

## REQUEST FOR PROPOSAL

PROJECT: Maintenance Building Addition  
303 1st Street  
Gilbert, Iowa

RECEIPT DATE: September 16th, 2025  
2:00 PM Local Time

AWARD DATE: September 22, 2025  
Regular Council Meeting at 6:30 PM

COMPLETION DATE: May 1, 2026

TO: Invited Bidders

The work to be performed consists generally of construction of a storage building for city equipment on City owned property. Specifically, work consists of site preparation, construction of building perimeter foundation including man door stoop foundation with frost footing, overhead door stoop foundation with frost footing, wood or steel framed structure. New storage structure will abut an existing building with two structures to be connected with one man door, newly constructed as part of this project.

### **Project Scope**

The scope of this project is as follows:

- 1) Contractor shall fully furnish building structure to be placed on poured perimeter foundation. Approximate dimensions of building structure (outside to outside) are as follows:
  - a. 55-ft long (to match existing building)
  - b. 30-ft wide
  - c. 18-ft eave height (from floor to sidewall height) to allow for installation of 14 ft tall overhead door.
  - d. Roof can be single slope to North, if different, please describe.
- 2) Walls of structure shall be steel framed (base bid Pre-Engineered steel building) or wood (alternate bid). Walls shall be insulated to appropriate R value. Please specify what you are including.
- 3) Appropriate flashing between existing and new structure shall be used to space any gaps between structures.
- 4) Man doors shall be as follows:
  - a. One man doors shall be 36-inch wide and 7-ft tall.
  - b. One man door from new structure to exterior of building shall be installed on the east side, north of overhead door.
  - c. Man door between existing and proposed building shall be installed near the center of the common wall. Demolition of existing structure and installation of any framing for new man door is included. Existing structure drawings can be reviewed at City Hall.
- 5) Overhead doors shall be as follows:
  - a. Dimensions shall be 14-ft tall by 14-ft wide (minimum), centered on the east side wall.
  - b. Thickness of door steel shall be a minimum of 26 ga. Microgroove steel. Insulated with polyurethane with steel backup cover. Standard radius track. A row of 24-

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inch x 12-inch windows. Completely seal around perimeter, installed. Minimum R value of 17.54.

- 6) Foundation design and type shall be specific to the building design proposed and as required by the building manufacturer.
- 7) Forms where concrete is to be exposed shall be smooth and free from defects.
- 8) Roof drain gutters and downspouts shall be provided. Downspouts shall drain to the ground, ending at a splash block.
- 9) Exterior finish shall match existing structure, as close as possible. Existing structure drawings can be reviewed at City Hall.
- 10) All mobilization and demobilization costs shall be included in the proposal.
- 11) Legal disposal of materials from construction and demolition shall be off-site by the contractor.
- 12) Shop drawings of structure materials shall be submitted prior to the contractor purchasing.
- 13) Electrical, plumbing and heating are not included with this work.
- 14) Project estimation is **\$205,000**

All work shall be completed in accordance with locally adopted building codes and ordinances. Gilbert has adopted the 2015 IBC. General Provisions shall be as per SUDAS. Any defective work shall be removed and replaced at the contractor's expense.

### Acceptable pre-Engineered Steel buildings:

- American
- CECO
- Star
- Varco-Pruden
- Butler
- Sukup
- Nucor

### Options to be bid separately:

1. 6-inch concrete slab to be placed over 6-inches of compacted subgrade with a vapor barrier. Floor slab shall be reinforced with #4 rebar (24" o.c.).
2. Interior finish shall be ribbed steel, with appropriate flashing.
3. Exterior paving to be 1 1/2" lower than interior finish floor sloping away from building. Where no paving, top of grade to be a minimum of 6" below finish floor.
4. Concrete slab shall be installed true to a plane with no deviations greater than 1/4" in 10'-0" in any direction and free from blemishes and trowel marks.
5. Trench drain shall be cast in place running centered in a concrete slab. Trench drain shall be a minimum of 20-ft long and 1-ft wide. Steel trench drain shall be rated for heavy equipment loading. All areas of floor slab shall drain to trench drain. Ponding of water is prohibited and may result in removal/replacement of the floor slab. A cleanout is required at the trench drain.

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### **Site Visit**

Prospective bidders are encouraged to visit the site. A tour of the site may be arranged by calling to speak with Kyler Brekke at 515-766-9904.

### **Tax Exemption**

Owner is exempt from State of Iowa sales and use taxes on materials and equipment to be incorporated in the Work. Said taxes shall not be included in the proposal. Owner's exemption does not apply to construction tools, machinery, equipment, or other property purchased by or leased by Contractor, or to supplies or materials not incorporated into the work. The Contractor shall provide a listing to the Owner identifying all appropriate subcontractors qualified for use of the tax exemption certificate. The listing shall include the Federal Employer Identification Number (FEIN) for the Contractor and each Subcontractor. The Contractor shall be responsible for complying with all applicable provisions of Iowa Code Section 422.

The Owner will complete an on-line application to register this Contract with the Iowa Department of Revenue and Finance and will furnish the Contractor and all listed subcontractors with an authorization letter and Tax Exemption Certificate for use in the purchase of supplies and materials to be incorporated into the Work. The Contractor and subcontractors may make copies of the tax exemption certificates and authorization letters and provide a copy to each supplier providing construction materials to be incorporated into this project.

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### **Proposal Requirements**

Contractors shall include in their proposal unit and/or lump sum prices, and a total price based on these estimated quantities for all materials, equipment, and labor deemed necessary by the Contractor to complete the work.

Contractor's proposal/agreement, including the attached Unit Price Basis of Bid Form, shall be prepared and submitted by 2:00 PM on September 16, 2025. Proposals shall be delivered either by email or as hard copies to the following address by the specified time and date:

**Sonia Arellano Sundberg, City Clerk**  
**Gilbert City Hall**  
**105 SE 2nd Street**  
**Gilbert, IA 50105**  
[sonia@cityofgilbertiowa.org](mailto:sonia@cityofgilbertiowa.org)

### *Bond Requirements*

A Performance and payment bond is required to secure the performance and timely completion of work and to secure the payment of subcontractors and suppliers. A bid bond is not required. A maintenance bond is required for the work and shall be 1 year from the date of substantial completion.

### *Insurance Requirements*

The Contractor shall provide a copy of their Certificate of Insurance with the Proposal to verify that they maintain liability and workers compensation insurance. Limits of insurance shall be in accordance with Part 1 of the SUDAS Standard Specifications.

Proposals received late will not be considered. It is anticipated that the Proposals will be considered at the Regular City Council meeting at 6:30 PM on September 22, 2024, at City Hall. Approval subject to change based on council discussion and approval Assuming City Council approval at the September 22, 2025 meeting, the work included under this Request for Proposal shall be completed no later than May 1, 2026.

The City reserves the right to reject all proposals and defer acceptance of any proposal for up to thirty-five (35) days from the date of receipt. The City reserves the right to waive any bid irregularity.

Upon acceptance by the City Council of the Proposal in the best interest of the City, the City shall issue a Purchase Order to the Contractor with payment from cash on hand. Progress payments shall be made monthly based on invoices prepared by the Contractor for work completed.

Contract terms and conditions shall be in accordance with the bidder's standard form submitted with the Proposal with the exception that the Owner may withhold payment or reduce payment in the event the work is determined defective by the Owner.

Questions should be directed to:

Sonia Arellano Sundberg  
City Clerk  
City of Gilbert  
Gilbert, IA 50105

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sonia@cityofgilbertiowa.org

### UNIT PRICE BASIS OF BID - BASE BID

#### MAINTENANCE BUILDING ADDITION 303 1ST STREET

#### GILBERT, IOWA

Item Number	Item Description	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Structure Foundation	1	LS	\$	\$
2	Steel Framed Structure	1	LS	\$	\$
				<b>Total</b>	\$

### UNIT PRICE BASIS OF BID - ALTERNATE

To allow for flexibility in the design of the structure, a bid alternate will be considered for replacing steel framed structure with wood framed structure, assuming wood frame will also require modifications to foundation plan per base bid. Alternate Lump Sum bid deduct shall be fully inclusive of all changes necessary to modify base bid to construct wood framed structure.

It is assumed that a wood framed structure will be placed on a stem wall foundation.

Item Number	Item Description	QTY	UNIT	UNIT PRICE	TOTAL PRICE
A1	Wood Framed Structure	1	LS	(\$ )	(\$ )
				<b>Total (Base Bid + Deduct)</b>	\$

**The City reserves the right to review the base bid and alternate bid and award based on the best interests of the City of Gilbert. Total will be the Base Bid Total Price minus the Deduct for Wood Framed Structure.**

**Contractors are not required to bid both the Base Bid and Alternate. All bids must include a bid for the steel framed structure (Base Bid).**