

**CITY COUNCIL
COMMUNICATION:**

02-573

AGENDA:

NOVEMBER 4, 2002

SUBJECT:

ADMINISTRATIVE
CHANGES TO
PROCEDURES FOR
CONSTRUCTION
CONTRACT DOCUMENTS

TYPE:

RESOLUTION

ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

JEB E. BREWER, P.E.
CITY ENGINEER

DONNA V. BOETEL-BAKER
CITY CLERK

ITEM _____

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

SYNOPSIS —

Change the administrative process to have proposed plans, specifications, and form of contract for public improvements on file for public inspection in the City Engineer's Office instead of the City Clerk's Office.

FISCAL IMPACT —

N/A

RECOMMENDATION —

Approval.

BACKGROUND —

Section 384.102, When hearing necessary, of the Code of Iowa states:

When the estimated total cost of a public improvement exceeds the sum of twenty-five thousand dollars, the governing body shall not enter into a contract for the improvement until it has held a public hearing on the proposed plans, specifications, and form of contract, and estimated cost for the improvement.

In order for the City Council to hold a public hearing on the proposed plans, specifications, form of contract, and estimated cost of the improvement, these documents must be available for public inspection. Said Section 384.102 is silent regarding the location where these documents are made available to the public for inspection.

Under the current practice, the City Engineer submits plans, specifications, form of contract documents, and Engineer's estimate of cost for the construction of each public improvement to the City Council as an attachment to the roll call ordering construction and setting the date for hearing and receiving of bids. As a result, these documents are placed on file with the City Clerk. On large, complex projects, the contract documents could be several hundred letter-sized pages, while the plans could exceed 100 sheets of 24"x 36" size or 11" x 17" size. These documents require large amounts of storage space. In addition, since these documents are filed with the City Clerk, they become part

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NOVEMBER 4, 2002

PAGE TWO

of the City Council's permanent records, which the City Clerk stores permanently.

The Engineering Department has prepared these documents and will be responsible for construction of the public improvement. The Engineering Department files and stores the original of the construction plans as well as the contract documents; which are also stored permanently. Filing these documents in the City Clerk's Office and the City Engineer's Office is a duplication of filing and storage space. During the period necessary for public inspection prior to the public hearing, these documents are printed and available in the Engineering Department on second floor just down the hall from the City Clerk's Office. The Engineering Department is responsible for issuing these documents to potential bidders and suppliers, and technical staff is available to answer questions.

To eliminate this duplication, staff proposes to end the practice of placing these documents on file with the City Clerk, and instead, state in the Council roll call that proposed plans, specifications, and form of contract are on file for public inspection in the City Engineer's Office. The Engineer's estimate of cost for the construction of each public improvement would still be presented to Council and placed on file with the City Clerk as presently done. This proposed change would greatly reduce the storage and handling burden on the City Clerk. Staff will begin this practice immediately unless otherwise directed by Council. The roll call ordering construction and setting the date for hearing and receiving of bids for the 2002 Sewer Relining Program states that plans, specifications, and form of contract documents are on file in the City Engineer's office. The Engineer's estimate of construction cost is included with the roll call.