

Memorandum

To: Prospective Bidders **Date:** June 5, 2020
From: Tim West, Snyder & Associates, Inc.
CC: Jan Miller-Hook, Johnston CSD
RE: Johnston High School Cross-Country Course Improvements Project

The Johnston Community School District is requesting competitive quotations based on the attached plan and construction requirements to provide course improvements for the above-referenced project. This work will occur within the School District property at the Johnston High School, located at 6500 NW 100th St., Johnston, Iowa 50131. Improvements for this project include limited grading and shaping of portions of the course trail, installation of storm culvert pipes and granular bedding, preparing and installing restoration seeding, and other necessary activities to improve the existing course. Please refer to the attached construction plan for additional information.

Semi-Formal Competitive Quotation

Please prepare Competitive Quotations to include all materials, equipment and labor to construct the earthwork, drainage and seeding improvements as per the construction plan. Provide a Lump Sum Total with the associated cost breakdown for the items identified on the attached form.

This project is sales tax exempt. The Johnston Community School District will provide a sales tax exemption form to the successful bidder. Do not include sales tax in your proposal.

The successful bidder will be required to enter into a construction contract with the Johnston Community School District, and supply a one (1) year maintenance bond for the work.

A pre-bid meeting is being held on-site on June 16 at 2:00pm for any interested bidders. We will meet on the sidewalk on the northwest side of the High School stadium. This pre-bid meeting is not mandatory.

Project Schedule:

The Contractor may begin improvements immediately upon executing a contract with the District. All project improvements must be completed by October 1, 2020.

June 5, 2020	Construction Plans out for Competitive Quotes
June 16, 2020	Pre-Bid Meeting On-Site
June 23, 2020	Competitive Quotes Due to the Johnston School District
June 25, 2020	Contractor Selection
July 7, 2020	Construction Contract and Bond Due to School District
July 13, 2020	Contract Award and Notice to Proceed
July 17, 2020	Anticipated Construction Start Date
Aug 15-Sept 15, 2020	Targeted Seeding Period
October 1, 2020	Final Completion of Project Improvements

Any questions shall be directed to:

Tim West, PLA
Snyder & Associates, Inc.
2727 SW Snyder Blvd.
Ankeny, IA 50023
(515) 964-2020

**Competitive Quote Proposal:
Johnston High School Cross-Country Course Improvements**

Submit this completed, signed proposal and associated cover letter electronically by email by 2:00 PM, June 23,2020 to both of the following persons:

Jan Miller-Hook, CFO
Johnston Community School District
jan.millerhook@johnston.k12.ia.us
and
Tim West, PLA
Snyder & Associates
tlwest@snyder-associates.com

<u>Category</u>	<u>Lump Sum Price for Each Category</u>
1. Mobilization	\$ _____
2. Trail Grading & Shaping	\$ _____
3. Culvert Crossings	\$ _____
4. Roto-Tiling Areas	\$ _____
5. Seeding & Mulching	\$ _____
	Lump Sum Total: \$ _____

Proposal Provided By (Company and Representative):

Address: _____

Signature: _____

Please include a cover letter outlining your contact information and your confirmation that the work can be completed within the proposed project schedule. Please provide a scanned signed copy of this form with your submittal.