

PUBLIC IMPROVEMENTS CONTRACTS

5.1 GENERAL

Public improvements contracts should be used to ensure construction of all public improvements to the standards provided by the Jurisdiction. These contracts may also be used between the developer, contractor, and the Jurisdiction. After the plans and the contract have been given Jurisdiction approval, changes should not be made in the design or scope of work without a change order approved by the Jurisdiction.

If the change involves engineering details shown on the plans, the original plans (depending on the Jurisdiction requirements, plans may be held by the Private Engineer or Jurisdiction) should be modified by the Project Engineer and should accompany a change order. Work on portions of the project involved in the change order should not be performed until the change order is approved by the Jurisdiction.

5.2 CONTRACT DOCUMENTS

The Project Engineer should use the contract documents required by their Jurisdiction. Sample contract document forms are available on the SUDAS website at www.iowasudas.org. Table 5.1 outlines the items typically included in the contract documents for non-primary and primary roads.

TABLE 5.1 – LISTING OF CONTRACT ITEMS FOR NON-PRIMARY AND PRIMARY ROADS

Items	Non-Primary Roads	Primary Roads
1. Notice to Bidders & Notice of Public Hearing	X	X
2. Instructions to Bidders	X	X
3. Proposal	X	X
• Part A – Scope	X	X
• Part B – Acknowledgment of Addenda	X	X
• Part C – Bid Items, Quantities, & Prices	X	X
• Part D – General	X	X
• Part E – Non-Collusion Affidavit	X	X
• Part F – Additional Requirements	Jurisdictional Dependent	Jurisdictional Dependent
▪ General		X
▪ Targeted Small Business (TSB) Requirements		X
• Part G – Identity of Bidder	X	X
• Proposal Attachments	X	
▪ Part C	X	X
▪ Part F (General & TSB)		X
4. Bid Bond	X	X
5. Contract	X	X
• Contract Attachment	X	X
6. Performance, Payment, & Maintenance Bond	X	
7. Performance & Payment Bond		X