
Public Improvement Contracts

A. 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 for private subdivision or site developments. After the plans and the contract have been given jurisdictional approval, changes should not be made in the design or scope of work without addenda or a change order approved by the jurisdiction.

If the change involves engineering details shown on the plans, the original plans 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.

B. Contract Documents

The project engineer should use the contract documents required by the jurisdiction. Sample contract document forms are available on the SUDAS website at www.iowasudas.org.

The following items are typically included in the contract documents:

1. Notice to Bidders and Notice of Public Hearing
2. Instructions to Bidders
3. Proposal
 - Part A - Scope of Work
 - Part B - Acknowledgement of Addenda
 - Part C - Bid Items, Quantities, and Prices
 - Part D - General
 - Part E - Additional Requirements
 - Part G - Identity of Bidder
 - Proposal Attachments
4. Bid Bond
5. Contract and Contract Attachment
6. Performance, Payment, and Maintenance Bond

C. Pre-construction Meeting

A coordination meeting regarding the project construction should be held after the award of the contract or selection of the preferred contractor and prior to the work beginning. Either the project engineer or the jurisdictional engineer should conduct the meeting depending on who is responsible for the construction administration. Regardless of who conducts the meeting, the groups invited should include at least the following:

- Funding source representative
- Contractor
- Subcontractors
- Project engineer(s)
- Jurisdictional engineer or representative
- Jurisdictional right-of-way representative
- All utilities potentially impacted by the project
- Railroad representatives, if applicable

At a minimum, the following items should be identified and discussed:

- Funding source requirements
- Who will be subcontractors and what bid items will they be responsible for
- Who are material suppliers and do they have certified products
- Submission of available shop drawings
- Name, address, email address, and phone number for the following:
 - Contractor's project supervisor
 - Subcontractor's project supervisors
 - Project engineer
 - Project construction inspector
 - Jurisdictional engineer or representative
 - 24 hour traffic control contact
 - 24 hour erosion control contact
 - Railroad contact, if applicable
- Project dates and staging schedule, if applicable
- Potential impacts to existing or future utilities
- Review of available right-of-way and any permanent or temporary easements along with any restrictions or special requirements related to adjacent properties
- Review of adjacent property owner needs
- Review construction staking needs if the jurisdiction is responsible for the staking
- Traffic control and detours
- Permitting requirements
- If the work is done under a public contract, discuss payment schedule
- Discuss responsibility for and items to be included on the as-built plans

At the end of the meeting, if all submittals have been made and accepted, the Notice to Proceed could be issued.

D. Materials and Shop Drawings

The project engineer is responsible to review all material submittals and any shop drawings required for the project. The contractor should submit the information as early in the project as possible and the project engineer should complete review of the submittals in an expedited manner so as to not impact the project schedule. Copies of material certifications and approved shop drawings should be included with the as-built plan submittal.