Council Agenda Item 14A

The City of Mason City IOWA

CITY ADMINISTRATOR

Memorandum

To:	The Honorable Mayor and City Council Members
From:	Aaron Burnett, City Administrator
Date:	November 16, 2026
RE:	Recommendation Ordering the City Clerk to Publish a Notice to Bidders; Setting Bid Security; Ordering a Public Hearing on Plans and Specs; Establishing Estimated Cost and Form of Contract for Shelter #2 in East Park

Recommendation:
The recommendation is: that the City Council approve a resolution ordering notice to bidders; setting bid security; ordering a public hearing on plans and specs; establishing estimated cost and form of contract for Shelter #2 in East Park.

Review:
The City Council has budgeted for the reconstruction of Shelter #2 in East Park following a nearly complete loss due to fire caused by vandals. These costs are covered by the city's insurance, and the shelter will be brought to modern code compliance. This is expected to be more expensive than a simple replacement of burnt/destroyed areas with like materials but will allow for ADA accessibility and wet floodproofing. The estimated cost is $400,000.

Budget Impact:
This capital project is budgeted and will have no impact on the city budget.

Council Action Requested:
I respectfully request City Council approval of the resolution.

Attachments:
Notice to Bidders

Aaron Burnett, City Administrator

RESOLUTION NO. 26 –

A RESOLUTION AUTHORIZING NOTICE TO BIDDERS, FIXING AMOUNT OF BID SECURITY, AND ORDERING CLERK TO PUBLISH NOTICE AND FIXING A DATE FOR RECEIVING SAME, AND FOR A PUBLIC HEARING ON PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COSTS FOR CONSTRUCTION OF THE "EAST PARK SHELTER #2 RENOVATION"

BE IT RESOLVED by the Council of the City of Mason City, Iowa that the "East Park Shelter #2 Renovation", in the City of Mason City, Iowa is hereby ordered to be advertised for bids for construction.

BE IT FURTHER RESOLVED, that the detailed plans and specifications as proposed by the Engineer, for the construction of the "East Park Shelter #2 Renovation", and the proposed form of contract and Notice to Bidders, be and the same are hereby ordered placed on file in the office of the Clerk for public inspection.

BE IT FURTHER RESOLVED, that the amount of the security to accompany each bid shall be in an amount which shall conform to the provisions of the notice to bidders hereby approved as a part of said specifications.

BE IT FURTHER RESOLVED, that the City Clerk be and is hereby directed to post a notice to bidders once in a relevant contractor plan room service with statewide circulation, a relevant construction lead generating service with statewide circulation, and on an internet site sponsored by either the City or a statewide association that represents the City. Posting shall be not less than thirteen days nor more than forty-five days prior to December 10, 2026 which is hereby fixed as the date for receiving bids. The bids are to be filed prior to 2:00 P.M. on such date.

The City Council hereby delegates to the City Clerk or his/her designee the duty of receiving, opening, and tabulating bids for construction of the project. Bids shall be received and opened as provided in the public notice and the results of the bids shall be considered at the meeting of this Council on December 15, 2026 at 7:00 P.M.

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice of hearing once in said newspaper, said publication to be not less than four clear days nor more than twenty days prior to the date hereinafter fixed as the date for a public hearing on the plans, specifications, form of contract and estimate of costs for said project, said hearing to be held at 7:00 o'clock P.M. on December 15, 2026. PASSED AND APPROVED this 17th day of November, 2026.

_____

John P. Lee, Mayor

ATTEST:

_____

Aaron Burnett, City Clerk

NOTICE OF HEARING AND LETTING TO BIDDERS
CITY OF MASON CITY, IOWA EAST PARK SHELTER #2 RENOVATION
ADVERTISEMENT FOR BIDS AND NOTICE OF PUBLIC HEARING

Notice of Public Hearing is hereby given in accordance with the provisions of the Code of Iowa, by the City of Mason City, Mason City, IA, that the facility proposes to renovate the existing building at East Park 802 3rd St NE, Mason City, IA for the East Park Shelter #2 Renovation. This work will be bid and coordinated by the Architect. This Notice is for sum of the work as defined by the Bid Documents, and said documents (plans and specifications, plus proposed contract forms) have been adopted by said organization. A copy of these documents is on file and available for inspection at the office of the Architect. A Public Hearing will be held, as required by Iowa law, in the Mason City Room of the Mason City Public Library, Mason City, Iowa 50401 at 7:00 P.M. on 15th day of December 2026. Interested persons may appear and file opinions to said proposed plans, specifications or contract form, or cost of such improvements.

NOTICE TO BIDDERS SUMMARY

Notice of Request of Bids is hereby given that sealed proposals will be received at City Clerk's Office at 10 1st St NW, Mason City, Iowa 50401 until 2:00 PM on December 10, 2026. Bids will be opened and read aloud immediately following cut-off date and time for receipt of bids.

DESCRIPTION

Work is to be completed as described in the construction documents. In general, work consists of renovation and restoration of an existing park shelter building and associated restrooms and mechanical room.

AVAILABILITY OF DOCUMENTS

Bidding Documents may be examined at:

Office of Architect:

Accord Architecture Company
208 East State Street
Mason City, IA 50401

SUMMARY AND KEY DATES

Pre-Bid Conference: Wednesday, November 4th at 11:00 AM.

Location: 10 1st St NW
Mason City, IA 50401
1st Floor Conference Room – City Hall

Questions regarding Pre-Bid Conference shall be directed to the office of the Architect, attention Joshua Brueggeman, AIA, Accord Architecture Company.

It is highly recommended that all companies submitting bids attend the Pre-Bid Conference and tour.

Cut Off Date for Prior Approvals and Written Interpretations: November 27th at 4:00 PM.

Proposed Issue Date of Addendum No. 1: November 05, 2026

Proposed Issue Date of Addendum No. 2: November 11, 2026

PROJECT INFORMATION

Owner:

City of Mason City, Iowa
10 1st St NW
Mason City, Iowa 50401
Attention: Brian Pauly
Superintendent of Recreation

Architect:

Accord Architecture Company
208 East State Street
Mason City, IA 50401
Attention: Joshua Brueggeman, AIA
Phone: 641.423.4784
Fax: 641.423.9244

BIDDING DOCUMENT AND DEPOSIT

Up to two (2) complete sets of documents available to each Contractor on deposit basis.
Deposit: $50.00 each set or by MBI deposit.

Deposit will be refunded to Bidders who submit a bona fide Bid.
Deposit refundable upon return of documents, in good condition, within ten (10) days after bid date.
The cost of replacement of missing or damaged documents will be deducted from the deposit.
Bidder receiving a Contract award may retain the Bidding Documents and the Bidder's deposit will be refunded.
Failure to return documents, will forfeit deposit.
Bidders shall use complete, full sized, sets of bidding Documents in preparing Bids. Neither Owner nor Architect assumes responsibility for errors or misinterpretations resulting from use of incomplete or reduced scale sets of Bidding Documents.
In making copies of Bidding Documents available on the above terms, Owner and/or Architect do so solely for the purpose of obtaining Bids on the Work and do not confer a license or grant permission for any other use of Bidding Documents.

BID SECURITY

Submit Bid Security in form and amount indicated in Instructions to Bidders with Bid Form.

WITHDRAWAL

Bids may not be withdrawn prior to 60 calendar days after actual date of opening Bids.

REJECTION

Owner shall have the right to reject any or all Bids, reject a Bid not accompanied by a required bid security or by other data required by Bidding Documents, or reject a Bid that is in any way incomplete or irregular.

PROCEDURES FOR SUBMITTING BIDS

Refer to Section 00 2113 – Instructions to Bidders for detailed requirements regarding how to complete Bid Forms and submit. Bids shall not be submitted via mail to the bid opening location (project site).
Bids shall be made on the Bid Forms provided under Section 00 4126.
Bidding Documents may be examined at the following locations.

Beeline and Blue
www.beelineplanroom.com
2507 Ingersoll Ave
Des Moines, IA 50312

Master Builders of Iowa -MBI Source 1 plan room
https://mbi.build/our-services/project-information/mbi-source-1/
221 Park Street
Des Moines, IA 50309

Successful bidders will be required to comply with applicable Equal Employment Opportunity laws and regulations. Successful bidders will be required to furnish Performance bond and Labor and Material Payment Bond prior to beginning this work. Successful bidders must comply with applicable federal, state and local codes, including the Americans with Disabilities Act (ADA) Federal Register.

ADDITIONAL INFORMATION

The successful bidder will be required to furnish a performance and maintenance bond in an amount equal to one hundred percent (100%) of the contract price. Said bond is to be issued by a responsible surety approved by the City Council, and 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 operation of the contractor. Said bond shall also guarantee the maintenance of the improvements constructed for a period of two (2) years for all underground work and four (4) years for all pavement from and after its completion and acceptance by the city.

Bidders shall be expected to comply with Chapters 91C and 103A of the Code of Iowa concerning the registration and bonding of construction contractors and the successful bidder shall be required to supply the City of Mason City with proof of said compliance.

The bidders' attention is called to the prompt payment to the subcontractors, under Chapter 573.12 of the Code of Iowa.

Pursuant to Chapter 73 of the Code of Iowa, out-of-state bidders are hereby advised of the Iowa Bidding Preference Law extending to Iowa firms any preference out-of-state competitors receive in their own states. Such preference may be (a) strict preference, (b) reciprocal preference, or combination preference and reciprocal. Application of such preference will be extended for any "public improvement" as defined in Chapter 73A.1 of the Code of Iowa.

Failure to submit a fully completed Bidder Status Form with the bid may result in the bid being deemed nonresponsive and rejected.

The City of Mason City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair 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.

Prospective bidders' or contractor's attention is specifically called to the Mason City Human Rights Commission Specifications which mandates that female and minority business enterprises shall be afforded the maximum opportunity to participate in the performance of this project. Prospective bidders' or contractor's attention is also directed to the fact that the Mason City Human Rights Commission will notify firms designated as Minority, Women, and/or Disadvantaged Business Enterprises, of this project and determine if they are interested in participating as subcontractors for this project. Prospective bidders or contractors shall then be notified by the Commission of those interested parties.

All bids shall NOT include Iowa State Sales Tax for materials used in the project. Upon award, the successful bidder shall immediately provide a listing of subcontractors and associated Federal ID or Social Security Numbers for both the contractor and subcontractors. The city will register the contractor and subcontractors with the Iowa Department of Revenue and will provide appropriate certificates to the contractor for distribution and use.

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

Published upon order of the City Council of the City of Mason City, Iowa.

Aaron Burnett, City Clerk