

## MEMORANDUM

TO: Honorable Mayor and City Council  
Neil Jensen, City Administrator

FROM: Bill Angerman, P.E.  
Consulting City Engineer

DATE: March 19, 2024

RE: John Burch Park Improvements Project  
City of Cannon Falls

On September 19, 2023, the City Council voted to proceed with preparing plans and specifications for the John Burch Park improvement project.

The project will consist of removal of the existing limestone retaining wall, constructing a new segmental block retaining wall, a new first base dugout, and new concrete seating area above the retaining wall.

We are requesting the City Council approve advertising for bids. Bids will be received on April 11, 2024, and will be presented at the April 16, 2024 City Council meeting.

The project is funded through a grant from the state of Minnesota. The project will allow the contractor to start after June 17<sup>th</sup>. The specified completion date is October 25, 2024.

JOHN BURCH PARK IMPROVEMENTS  
CANNON FALLS, MN  
2024

Advertisement for Bids

Public notice is hereby given that online electronic proposals will be received by the City of Cannon Falls, MN, Until 2:00 PM on April 11, 2024 for furnishing materials and labor for construction of John Burch Park Improvements as described in plans and specifications thereof now on file in the office of the City Administrator. Proposals will be opened at 2:00 PM. Proposals will be acted upon by the City Council at a meeting to be held in the City Hall, beginning at 6:30 PM on April 16, 2024 or at such later time and place as may then be fixed.

The extent of the work involved is furnishing all labor and materials for construction of the John Burch Park Improvements together with related subsidiary and incidental work including:

The project consists of a segmental block retaining wall, concrete dugout, and concrete seating area construction.

The method of construction shall be by Contract and all work is to be done in strict compliance with plans and specifications prepared by WHKS & Co., 2905 South Broadway, Rochester, Minnesota 55904 which have heretofore been approved by the City Council and are now on file for public examination in the office of the City Administrator.

The contract documents are available at www.questcdn.com. This contract is QuestCDN project number eBidDoc 9029926. A Contractor may view the contract documents at no cost prior to deciding to become a Planholder. To be considered a Planholder for bids, a Contractor must register with QuestCDN.com and purchase the contract documents in digital form at a cost of \$25.00. Registering as a Planholder is recommended for all prime Contractors and subcontractors as Planholders will receive automatic notice of addenda and other contract document updates via QuestCDN. Contact QuestCDN Customer Support at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading digital project information and vBid online bid submittal questions. For this project, bids will ONLY be received and accepted via the online electronic bid service through QuestCDN.com. To access the electronic bid form, download the project documents and click on the online bid button at the top of the bid advertisement page. Prospective bidders must be on the Planholder list through QuestCDN for bids to be accepted.

Each bid must be accompanied by an electronic copy of a certified check, cashier's check or bid bond payable to the City of Cannon Falls, Minnesota in the amount of at least 5% of the total bid as a guarantee that the bidder will furnish the required bonds and enter into a contract within ten (10) working days, excluding Saturday, Sunday and holidays, after the award of the contract. This electronic copy will be facilitated through the Quest CDN electronic bid service. The apparent low bidder will be required to submit a hard copy of the certified check, cashier's check or bid bond within three (3) days of the bid opening.

Bidders shall not be permitted to withdraw their bids for a period of (60) days after the bids are opened.

Payment for said John Burch Park Improvements will be made in cash from cash on hand, from governmental grants, or from such other funds as may be legally used for such purposes. Monthly

estimates will be made by the Engineer and payment will be made to the Contractor in the amount of ninety-five (95%) of said estimate. Final payment of money due will be made in cash no later than sixty (60) days after substantial completion. Date of substantial completion shall be determined by the date when construction is sufficiently completed so that the Owner or Owner's representative can occupy or use the improvement for the intended purpose.

The Owner reserves the right to withhold up to two hundred and fifty percent (250%) of the cost to correct deficient work or complete work known at the time of substantial completion. Payment of money due will be made in cash no later than sixty (60) days after completion of the work.

The Owner reserves the right to withhold one percent (1%) of the total contract amount or five hundred dollars (\$500), whichever is greater, pending completion and submission of all final paperwork by the contractor or subcontractors. "Final paperwork" shall be defined as any documents required to fulfill contractual obligations, including, but not limited to, operation manuals, payroll documents for projects subject to prevailing wage requirements, material certifications and warranties, DBE final clearance, NPDES Permit Termination, withholding exemption certificate, etc. Payment of money due will be made in cash no later than sixty (60) days after submission of all final paperwork.

The Contractor shall commence work after the Notice to Proceed is issued and shall complete all items on or before October 25, 2024.

The successful bidder will be required to furnish a Performance and Maintenance Bond and a Payment Bond, both in an amount equal to one hundred (100) percent of the Contract price. Said bonds are to be issued by a responsible surety, approved by the City Council, and which shall guarantee the faithful performance of the Contract and the terms and conditions therein contained, and shall guarantee the prompt payment of all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the Contractor. Said bond shall also guarantee the maintenance of the improvements constructed for a period of two (2) years from and after its completion and acceptance by the City.

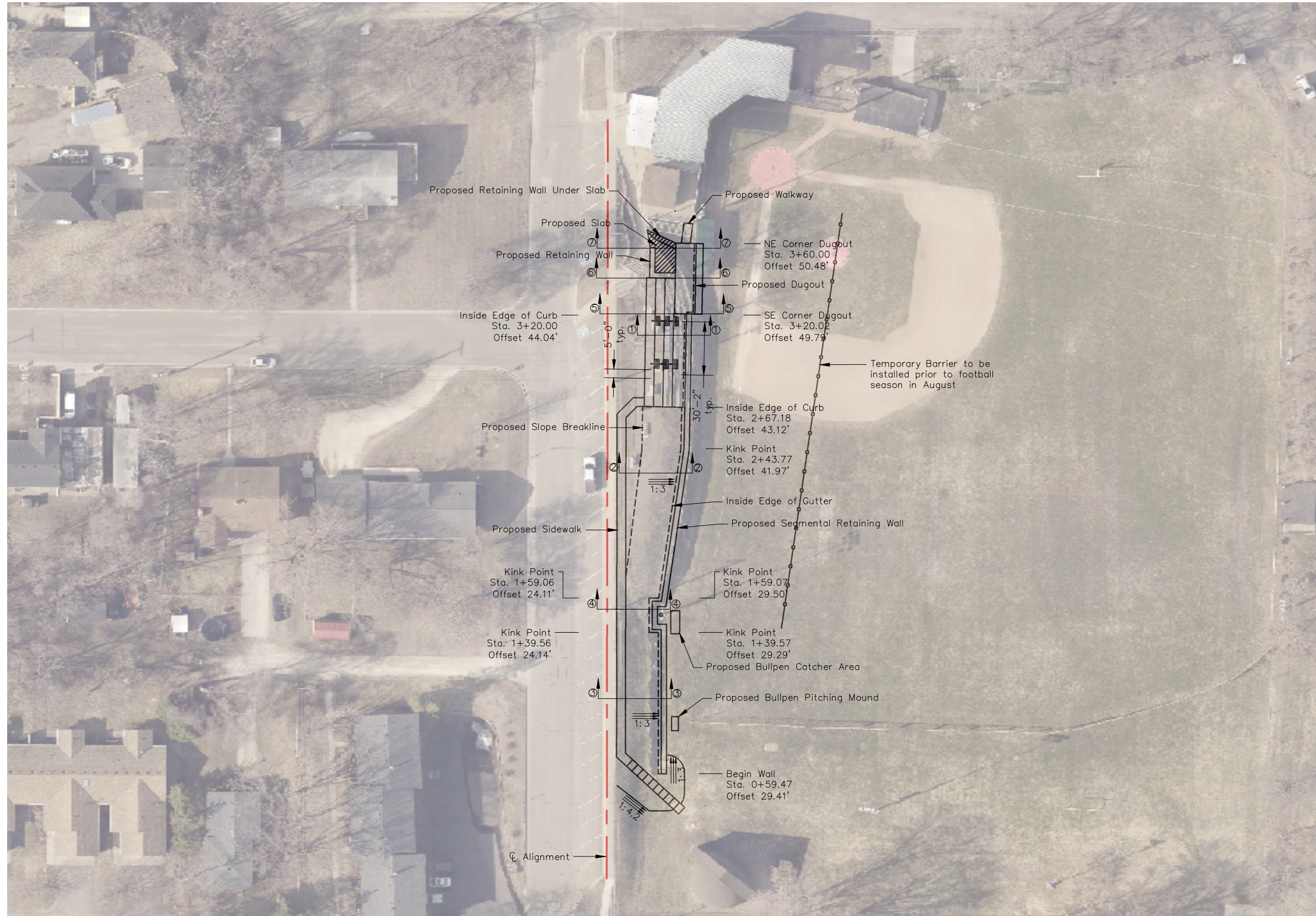
Plans and specifications governing the construction of the proposed improvements have been prepared by WHKS & Co., Engineers, Planners, and Surveyors, Rochester, Minnesota, which plans and specifications and prior proceedings of the City Council referring to and defining said proposed improvements are hereby made a part of this notice and the proposed contract by reference, and the proposed contract shall be executed in compliance therewith.

The City Council reserves the right to reject any and all bids and to waive technicalities and irregularities.

Published upon order of the City Council of the Cannon Falls, Minnesota.

Neil Jensen  
City Administrator  
City of Cannon Falls, Minnesota





Notes:

- 1) All Stations and Offsets are measured to the Inside Edge of Curb/Gutter perpendicular to the  $\varnothing$  Alignment
- 2) See Sheet 1 for all existing utilities

I hereby certify that this plan, specification or report 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 Minnesota.  
**PRELIMINARY ONLY - NOT FOR CONSTRUCTION**  
 Name \_\_\_\_\_ License No. \_\_\_\_\_  
 Date \_\_\_\_\_

REVISIONS	
NO.	DESCRIPTION

**PROPOSED - PLAN VIEW**  
**JOHN BURCH PARK IMPROVEMENTS**

SCALE: 1:30
WHKS PROJECT NO. 9897
DRAWN BY: JLM
CHECKED BY: CEH
SHEET 4 OF ##





