.
- Officers directed patrol to the bike trails, apartment parking lots and back streets during night hours to make their presence known and to keep these areas safe from nefarious activity. Officers spent 260 minutes on this goal.
- Officers directed patrol toward violations of seatbelt, texting while driving and speed along 63rd Street. This is a busy street with high potential for motor vehicle collisions because of motorist not adhering to these laws. Officers spent 710 minutes on this goal, issuing 10 warnings, 6 citations and making 0 arrest. Violations addressed were for speed, driving while suspended, registration violation and no insurance. Officer Norris noted that a young man who was involved in a traffic collision was issued a citation. It's no doubt that Officer Norris made an impression on the young man as he wanted to take a photograph with him when he was done. This also says a lot about the young man.
- Officers sought to educate and enforce speed regulations from the 1000 block to the 1600 block of 73rd Street in effort to reduce the risk of collisions in this area. Officers spent 690 minutes on this goal, issuing 6 warnings, 6 citations and making 1 arrest. Violations addressed were speed and OWI.
- During the month of December Officer Miller attended Midwest Counterdrug Training that is funded by the federal government. "This course is designed to enhance the ability and skills of all attendees to identify, detect, apprehend, and successfully articulate the drug trafficker, distributor, and the drug impaired person. This includes the DWI or the drugged driver; the calls for service where persons are involved in disturbances; juveniles using drugs on school grounds or domestic violence; it should be used on the confidential informant being utilized in a narcotic investigation and all other enforcement needs where the person or persons are under the influence of a drug. The concept and strategy in this program of instruction uses the structured, in-depth coverage of the 8 drug categories, to include the Drug Abuse Recognition (DAR) system and other advanced techniques as a means of legally apprehending the drug manufacturer, distributor and specifically the user."
- Officer Bowers was dispatched to a local convenience store on report of a male who was exposing himself. Upon arrival Officer Bowers found an intoxicated, homeless male in a wheelchair who was urinating in public. The male submitted to a breath test, showing .199% blood alcohol content, and was then taken to jail. The jail staff would not accept the male due to intoxication and Officer Bowers then transported the male to the hospital where he was cited and released.
- Officer Norris was dispatched to a local residence on report of a death. Officer Norris investigated, along with the Polk County Medical Examiner, and found nothing to be suspicious.

- Officer Norris and Lt. Pearson responded to the parking lot of a local department store where a stolen vehicle was spotted. Upon arrival, officers found a female in the passenger seat of the stolen vehicle. While talking, officers noticed a man standing inside the building of a nearby business that has been closed for years. Officers apprehended the man and determined that had been driving the stolen vehicle. The man was charged with operating the vehicle without the owner's consent.
- Officer Irlbeck stopped a vehicle as the registered owner showed having a revoked license. Upon talking with the driver Officer Irlbeck noticed signs of impairment and attempted testing. The driver refused all testing. Officer Irlbeck sought and received a search warrant for the drivers' blood and issued a citation for OWI 3rd releasing the driver to his brother. Officer Irlbeck awaits blood analyzation by the Iowa DCI.
- Officer Davison stopped a vehicle in the 1200 block of 73rd Street for speed. The driver showed signs of alcohol impairment and was tested showing a blood alcohol concentration of .149. During arrest the driver resisted before being brought into custody. The driver was cited for OWI 1st and interference with official acts before being released to her father.
- Officer Palmer responded to the area of a local convenience store on report of a male who was brandishing a weapon. Upon arrival a male took off running and Officer Palmer gave chase on foot. Another male who was with the first male began chasing Officer Palmer and yelling at him. Officer Palmer turned his attention toward the man chasing him and fought him into custody. An assisting agency was able to catch the other man who did in fact have a gun with him. Both males were charged and taken to Polk County Jail.
- Officer Irlbeck stopped a vehicle for speed in the 900 block of 73rd street. The driver showed signs of alcohol impairment and failed testing but refused breath tests. The driver was cited for OWI 2nd and was released.
- Support Clerk Breese completed the 2023 pet licensing setup. Dog tags arrived, website is accepting registrations and tags are starting to be issued.
- Detective Johnson worked on open cases involving theft, fraud, and exploitation investigations.
- Detective Johnson attended Gracie Survival Tactics instructor course. This is a National Certification Program for Defensive Tactics instructors that addresses the most common threat scenarios encountered by law enforcement personnel.
- Detective Irlbeck worked patrol in December to cover schedule vacancies. Arrested two intoxicated drivers with one being an OWI 3rd/subsequent offense. That is the drivers' fourth charge in twelve years.
- Detective Irlbeck provided supporting investigative work reviewing video for an ongoing criminal case.
- Crews wrapped up commercial inspections for the year. We had 100% completion of the annual company inspections with 191 completed! Counting all inspections, reinspections, and Fire Marshal inspections, crews completed a total of 363 inspections this year. We have just 5 occupancies left that have not corrected violations. We will follow up with them in 2023.

- There were 60 active rental properties this month. 29 properties are with Safe Building waiting to pass inspection, 11 passed inspection, 15 registrations are still outstanding from this and previous months. 4 properties transferred ownership and 3 of the properties are new rentals.
- 1 new preplan was created and finished.
- Training topics for December included an air pack (SCBA) confidence course, airway management and intubation, Blood Born Pathogens, and a Standard Operating Guidelines (SOG) review of cold weather operations.
- FF/PM Foreman continues to work towards his associates degree in Fire Science.
- FF/EMT Mitchell is in paramedic school and started ride time this month.
- FF/EMT Price enrolled in an Advanced EMT course and will begin classes in 2023.
- Captain Boyle enrolled in courses to obtain his bachelor's degree in Fire Administration.
- WHFD finished the year with 1006 calls for service! We (Station 55) responded to 888 of those calls in either the engine or ambulance, the other 118 were handled by mutual aid.
- The Windsor Heights Firefighters Association held their annual Santa Day Parade throughout town. It was a little colder than usual this year so Santa rode in the truck and threw out candy canes. Special thank you to Santa for stopping by to help out!
- Chief McCluskey and Captain Boyle worked with different fire truck vendors, the Public Safety Committee, City Finance Director, and City Council to finalize the order for a new fire engine. Our new truck should arrive in 2024. Thank you all!
- Aldi's passed final inspection and officially opened.
- Captain Boyle attended the Iowa Fire Marshal's Association meeting and also went to DMACC to talk with Paramedic and Fire Science Students about opportunities with Windsor Heights Fire. They all loved seeing Ember.
- A553 responded to a call for seizures. Crew assessed the patient and requested assistance from Clive due to the patient having multiple seizures and being combative. Crews worked together to safely transport the patient to the hospital. (Mitchell, Fleming)
- A553 was dispatched for a stroke. The patient had an extensive history and multiple problems going on. The crew contacted medical control for guidance and together decided to administer fluid and hold other procedures during transport. (Foreman, Mitchell, Boyle)
- E551 and C501 responded to a structure fire in Clive. Roofers had been installing a new tar roof using a torch and started a small fire. Crews assisted Clive with overhaul and checking for extension. Captain Boyle assisted command. (Jones, Merseal, Boyle)

- The extreme cold caused multiple problems with water pipes, sprinkler pipes, and water lines. Crews dealt with residential water line breaks, broken pipes at St Vincent de Paul, Sam's Club and Walmart, and a broken hydrant in front of Burger King that would not shut off. (Evans, Price)
- Crews had a busy Christmas Day. They handled a medical call, several calls for broken sprinkler pipes, and responded to a chimney fire in Clive. At the fire, crews performed overhaul and helped move the homeowners approximately 50 rabbits to the neighbor's house for safe keeping. Captain Boyle assisted command with securing electricity inside the structure after the fire so the furnace could remain on, so they didn't have frozen pipes on top of the fire damage. Great work by all. (Price, Mitchell, Boyle)
- A553 responded for a breathing problem. After the crew's arrival, the patient stopped breathing. CPR and airway management were performed to successfully resuscitate the patient. We have not received confirmation yet on whether the patient survived. (Jones, Merseal)
- A553 responded to a rollover crash on the 63rd St off ramp. There were no injuries, and the driver was out of the car upon their arrival. (Jones, Merseal)



Windsor Heights Public Safety  
Statistical Comparison

|                                     | Jan 21 | Jan 22 | Feb 21 | Feb 22 | Mar 21 | Mar 22 | Apr 21 | Apr 22 | May 21 | May 22 | Jun 21 | Jun 22 | Jul 21 | Jul 22 | Aug 21 | Aug 22 | Sept 21 | Sept 22 | Oct 21 | Oct 22 | Nov 21 | Nov 22 | Dec 21 | 22-Dec | CY21 | CY22 | Change<br>CY21 to CY22 |
|-------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|--------|--------|--------|--------|--------|--------|------|------|------------------------|
| <b>PATROL</b>                       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |         |         |        |        |        |        |        |        |      |      |                        |
| Calls for Service                   | 550    | 607    | 542    | 602    | 633    | 711    | 559    | 703    | 613    | 746    | 587    | 726    | 664    | 869    | 657    | 777    | 738     | 578     | 760    | 604    | 723    | 456    | 606    | 491    | 7632 | 7870 | 103.12%                |
| Incidents                           | 63     | 43     | 43     | 44     | 58     | 57     | 51     | 52     | 69     | 56     | 59     | 59     | 55     | 50     | 68     | 49     | 68      | 45      | 54     | 57     | 42     | 43     | 29     | 44     | 659  | 599  | 90.90%                 |
| Arrests                             | 40     | 29     | 28     | 30     | 35     | 49     | 35     | 43     | 41     | 38     | 34     | 49     | 36     | 38     | 37     | 39     | 52      | 26      | 40     | 35     | 23     | 32     | 27     | 19     | 428  | 427  | 99.77%                 |
| OWI Arrests                         | 2      | 2      | 2      | 2      | 4      | 2      | 1      | 2      | 4      | 3      | 12     | 5      | 0      | 1      | 2      | 1      | 1       | 2       | 2      | 1      | 3      | 4      | 2      | 3      | 35   | 28   | 80.00%                 |
| Criminal Complaints Filed           | 48     | 59     | 31     | 48     | 36     | 62     | 34     | 49     | 38     | 72     | 49     | 59     | 74     | 42     | 51     | 59     | 64      | 29      | 39     | 50     | 58     | 40     | 38     | 42     | 560  | 611  | 109.11%                |
| Felony Charges Filed                | 15     | 22     | 0      | 9      | 2      | 9      | 3      | 3      | 4      | 9      | 6      | 6      | 11     | 4      | 1      | 7      | 8       | 1       | 3      | 3      | 14     | 1      | 2      | 4      | 69   | 78   | 113.04%                |
| Field Interviews                    | 0      | 0      | 0      | 0      | 0      | 0      | 1      | 0      | 1      | 1      | 0      | 1      | 1      | 0      | 1      | 0      | 2       | 0       | 1      | 0      | 1      | 0      | 0      | 0      | 8    | 2    | 25.00%                 |
| Supplemental Reports                | 29     | 21     | 29     | 26     | 27     | 21     | 22     | 18     | 30     | 12     | 40     | 14     | 42     | 3      | 30     | 12     | 36      | 14      | 21     | 26     | 32     | 32     | 7      | 27     | 345  | 226  | 65.51%                 |
| Accidents                           | 14     | 15     | 17     | 21     | 21     | 13     | 12     | 21     | 24     | 23     | 22     | 20     | 29     | 17     | 24     | 26     | 23      | 27      | 17     | 27     | 11     | 27     | 22     | 28     | 236  | 265  | 112.29%                |
| Citations Issued                    | 112    | 96     | 110    | 77     | 159    | 115    | 109    | 103    | 138    | 87     | 112    | 98     | 124    | 96     | 119    | 86     | 136     | 74      | 101    | 63     | 91     | 53     | 79     | 54     | 1390 | 1002 | 72.09%                 |
| Written Warning Citations Issued    | 122    | 78     | 101    | 110    | 150    | 102    | 106    | 86     | 88     | 96     | 59     | 99     | 124    | 64     | 127    | 78     | 115     | 66      | 88     | 41     | 90     | 95     | 84     | 93     | 1254 | 1008 | 80.38%                 |
| <b>INVESTIGATIONS</b>               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |         |         |        |        |        |        |        |        |      |      |                        |
| Cases Assigned by Month             | 2      | 6      | 2      | 2      | 1      | 3      | 1      | 3      | 0      | 3      | 5      | 2      | 5      | 2      | 2      | 1      | 1       | 4       | 2      | 9      | 7      | 2      | 3      | 3      | 31   | 40   | 129.03%                |
| Cases Open                          | 9      | 10     | 6      | 8      | 6      | 5      | 7      | 2      | 4      | 3      | 10     | 4      | 13     | 2      | 13     | 7      | 10      | 12      | 1      | 2      | 3      | 3      | 6      | 8      | 88   | 66   | 75.00%                 |
| Cases Active by Month               | 1      | 6      | 0      | 0      | 1      | 3      | 1      | 5      | 0      | 7      | 3      | 1      | 3      | 5      | 0      | 1      | 0       | 4       | 0      | 6      | 0      | 2      | 3      | 3      | 12   | 43   | 358.33%                |
| Cases Inactive                      | 0      | 0      | 0      | 4      | 1      | 3      | 1      | 0      | 0      | 3      | 1      | 2      | 2      | 0      | 3      | 0      | 1       | 0       | 2      | 3      | 0      | 3      | 0      | 0      | 11   | 18   | 163.64%                |
| Cases Cleared by Arrest             | 0      | 3      | 2      | 2      | 2      | 2      | 0      | 0      | 1      | 0      | 0      | 4      | 0      | 0      | 0      | 0      | 0       | 0       | 2      | 3      | 0      | 0      | 0      | 0      | 8    | 13   | 162.50%                |
| Cases Cleared Exceptional Clearance | 0      | 1      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 1      | 0      | 0      | 0      | 1      | 0      | 0       | 0       | 0      | 0      | 1      | 0      | 0      | 0      | 3    | 1    | 33.33%                 |
| Cases Unfounded                     | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0       | 0       | 0      | 0      | 1      | 0      | 0      | 0      | 1    | 0    | 0.00%                  |
| <b>Property and Evidence</b>        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |         |         |        |        |        |        |        |        |      |      |                        |
| Return to Owner Letters             | 0      | 0      | 1      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 1      | 0      | 1      | 0      | 0      | 0       | 4       | 0      | 1      | 0      | 0      | 0      | 0      | 1    | 7    | 700.00%                |
| Items Destroyed                     | 2      | 0      | 0      | 0      | 0      | 0      | 1      | 0      | 0      | 5      | 1      | 0      | 0      | 0      | 0      | 0      | 0       | 0       | 0      | 0      | 0      | 0      | 0      | 0      | 4    | 5    | 125.00%                |
| Items Marked for Destruction        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0       | 0       | 0      | 0      | 0      | 0      | 0      | 0      | 0    | 0    | #DIV/0!                |
| Items Returned to Owner             | 0      | 1      | 1      | 0      | 0      | 0      | 0      | 3      | 0      | 0      | 1      | 0      | 3      | 2      | 0      | 1      | 22      | 0       | 0      | 0      | 4      | 0      | 0      | 0      | 31   | 7    | 22.58%                 |
| Items Collected (New)               | 33     | 13     | 27     | 6      | 22     | 7      | 10     | 8      | 13     | 26     | 13     | 22     | 36     | 8      | 12     | 14     | 24      | 3       | 18     | 14     | 17     | 5      | 4      | 0      | 229  | 126  | 55.02%                 |
| Items Sent Out (Review)             | 14     | 15     | 13     | 2      | 4      | 2      | 0      | 4      | 0      | 6      | 7      | 4      | 11     | 4      | 2      | 4      | 0       | 0       | 0      | 0      | 1      | 0      | 1      | 0      | 53   | 41   | 77.36%                 |
| <b>Records</b>                      |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |         |         |        |        |        |        |        |        |      |      |                        |
| RMS Records Updated                 | 369    | N/A    | 388    | N/A    | 448    | N/A    | 288    | N/A    | 412    | N/A    | 339    | N/A    | 425    | N/A    | 412    | N/A    | 435     | N/A     | 309    | N/A    | -      | N/A    | -      | -      | 3825 | 0    | 0.00%                  |
| Case File Records Processed         | 294    | 248    | 212    | 311    | 266    | 270    | 276    | 416    | 273    | 355    | 296    | 416    | 343    | 341    | 423    | 276    | 291     | 154     | 345    | 333    | 309    | 325    | 245    | 325    | 3573 | 3770 | 105.51%                |
| Records Requests                    | 41     | 39     | 47     | 45     | 49     | 46     | 46     | 43     | 67     | 69     | 67     | 54     | 59     | 55     | 45     | 72     | 72      | 48      | 61     | 40     | 66     | 52     | 40     | 52     | 660  | 615  | 93.18%                 |
| Electronic Court Filings            | 15     | 32     | 15     | 22     | 19     | 17     | 21     | 23     | 12     | 18     | 15     | 23     | 8      | 41     | 23     | 19     | 20      | 16      | 17     | 24     | 22     | 33     | 15     | 33     | 202  | 301  | 149.01%                |
| Permits (Noise, Solicitors, Etc)    | 0      | 0      | 0      | 0      | 1      | 0      | 0      | 0      | 0      | 2      | 2      | 1      | 3      | 1      | 0      | 2      | 0       | 0       | 1      | 0      | 0      | 0      | 0      | 0      | 7    | 6    | 85.71%                 |
| Licenses (Animal)                   | 111    | 88     | 47     | 38     | 59     | 86     | 11     | 26     | 6      | 11     | 3      | 6      | 3      | 2      | 2      | 11     | 4       | 6       | 0      | 0      | 0      | 1      | 0      | 1      | 247  | 274  | 110.93%                |
| Register Transactions               | 61     | 94     | 60     | 53     | 67     | 73     | 15     | 30     | 32     | 27     | 28     | 32     | 14     | 20     | 31     | 42     | 23      | 59      | 17     | 26     | 15     | 22     | 16     | 22     | 379  | 500  | 131.93%                |
| <b>FIRE DEPARTMENT STATISTICS</b>   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |         |         |        |        |        |        |        |        |      |      |                        |
| Total Calls for Service:            | 54     | 78     | 59     | 78     | 58     | 83     | 65     | 81     | 54     | 76     | 54     | 75     | 63     | 100    | 73     | 76     | 61      | 70      | 80     | 87     | 86     | 72     | 89     | 99     | 796  | 975  | 122.49%                |
| Unclassified Incidents              | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0       | 0       | 0      | 0      | 0      | 0      | 0      | 0      | 0    | 0    | #DIV/0!                |
| Fire Incidents                      | 1      | 1      | 2      | 3      | 1      | 3      | 4      | 5      | 0      | 2      | 0      | 6      | 2      | 7      | 1      | 1      | 2       | 3       | 2      | 6      | 3      | 5      | 2      | 2      | 20   | 44   | 220.00%                |
| Rescue and EMS Incidents            | 39     | 56     | 35     | 56     | 38     | 50     | 46     | 55     | 38     | 50     | 38     | 42     | 52     | 59     | 62     | 56     | 35      | 44      | 55     | 52     | 62     | 52     | 59     | 65     | 559  | 637  | 113.95%                |
| Hazarous Conditions - No Fire       | 2      | 1      | 3      | 1      | 4      | 2      | 6      | 1      | 3      | 4      | 3      | 4      | 2      | 2      | 1      | 3      | 3       | 5       | 2      | 2      | 1      | 5      | 0      | 3      | 30   | 33   | 110.00%                |
| Service Calls                       | 9      | 6      | 5      | 6      | 8      | 15     | 2      | 5      | 8      | 6      | 8      | 10     | 4      | 10     | 6      | 2      | 7       | 8       | 7      | 11     | 5      | 4      | 11     | 10     | 80   | 93   | 116.25%                |
| Good Intent Calls                   | 2      | 11     | 6      | 9      | 3      | 7      | 5      | 11     | 2      | 11     | 2      | 11     | 0      | 18     | 1      | 10     | 7       | 7       | 10     | 12     | 12     | 4      | 16     | 8      | 66   | 119  | 180.30%                |
| False Alarm / False Call Incidents  | 1      | 3      | 8      | 3      | 4      | 6      | 2      | 4      | 3      | 3      | 3      | 2      | 3      | 4      | 2      | 4      | 7       | 3       | 4      | 4      | 3      | 2      | 1      | 9      | 41   | 47   | 114.63%                |
| 911 Citizen Complaints              | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0       | 0       | 0      | 0      | 0      | 0      | 0      | 2      | 0    | 2    | #DIV/0!                |
| Commercial Inspections              | 0      | 0      | 0      | 0      | 1      | 21     | 0      | 36     | 1      | 40     | 1      | 21     | 1      | 24     | 25     | 14     | 22      | 46      | 42     | 10     | 47     | 8      | 10     | 2      | 150  | 222  | 148.00%                |
| Commercial Re-Inspections           | 0      | 2      | 0      | 0      | 0      | 0      | 0      | 1      | 0      | 23     | 0      | 2      | 0      | 8      | 0      | 8      | 0       | 21      | 0      | 32     | 0      | 30     | 9      | 5      | 9    | 132  | 1466.67%               |
| PrePlans Completed                  | 0      | 2      | 0      | 1      | 0      | 8      | 0      | 8      | 0      | 4      | 0      | 6      | 0      | 1      | 0      | 3      | 0       | 7       | 8      | 1      | 0      | 1      | 3      | 1      | 11   | 43   | 390.91%                |

