



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (AUGUST 23) (WEEK 34 OF 2022)

Live streaming at: https://www.youtube.com/user/woodburycountyiowa

Agenda and Minutes available at: www.woodburycountyiowa.gov

Live telephonic access at: 712-224-6014

Rocky L. DeWitt 253-0421 rdewitt@woodburycountyiowa.gov Keith W. Radig 560-6542 kradig@woodburycountyiowa.gov Jeremy Taylor 259-7910 jtaylor@woodburycountyiowa.gov Matthew A. Ung 490-7852 matthewung@woodburycountyiowa.gov Justin Wright 899-9044 jwright@woodburycountyiowa.gov

You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held August 23, 2022 at 4:30 p.m. in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. If you wish to speak on an item, please follow the seven participation guidelines adopted by the Board for speakers.

- 1. Anyone may address the Board on any agenda item after initial discussion by the Board.
2. Speakers will approach the microphone one at a time and be recognized by the Chair.
3. Speakers will give their name, their address, and then their statement.
4. Everyone will have an opportunity to speak. Therefore, please limit your remarks to three minutes on any one item.
5. At the beginning of the discussion on any item, the Chair may request statements in favor of an action be heard first followed by statements in opposition to the action.
6. Any concerns or questions you may have which do not relate directly to a scheduled item on the agenda will also be heard under the first or final agenda item 'Citizen Concerns.'
7. For the benefit of all in attendance, please turn off all cell phones and other devices while in the Board Chambers.

AGENDA

4:30 p.m. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence

- 1. Citizen Concerns Information
2. Approval of the agenda Action

Consent Agenda

Items 3 through 6 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

- 3. Approval of the minutes of the August 16, 2022 meeting
4. Approval of claims
5. Human Resources – Melissa Thomas
a. Approval of Memorandum of Personnel Transactions
b. Approve the renewal of Employee & Family Resources (EFR) as our employee assistance provider

6. County Treasurer – Tina Bertrand  
Approve property tax refund request for E.M. for parcel #884717328021 in the amount of \$634.78

**End Consent Agenda**

7. Deputy County Recorder – Diane Swoboda Peterson  
Approval to have the Treasurer’s Office refund the County portion of Transfer Tax in the amount of \$220.52 to the Gehling Osborn Law Firm Action
  
- 4:40 p.m. (Set time) 8. Secondary Roads – Mark Nahra & Community Economic Development – Daniel Priestley
  - a. Public hearing for an ordinance to amend portions of Woodbury County Ordinance #56: An amendment to modify Section 6.1.A: Wind Turbines Set Back Requirements in the ordinance regulating Commercial Wind Energy Conversion Systems in unincorporated Woodbury County Action
  - b. Conduct and approve the third and final reading of the Ordinance Amendment Action
  - c. Adopt the Ordinance Amendment Action
  
9. Secondary Roads – Mark Nahra
  - a. Receive bids for project L-B(B64)—73-97 and return them to the county engineer for review and recommendation Action
  - b. Award bid if low quote is clearly determined by bid results Action
  - c. Receive bids for project slurry leveling 2022 and return them to the county engineer for review and recommendation Action
  - d. Award bid if low quote is clearly determined by bid results Action
  - e. Approve the certificate of completion of project for Maintenance Gravel Peter’s Pit – 2021 with Bedrock Gravel for \$469,000 Action
  
10. Building Services – Kenny Schmitz
  - a. Approval of the Trosper Hoyt Structural South Wall plans, specifications, and form contract Action
  - b. Set a public hearing date of September 6<sup>th</sup>, 4:40 p.m. at the Woodbury County Board of Supervisors meeting and the public notice thereof. Action
  
11. Emergency Services – Scott Mitchell  
Approve the funds using ARPA Retention Pay in FY 23 for a wage increase effective July 1, 2022. EMT from \$19.57 to \$22.25, AEMT from \$20.16 to \$23.01 and paramedic from \$22.25 to \$25.00 Action
  
12. County Auditor – Patrick Gill & County Treasurer – Tina Bertrand  
Approve resolution supporting supplemental pay to appointed deputies of the County Auditor & Recorder/Commissioner of Elections and County Treasurer Action
  
13. Reports on Committee Meetings Information
  
14. Citizen Concerns Information
  
15. Board Concerns Information

**ADJOURNMENT**

*Subject to Additions/Deletions*

## CALENDAR OF EVENTS

- MON., AUG. 22 6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- TUE., AUG. 23 2:00 p.m.** Decat Board Meeting, Western Hills AEA, Room F
- WED., AUG. 24 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., AUG. 25 11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce
- THU., SEP. 1 10:00 a.m.** COAD Meeting, The Security Institute
- 12:00 p.m.** SIMPCO Regional Policy and Legislative Affairs Committee Meeting, Hybrid
- MON., SEP. 5 6:00 p.m.** Board of Adjustment meeting, First Floor Boardroom
- WED., SEP. 7 10:00 a.m.** Loess Hills Alliance Stewardship Meeting, Pisgah, Iowa
- 11:00 a.m.** Loess Hills Alliance Executive Meeting
- 1:00 p.m.** Loess Hills Alliance Full Board Meeting
- 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- THU., SEP. 8 12:00 p.m.** SIMPCO Board of Directors, 1122 Pierce St.
- 4:00 p.m.** Conservation Board Meeting, Dorothy Pecaut Nature Center, Stone Park
- FRI., SEP. 9 9:00 a.m.** Hungry Canyons Alliance Meeting & Tour, Red Oak
- WED., SEP. 14 7:30 a.m.** SIMPCO Executive-Finance Committee Meeting - Hybrid
- 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- 6:30 p.m.** 911 Service Board Meeting, Public Safety Center, Climbing Hill
- THU., SEP. 15 12:00 p.m.** SIMPCO Board of Directors Meeting, ISU Extension & Outreach Office
- 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., SEP. 16 12:00 p.m.** Siouxland Human Investment Partnership Board Meeting Northwest AEA, Room G
- WED., SEP. 21 12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., SEP. 22 10:00 a.m.** Siouxland Regional Transit System Meeting, Hybrid
- 11:15 a.m.** Western Iowa Community Improvement Regional Housing Trust Fund Meeting, Hybrid
- MON., SEP. 26 6:00 p.m.** Zoning Commission Meeting, First Floor Boardroom
- TUE., SEP. 27 2:00 p.m.** Decat Board Meeting, Western Hills AEA, Room F
- WED., SEP. 28 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- THU., SEP. 29 11:00 a.m.** Siouxland Regional Transit Systems (SRTS) Board Meeting, SIMPCO Office, 1122 Pierce St.

**Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**

*Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.*

**AUGUST 16, 2022 THIRTY-THIRD MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors met on Tuesday, August 16, 2022 at 4:30 p.m. Board members present were Ung, Radig, Taylor, Wright, and De Witt. Staff members present were Karen James, Board Administrative Assistant, Dennis Butler, Budget and Finance Director, Joshua Widman, Assistant County Attorney, Melissa Thomas, Human Resources Director, and Patrick Gill, Auditor/Clerk to the Board.

The regular meeting was called to order with the Pledge of Allegiance to the Flag and a Moment of Silence.

1. There were no citizen concerns.
2. Motion by Radig second by Taylor to approve the agenda for August 16, 2022 with the removal of the item dealing with the payment method for contract rate changes. Carried 5-0. Copy filed.

Motion by Radig second by De Witt to approve the following items by consent:

3. To approve minutes of the August 09, 2022 meeting. Copy filed.
4. To approve the claims totaling \$482,591.78 less a duplicate claim from M&M Copy Quick for \$22.50. Copy filed.
5. To receive for signatures a Resolution Thanking and Commending Marilyn Milbrodt for her years of service to Woodbury County.

**RESOLUTION #13,496  
A RESOLUTION THANKING AND COMMENDING  
MARILYN MILBRODT  
FOR HER SERVICE TO WOODBURY COUNTY**

**WHEREAS**, Marilyn Milbrodt has capably served Woodbury County as an employee of the Woodbury County Conservation Department for 25 years from April 24, 1997 to May 21, 2022

**WHEREAS**, the service given by Marilyn Milbrodt as a Woodbury County employee, has been characterized by her dedication to the best interests of the citizens of Woodbury County; and

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA** that the undersigned members of this Board thanks and commends Marilyn Milbrodt for her years of service to Woodbury County; and

**BE IT FURTHER RESOLVED** that it is the wish of all those signing below that the future hold only the best for this very deserving person, Marilyn Milbrodt

**BE IT SO RESOLVED** this 16th day of August 2022.

WOODBURY COUNTY BOARD OF SUPERVISORS

Copy filed.

6. To approve the separation of Erika Kuntz, Temporary Engineering Aide, Secondary Roads Dept., effective 08-10-22. End of Temporary Work.; the separation of Brayden Sanford, Temporary Engineering Aide, Secondary Roads Dept., effective 08-10-22. End of Temporary Work.; the separation of Matthew Peters, Temporary Summer Laborer, Secondary Roads Dept., effective 08-18-22. End of Temporary Work.; and the reclassification of Michael Lenz, Sheriff Deputy, County Sheriff Dept., effective 08-22-22, \$36.13/hour, 9.9%=\$3.26/hour. Per CWA Deputy Sheriff Contract agreement, from Senior to Master Deputy. Copy filed.

Carried 5-0.

8. Motion by Radig second by Taylor to approve memorandum of Understanding addressing CWA Local 7103 (Secondary Roads employees) wages. Carried 5-0. Copy filed.

10a. Bid letting was held for Propane FY 2023. The bids are as follows:

Johnson Propane, Battle Creek, IA	\$1.72/gal
Sapp Bros Petroleum, Inc., Sioux City, IA	\$1.94/gal
New Cooperative Inc., Hornick, IA	\$1.55/gal

Motion by Radig second by Taylor to receive the bids for Propane FY 2023 and refer them to County Engineer for recommendation. Carried 5-0. Copy filed.

10b. Motion by Radig second by Taylor to award the bid to New Cooperative, Inc. for \$1.55/gal for Propane FY 2023. Carried 5-0. Copy filed.

10c. Bid letting was held for Calcium Chloride FY 2023. The bids are as follows:

Jerico Service, Inc., Indianola, IA	\$32,868.00
Perk Products, Nashville, TN	\$39,600.00
Scotwood Industries, Inc., Overland Park, KS	\$39,468.00
Marx Distribution, Sioux City, IA	\$72,072.00

Motion by Radig second by De Witt to receive bids for Calcium Chloride FY 2023 and return them to the County Engineer for recommendations. Carried 5-0. Copy filed.

10d. Motion by Radig second by De Witt to award the bid to Jerico Services, Inc. for \$32,868.00 for Calcium Chloride FY 2023. Carried 5-0. Copy filed.

9a. Motion by Radig second by De Witt to receive the county staff report. Carried 5-0. Copy filed.

9b. A public hearing was held at 4:40 p.m. for an ordinance to amend portions of Woodbury County Ordinance #56: An amendment to modify Section 6.1.A: Wind Turbines Set Back Requirements in the ordinance regulating Commercial Wind Energy Conservation Systems in unincorporated Woodbury County. The Chairperson called on anyone wishing to be heard.

Larry Fillipi, Anthon, Mark Nelson, Correctionville, Tom Morgan, Merville, Chuck Hoelker, Kingsley, Daniel Hair, Hornick, Will Dougherty, MidAmerican Energy Company, Brittnei Vander Molen, Anthon, Adam Jablonski, MidAmerican Energy Company, Ray Wright, Whiting, Bernard Hair, Anthon, Bob Ftirzmeier, Sioux City, Gabriella Widman, Sgt. Bluff, Rick Davis, Merville, John Nelson, Correctionville, Elizabeth Widman, Sgt. Bluff, Nathan Vander Molen, Anthon, Sam Thomas, Merville, Nick Lahrs, Bronson, Doyle Turner, Merville, Dennis Raymond, Correctionville, Pete Widman, Sgt. Bluff and Bev Zenor, Merville participated in the public hearing.

Motion by Taylor second by De Witt to receive a petition regarding the wind turbine ordinance. Carried 5-0. Copy filed.

Motion by Taylor second by De Witt to receive a letter regarding wind turbines submitted by Mark Nelson. Carried 5-0. Copy filed.

Motion by Taylor second by De Witt to receive Information from Will Dougherty regarding property values. Carried 5-0. Copy filed.

Motion by Taylor second by De Witt to receive Information from Brittnei Vander Molen regarding health effects of wind turbines. Carried 5-0. Copy filed.

Motion by Taylor second by De Witt to receive a letter submitted by John Nelson regarding wind turbines. Carried 5-0. Copy filed.

Motion by Radig second by Taylor to receive a letter submitted by Elizabeth Widman regarding wind turbines. Carried 5-0. Copy filed.

Motion by Taylor second by De Witt to close the public hearing. Carried 5-0.

- 9c. Motion by Taylor second by De Witt to conduct the second reading for an ordinance to amend portions of Woodbury County Ordinance #56: An amendment to modify Section 6.1.A: Wind Turbines Set Back Requirements in the ordinance regulating Commercial Wind Energy Conservation Systems in unincorporated Woodbury County. Carried 3-2; Wright and Radig were opposed. Copy filed.
- 11a. Motion by Radig second by Taylor to approve WCICC Data Center Emergency Generator Project engineering & Architectural Design fees from Resource Consulting Engineers LLC in the amount of \$32,500.00. Carried 5-0. Copy filed.
- 11b. Motion by De Witt second by Radig to approve Sioux City Engineering Company 28<sup>th</sup> Street Paving Project Contract Change Order #3. Carried 5-0. Copy filed.
- 12. Reports on committee meetings were heard.
- 13. There were no citizen concerns.
- 14. Board concerns were heard.

The Board adjourned the regular meeting until August 23, 2022.

Meeting sign in sheet. Copy filed.

**HUMAN RESOURCES DEPARTMENT**  
**MEMORANDUM OF PERSONNEL TRANSACTIONS**

**DATE:** August 23, 2022

**\* PERSONNEL ACTION CODE:**

A- Appointment	R- Reclassification
T - Transfer	E- End of Probation
P - Promotion	S - Separation
D - Demotion	O - Other

**TO: WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Perez, Mark	County Sheriff	8-24-22	P/T Courthouse Safety & Security Officer	\$19.07/hour		A	Job Vacancy Posted 7-27-22. Entry Level Salary: \$18.22-\$20.02/hour.
Poese, Nicholas	Emergency Services	8-24-22	P/T Operations Officer-EMT	\$19.57/hour		A	Job Vacancy Posted 7-20-22. Entry Level Salary: \$19.57/hour.
Smith, Jacob	Emergency Services	8-26-22	P/T Operations Officer-Paramedic	\$20.00/hour* *Less than posted rate		A	Job Vacancy Posted 5-4-22. Entry Level Salary: \$22.25/hour.
Olague, Emily	County Treasurer	8-29-22	MV Clerk II	\$18.22/hour		A	Job Vacancy Posted 6-29-22. Entry Level Salary: \$18.22/hour.
Hinrickson, Blake	Secondary Roads	8-31-22	Equipment Operator	\$25.10/hour		A	Job Vacancy Posted 7-6-22. Entry Level Salary: \$25.10/hour.
Harmon, Hayden	County Sheriff	9-05-22	Civilian Jailer	\$24.28/hour	4%=\$.95/hour	R	Per CWA Civilian Officers Contract agreement, from Class 3 to Class 2.

**APPROVED BY BOARD DATE:** \_\_\_\_\_

**MELISSA THOMAS, HR DIRECTOR:** Melissa Thomas HR Director

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 08/17/2022 Weekly Agenda Date: 08/23/2022

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas HR Director

**WORDING FOR AGENDA ITEM:**

Approve the renewal of Employee & Family Resources (EFR) as our employee assistance provider.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The EFR annual renewal is being presented.

**BACKGROUND:**

Woodbury County provides EAP services to it's employees and reservists. EFR offers 6 in person sessions per incident.

**FINANCIAL IMPACT:**

The cost of this service has gone up slightly from \$22.20 to \$22.92 per employee for a total of \$9,672.24.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

Pass the motion

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve EFR as Woodbury County's EAP provider.





EFR EMPLOYEE & FAMILY RESOURCES

# RENEWAL

PROPOSED FOR Woodbury County  
 RENEWAL DATE 10/1/22  
 NUMBER OF EMPLOYEES 451  
 CURRENT BENEFIT 6 Session Core  
 CURRENT INVESTMENT \$22.20 Per Employee Per Year

<b>Renew at Current Benefit</b>	<input type="checkbox"/>	Per Employee Per Year
6 Session Core		\$22.92
Number of Employees Upon Renewal		422
Investment Upon Renewal		\$9,672.24

<b>Renew with Additional Investment</b>	<input type="checkbox"/>	-- Select Unit Cost --
-- Select Benefit --		
Number of Employees Upon Renewal		
Investment Upon Renewal		

<b>Add Workplace Training to the Annual Contract</b>	<input type="checkbox"/>	In-Person or Virtual \$300/hr*
Indicate number of training hours to be added:	<input type="text"/>	hrs = \$

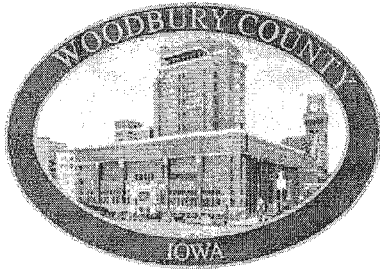
\*Client is responsible for travel costs incurred by Employee & Family Resources.

### Total Investment Upon Renewal

\*Pricing is based on one annual payment for a 12 month contract. Pricing is subject to change if the renewal date or the employee count changes.

*Additional Services are available should you need them throughout the year. Those include Mediation and Leadership Coaching. Please contact your Account Manager for more information.*

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



**Tina M Bertrand**  
Treasurer of Woodbury County  
Property Tax  
822 Douglas Street Suite 102  
Sioux City, IA 51101  
712-279-6495

August 18, 2022

Refund of Tax Payments

Dear Board of Supervisors,

We have received a request for a refund on parcel 8847 17 328 021 (4620 Hawthorne Dr) for Elaine Miller for \$634.78 in payments. The property was sold on 6-13-2022 and the owner had scheduled monthly payments set up that she forgot to cancel. Elaine is now requesting a refund for the July and August payments that were overpaid.

Thank you for your time,

A handwritten signature in cursive script that reads "Janet L. Trimpe".

Janet L Trimpe  
Woodbury County Tax Deputy

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 8-18-2022 Weekly Agenda Date: 8-23-2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Diane Swoboda Peterson

**WORDING FOR AGENDA ITEM:**

Approval of a Request for a Refund of County portion of Transfer Tax

**ACTION REQUIRED:**

- Approve Ordinance       Approve Resolution       Approve Motion   
Give Direction       Other: Informational       Attachments

**EXECUTIVE SUMMARY:**

Transfer Tax was collected in error on two deeds. Attorney's office has received the State portion of the Transfer Tax and is now requesting the County portion.

**BACKGROUND:**

See attached.

**FINANCIAL IMPACT:**

Total of \$220.52 of County portion of Transfer Tax refunded

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes       No

**RECOMMENDATION:**

Refund the \$220.52

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to have the Treasurer's Office refund the County portion of Transfer Tax in the amount of \$220.52 to the Gehling Osborn Law Firm.

**Office Of The  
AUDITOR/RECORDER/REGISTRAR  
Of Woodbury County**  
PATRICK F. GILL  
Auditor/Recorder/Registrar



Courthouse — Room 106  
620 Douglas  
Sioux City, Iowa 51101

Recorder's Department (712) 279-6528  
Vital Records Department (712) 279-6626  
Real Estate Department (712) 279-6603  
Fax (712) 233-8946

August 18, 2022

TO: Woodbury County Board of Supervisors  
FR: Diane Swoboda Peterson; Real Estate/Recorder Deputy *DS*  
RE: Request for refund of County portion of transfer Tax

The Gehling Osborn Law Firm is requesting that Woodbury County refund the County portion of transfer tax collected on deeds 2022-05068 and 2022-05069.

Both deeds were brought into our office for recording on April 21, 2022 close to closing time. Both deeds were submitted to us with a Declaration of Value and a Groundwater Hazard Statement which would indicate that transfer tax should be collected. Both deeds did have exemptions on them which would indicate that transfer tax should not be collected.

Transfer tax was collected as we erred on the side of assuming there was a transfer of money for the property. It appears that the exemptions listed on the deeds were "missed" by our office.

The law firm contacted our office inquiring as to why we collected transfer tax as there were exemptions on both deeds. We indicated that a Declaration of Value and Groundwater Hazard Statement were submitted with the deeds indicating a transfer of money. If there was not transfer of money, then the law firm should not have submitted those two forms.

It appears that there was a "comedy of errors" on the recording of these two deeds, with both parties being of some fault.

We concur that the County portion of the transfer tax collected on these two deeds should be refunded to the Gehling Osborn Law Firm. The County amount for deed 2022-05068 is \$82.66 and the County amount for deed 2022-05069 is \$137.86, for a total of \$220.52.

Thank you for your consideration.



# GEHLING OSBORN LAW FIRM



600 4<sup>th</sup> Street, Suite 900  
Sioux City, Iowa 51101  
712.226.4600 (main)  
712.226.4603 (fax)  
[www.GOlawfirm.com](http://www.GOlawfirm.com)

[dbolden@golawfirm.com](mailto:dbolden@golawfirm.com)

August 17, 2022

Woodbury County Recorder  
Woodbury County Courthouse  
620 Douglas St.  
Sioux City, Iowa, 51101  
Phone: 712-279-6465  
Fax: 712-279-6629

**Re: Woodbury County Recorder's Office**

Appeal of: Transfer Tax Fees  
Claimant: Emilee Gehling  
Matter: Small Properties, L.L.C./Anita L. Small as Trustee of the Anita L. Small Revocable Trust  
County: Woodbury County  
Our File: 8264-1

To Whom it May Concern:

I am faxing an Affidavit of Emilee Gehling re: Appeal of Transfer Tax Fees concerning Small Properties, L.L.C./Anita L. Small as Trustee of the Anita L. Small Revocable Trust.

The total amount appealed is seven hundred ninety-nine dollars and 20/100 (**\$799.20**) with 82.75% or six hundred sixty-one dollars and 34/100 (**\$661.34**) from the State of Iowa and 17.25% or one hundred thirty-seven dollars and 86/100 (**\$137.86**) from Woodbury County. Our claim number with the State Appeal Board is G220142 and we have been awarded the **\$661.34** from the State of Iowa.

Should you need anything further during your review or consideration in this appeal process, please let us know.

Sincerely,

Demarjerae Bolden  
Paralegal

Enclosures



collected the transfer tax fee of seven hundred ninety-nine dollars and 20/100 (\$799.20) but, rather, only the recording fee of twenty-seven dollars and no/100 (\$27.00).

8. Transfer tax collected under Iowa Code 428A.1 is an excise tax for the general fund of Iowa with the State retaining 82.75% and the County retaining 17.25%.

9. The total amount of transfer taxes appealed is six hundred sixty-one dollars and 34/100 (\$661.34) (\$799.20 x 82.75%) due by the State of Iowa and one hundred thirty-seven dollars and 86/100 (\$137.86) (\$799.20 x 17.25%) due by Woodbury County, with a total due of seven hundred ninety-nine dollars and 20/100 (\$799.20).

10. Therefore, the total amount appealed and due by the **State of Iowa** is six hundred sixty-one dollars and 34/100 (\$661.34).

11. Therefore, the total amount appealed and due by **Woodbury County** is one hundred thirty-seven dollars and 86/100 (\$137.86)

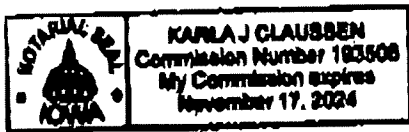
Further affiant sayeth not.

Dated this 9<sup>th</sup> day of June, 2022.

Emilee Gehling  
Emilee Gehling

SUBSCRIBED AND SWORN to by the said Emilee Gehling this 9<sup>th</sup> day of June, 2022.

Karla J. Clausen  
Notary Public in and for the State of Iowa



# GEHLING OSBORN LAW FIRM



600 4<sup>th</sup> Street, Suite 900  
Sioux City, Iowa 51101  
712.226.4600 (main)  
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[www.GOlawfirm.com](http://www.GOlawfirm.com)

[dbolden@golawfirm.com](mailto:dbolden@golawfirm.com)

August 17, 2022

Woodbury County Recorder  
Woodbury County Courthouse  
620 Douglas St.  
Sioux City, Iowa, 51101  
Phone: 712-279-6465  
Fax: 712-279-6629

**Re: Woodbury County Recorder's Office**

Appeal of: Transfer Tax Fees  
Claimant: Emilee Gehling  
Matter: James R. Anderson, Jr./James Ray Anderson, Jr. as Trustee of Jake Anderson Trust  
County: Woodbury County  
Our File: 8262-1

To Whom it May Concern:

I am faxing a copy of an Affidavit of Emilee Gehling re: Appeal of Transfer Tax Fees concerning James R. Anderson, Jr./James Ray Anderson, Jr. as Trustee of Jake Anderson Trust.

The total amount appealed is four hundred seventy-nine dollars and 20/100 (**\$479.20**) with 82.75% or three hundred ninety-six dollars and 54/100 (**\$396.54**) from the State of Iowa and 17.25% or eighty-two dollars and 66/100 (**\$82.66**) from Woodbury County. Our claim number with the State Appeal Board is G220143 and we have been awarded the **\$396.54** from the State of Iowa.

Should you need anything further during your review or consideration in this appeal process, please let us know.

Sincerely,

Demarjæae Bolden  
Paralegal

Enclosures



**AFFIDAVIT OF EMILEE GEHLING  
RE: APPEAL OF TRANSFER TAX FEES**

IN THE MATTER OF:

GRANTORS: JAMES R. ANDERSON,  
JR.

GRANTEES: JAMES RAY ANDERSON,  
JR. AS TRUSTEE OF JAKE ANDERSON  
TRUST

STATE OF IOWA                    )  
  ) ss  
COUNTY OF WOODBURY         )

I, Emilee Gehling, being first duly sworn, do upon my oath depose and state that the following facts are true and correct to the best of my knowledge and belief:

1. I am at least eighteen (18) years of age and am competent.
2. I am an attorney licensed to practice law in the states of Iowa, South Dakota and Nebraska.
3. My law office is Gehling Osborn Law Firm, PLC, 600 4<sup>th</sup> Street, Suite 900, Sioux City, Iowa 51101; (712) 226-4600; [emilee@golawfirm.com](mailto:emilee@golawfirm.com).
4. I represent Jake Anderson in the above-referenced matter.
5. On or about April 22, 2022, our office recorded a Quit Claim Deed, Instrument #2002-05068, with the Woodbury County Recorder's Office, attached hereto as Exhibit 1, and incorporated herein.
6. Said recording fee for the Quit Claim Deed was seventeen dollars and no/100 (\$17.00) and the transfer tax fee for the Quit Claim Deed was four hundred seventy-nine dollars and 20/100 (\$479.20).
7. Consequently, an exemption code was indicated on paragraph two (2), page two (2), of the Quit Claim Deed: **"This deed is exempt according to Iowa Code 428A.2(21)."** And, therefore, the Woodbury County Recorder's Office should not have

collected the transfer tax fee of four hundred seventy-nine dollars and 20/100 (\$479.20) but, rather, only the recording fee of seventeen dollars and no/100 (\$17.00).

8. Transfer tax collected under Iowa Code 428A.1 is an excise tax for the general fund of Iowa with the State retaining 82.75% and the County retaining 17.25%.

9. The total amount of transfer taxes appealed three hundred ninety-six dollars and 54/100 (\$396.54) (\$479.20 x 82.75%) due by the State of Iowa and eighty-two dollars and 66/100 (\$82.66) (\$479.20 x 17.25%) due by Woodbury County, with a total due of four hundred seventy-nine dollars and 20/100 (\$479.20).

10. Therefore, the total amount appealed and due by the **State of Iowa** is three hundred ninety-six dollars and 54/100 (\$396.54).

11. Therefore, the total amount appealed and due by **Woodbury County** is eighty-two dollars and 66/100 (\$82.66)

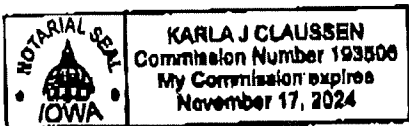
Further affiant sayeth not.

Dated this 9<sup>th</sup> day of June, 2022.

Emilee Gehling  
Emilee Gehling

SUBSCRIBED AND SWORN to by the said Emilee Gehling this 9<sup>th</sup> day of June, 2022.

Karla J Clausen  
Notary Public in and for the State of Iowa



Instrument #: 2022-05069  
04/22/2022 08:04:34 AM Total Pages: 3  
QCD QUIT CLAIM DEED  
Recording Fee: \$ 27.00 Transfer Tax: \$799.20  
Patrick F. Gill, Auditor/Recorder, Woodbury County Iowa



799.20x  
0.8275=  
*State Portion* 661.34\*  
  
799.20x  
0.1725=  
*County Portion* 137.86\*  
  
661.34+  
137.86+  
*Total*  
*Transfer*  
*Tax Paid* 799.20\*

**QUIT CLAIM DEED  
Recorder's Cover Sheet**

**Preparer Information:** Emilee Gehling, 600 4th Street, Suite 900, Sioux City, IA 51101, Phone: 7122264600

**Taxpayer Information:** The Anita L. Small Revocable Trust, 4629 46th Street, Sioux City, IA 51108

*EW* **Return Document To:** Emilee Gehling, 600 4th Street, Suite 900, Sioux City, IA 51101

**Grantors:** Small Properties, L.L.C.

**Grantees:** Anita L. Small as trustee of The Anita L. Small Revocable Trust

**Legal Description:** See Page 2

**Document or instrument number of previously recorded documents:**



## QUIT CLAIM DEED

For the consideration of One Dollar(s) and other valuable consideration, Small Properties, L.L.C., a limited liability company organized and existing under the laws of Iowa, does hereby Quit Claim to Anita L. Small, Trustee of The Anita L. Small Revocable Trust, all our right, title, interest, estate, claim and demand in the following described real estate in Woodbury County, Iowa:

**This deed is exempt according to Iowa Code 428A.2 (15).**

Parcel 1: 3650-52 Glen Oaks Boulevard

Lot 3, Small Law's Addition to Sioux City, Woodbury County, Iowa

Parcel 2: 2018 Indian Hills Drive

Apartment Number 2018 of Small Office Centre #1 situated on the following described real estate: Lots One (1) and Two (2), Small Law's Subdivision, Sioux City, Woodbury County, Iowa.

This Declaration of covenants, conditions and restrictions was dated November 9, 2000 and filed for record November 13, 2000 on Roll 473, Image 598 in the Office of the Woodbury County, Iowa Auditor and Recorder.

As provided by Article II of the Declaration, ownership of each apartment shall include ownership of fifty percent (50%) of the entire horizontal property regime (or an undivided 50% interest in the common areas and facilities).

Apartment Number 2018 is more particularly described in Article II of the Declaration.

Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate. Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated: April 20, 2022.

Small Properties, L.L.C., an Iowa limited liability company

By Anita L. Small  
Anita Small, Member-Manager

STATE OF IOWA, COUNTY OF WOODBURY

This record was acknowledged before me on April 20, 2022, by Anita Small, as Member-Manager, of Small Properties, L.L.C. a limited liability company.

Karla J. Clausen  
Signature of Notary Public



Instrument #: 2022-05068  
04/22/2022 08:04:34 AM Total Pages: 2  
QCD QUIT CLAIM DEED  
Recording Fee: \$ 17.00 Transfer Tax: \$479.20  
Patrick F. Gill, Auditor/Recorder, Woodbury County Iowa

479.20x  
0.8275=  
State portion 396.54\*  
479.20x  
0.1725=  
County portion 82.66\*  
396.54+  
82.66+  
total  
Transfer  
Tax Paid 479.20\*

**QUIT CLAIM DEED  
Recorder's Cover Sheet**

**Preparer Information:** Emilee Gehling, 600 4th Street, Suite 900, Sioux City, IA 51101, Phone: 7122264600

**Taxpayer Information:** Jake Anderson Trust, 4615 Harrison Street, Sioux City, IA 51108

**Return Document To:** Emilee Gehling, 600 4th Street, Suite 900, Sioux City, IA 51101

**Grantors:** James R. Anderson, Jr.

**Grantees:** James Ray Anderson, Jr. as trustee of Jake Anderson Trust

**Legal Description:** See Page 2

**Document or instrument number of previously recorded documents:**



**QUIT CLAIM DEED**

For the consideration of One Dollar(s) and other valuable consideration, James R. Anderson, Jr., does hereby Quit Claim to James Ray Anderson, Jr., Trustee of Jake Anderson Trust, all my right, title, interest, estate, claim and demand in the following described real estate in Woodbury County, Iowa:

Lot Five (5), Moos Creek Addition to Sioux City, Iowa, Woodbury County, Iowa.

**This deed is exempt according to Iowa Code 428A.2(21).**

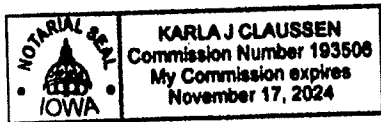
Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate. Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated: April 20, 2022

\_\_\_\_\_  
James R. Anderson, Jr., Grantor

STATE OF IOWA, COUNTY OF WOODBURY

This April 20, 2022 record was acknowledged before me on \_\_\_\_\_ by James R. Anderson, Jr., single.



\_\_\_\_\_  
Signature of Notary Public

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 8/18/22 Weekly Agenda Date: 8/23/22 4:40

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark Nahra and Daniel Priestley

**WORDING FOR AGENDA ITEM:**

A) Public Hearing for an ordinance to amend portions of Woodbury County Ordinance #56: An amendment to modify Section 6.1.A: Wind Turbines Set Back Requirements in the ordinance regulating Commercial Wind Energy Conversion Systems in unincorporated Woodbury County. B) Approve the 3rd and Final Reading of the Ordinance Amendment. C) Adopt the Ordinance Amendment.

**ACTION REQUIRED:**

Approve Ordinance       Approve Resolution       Approve Motion   
Public Hearing       Other: Informational       Attachments

**EXECUTIVE SUMMARY:**

The Board will hold a public hearing and the third reading of the proposed ordinance to amend portions of Woodbury County Ordinance #56: An amendment to modify Section 6.1.A: Wind Turbines Set Back Requirements in the ordinance regulating Commercial Wind Energy Conversion Systems in unincorporated Woodbury County. On page 10, Section 6.1.A, to repeal and replace the Wind Turbine Set Back Requirement for the Occupied Residence Protected Area from 1,250 feet to 2,500 feet.

**BACKGROUND:**

Staff has been directed to review setback requirements and schedule hearings for amending Ordinance #56. The Board and staff have received multiple comments regarding the inadequacy of the current 1250' setback. Research studies have shown that additional setback distance from residences may be justified to protect occupied buildings from damage from ice or blade failure. The board will review comments and research and consider changing the generating tower setback from occupied buildings.

**FINANCIAL IMPACT:**

No financial impact. Potential exists to limit the areas available to develop wind energy facilities which has a potential to reduce future property tax valuation which could be generated by the presence of wind energy.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes       No

**RECOMMENDATION:**

Open and close the Public Hearing. (Set Time: 4:40 PM)  
Conduct and approve the 3rd and Final Reading of the Ordinance Amendment.  
Adopt the Ordinance Amendment.

**ACTION REQUIRED / PROPOSED MOTION:**

A) Open and close the Public Hearing (Set Time: 4:40 PM) for an ordinance to amend portions of Woodbury County Ordinance #56: An amendment to modify Section 6.1.A: Wind Turbines Set Back Requirements in the ordinance regulating Commercial Wind Energy Conversion Systems in unincorporated Woodbury County.  
B) Motion to conduct and approve the 3rd and Final Reading of the Ordinance Amendment.  
C) Motion to adopt the Ordinance Amendment.



ORDINANCE NO. \_\_\_\_\_  
WOODBURY COUNTY, IOWA

AN ORDINANCE AMENDING PORTIONS OF WOODBURY COUNTY ORDINANCE #56: AN AMENDMENT TO MODIFY SECTION 6.1.A: WIND TURBINES SET BACK REQUIREMENTS IN THE ORDINANCE REGULATING COMMERCIAL WIND ENERGY CONVERSION SYSTEMS IN UNINCORPORATED WOODBURY COUNTY.

NOW, THEREFORE, BE IT ENACTED BY THE BOARD OF SUPERVIORS OF WOODBURY COUNTY, IOWA THAT THE BELOW AMENDMENT BE MADE:

AMENDMENT:

On page 10, Section 6.1.A, to repeal and replace the Wind Turbine Set Back Requirement for the Occupied Residence Protected Area from 1,250 feet to 2,500 feet.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2022

ATTEST:

\_\_\_\_\_  
Patrick Gill, Woodbury County Auditor

\_\_\_\_\_  
**Keith Radig, Chairman**

\_\_\_\_\_  
**Jeremy Taylor, Vice Chairman**

\_\_\_\_\_  
**Rocky De Witt**

\_\_\_\_\_  
**Matthew Ung**

\_\_\_\_\_  
**Justin Wright**

Adoption Timeline

\_\_\_\_\_: Public Hearing and 1<sup>st</sup> Reading  
\_\_\_\_\_: Public Hearing and 2<sup>nd</sup> Reading  
\_\_\_\_\_: Public Hearing and 3<sup>rd</sup> Reading  
\_\_\_\_\_: Adopted  
\_\_\_\_\_: Published/Effective Date

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 08/16/2022 Weekly Agenda Date: 08/23/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark J. Nahra, County Engineer

**WORDING FOR AGENDA ITEM:**

Receive bids for project number L-B(B64)--73-97

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Plans have been completed for a bridge replacement project on 130th Street between Knox Ave. and Kossuth Ave. Bids opening is at the Board meeting on 08/23/2022.

**BACKGROUND:**

The project will replace an existing load restricted bridge with a precast concrete deck unit bridge. The current bridge is structurally deficient and functionally obsolete, and is posted 3 tons.

**FINANCIAL IMPACT:**

The projects are paid for with Woodbury County secondary road funds.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

- 1) I recommend that the Board receive bids for project L-B(B64)--73-97 and return them to the county engineer for review and recommendation.
- 2) If quotes show a clear low quote, the engineer may recommend award at the Board meeting

**ACTION REQUIRED / PROPOSED MOTION:**

- 1) Motion to receive bids for project L-B(B64)--73-97 and return them to the county engineer for review and recommendation.
- 2) Motion to award bid if low quote is clearly determined by bid results.

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 08/16/2022 Weekly Agenda Date: 08/23/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark J. Nahra, County Engineer

**WORDING FOR AGENDA ITEM:**

Receive quotes for project slurry leveling wedge 2022.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Plans have been completed for a slurry level wedge application for K45 (Old 75). The outside wheel tracks have depressions requiring a slurry wedge. Bids opening is at the Board meeting on 08/23/2022.

**BACKGROUND:**

The project will level the wheel tracks on the outer edge of K45 with a slurry wedge. The wheel track holds water during rain events resulting in unsafe driving conditions. The project will extend from Sloan north to D51.

**FINANCIAL IMPACT:**

The projects are paid for with Woodbury County secondary road funds .

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

- 1) I recommend that the Board receive the bids for project slurry leveling 2022 and return them to the county engineer for review.
- 2) If quotes show a clear low quote, the engineer may recommend award at the Board meeting

**ACTION REQUIRED / PROPOSED MOTION:**

- 1) Motion to receive bids for project slurry leveling 2022 and return them to the county engineer for review.
- 2) Motion to award bid if low quote is clearly determined by bid results.

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 08/18/2022 Weekly Agenda Date: 08/23/2023

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Mark J. Nahra, County Engineer

**WORDING FOR AGENDA ITEM:**

Consider approval of completion certificate for Maintenance Gravel Peter's Pit 2021

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The county approved a contract with Bedrock Gravel on October 19, 2021.

**BACKGROUND:**

The project was completed June 1, 2022. The work was done within compliance with county standards. The contract price for the project was \$469,000.00.

**FINANCIAL IMPACT:**

The project was funded with local Woodbury County Secondary Road funds.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

I recommend that the Board approve, accept and certify the completed project.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to approve the certificate of completion of project for Maintenance Gravel Peter's Pit - 2021 with Bedrock Gravel for \$469,000.

CERTIFICATION AS TO COMPLETION OF WORK  
AND FINAL ACCEPTANCE BY THE BOARD OF SUPERVISORS  
WOODBURY COUNTY, IOWA

PROJECT NO. Maintenance Gravel Peter's Pit 2021

This is certifying that work covered by contract entered into with

**Bedrock Gravel**

**Of Schleswig, Iowa under the date of October 19, 2021**

Maintenance Gravel at Peter's Pit in Woodbury County

Contract Amount: **\$469,000.00**

in Woodbury County was completed in accordance with the plans and specifications  
therefore, and in a satisfactory manner on **June 01, 2022**

**August 23, 2022** By \_\_\_\_\_  
Date County Engineer

Approved: Board of Supervisors  
Woodbury County, Iowa

**August 23, 2022** By \_\_\_\_\_  
Date Chairperson

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 8/18/2022 Weekly Agenda Date: 08/23/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Kenny Schmitz

**WORDING FOR AGENDA ITEM:**

Trosper Hoyt Structural South Wall Project-  
Approve plans, Specifications, Form of Contract, Public Notice, & Set Public Hearing Date

**ACTION REQUIRED:**

Approve Ordinance  Approve Resolution  Approve Motion   
Public Hearing  Other: Informational  Attachments

**EXECUTIVE SUMMARY:**

Approve plans, specifications, and form of contract. Set Public Hearing Date, Time, Place, and Public Notice thereof.

**BACKGROUND:**

CMBA Architects & Raker Rhodes Engineering have completed plans, specifications, & form of contract to be utilized in the Trosper Hoyt Structural South Wall Project competitive bid process.

5/24/2022- Board approves Architectural Services Agreement with CMBA Architects

**FINANCIAL IMPACT:**

2023 CIP Project  
Project Final Cost- Determined by the Competitive Bid Process

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

Approve plans specifications and form of contract to be used in the competitive bid process.  
Set a Public Hearing for September 6th, 4:40 pm, Woodbury County Board of Supervisors meeting & public notice thereof.

**ACTION REQUIRED / PROPOSED MOTION:**

Approval of the Trosper Hoyt Structural South Wall plans, specifications, and form contract. Set a public hearing date of September 6th, 4:40 pm, at the Woodbury County Board of Supervisors meeting and the public notice thereof.



## **BIDDING DOCUMENTS**

### TROSPER HOYT WALL REPAIRS TROSPER HOYT COUNTY SERVICES BUILDING

SIOUX CITY, IOWA

**CMBA Project #:** SC22038

**Date:** June 23, 2022

**CMBA Contact:** Terry Glade, AIA  
(P) 712.274.2933

**Owner:** Woodbury County  
**Owner Contact:** Kenny Schmitz, Director, Building Services  
(P) 712.279.6539

**Structural Engineer:** Corey Erickson, P.E.  
(Raker Rhodes) (P) 712.389.0170

**NOTICE OF HEARING AND LETTING****PART 1 - PUBLIC HEARING****NOTICE OF PUBLIC HEARING ON PROPOSED PLANS AND SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE TROSPER HOYT WALL REPAIRS PROJECT.**

- A. Notice is hereby given that the Woodbury County Board of Supervisors (the "Board") will hold a PUBLIC HEARING on the above referenced Project at 4:40 PM at the Woodbury County Board of Supervisors Meeting on September 6th, 2022 in the lower level of the Woodbury County Courthouse, 620 Douglas St., Sioux City, Iowa.
- B. A copy of proposed Contract Documents is on file for public inspection at the Woodbury County Building Services Office.
- C. At said Hearing, any interested person may file written objections or present oral comments with respect to the subject matter of the Hearing. After all objections have been received and considered, the Board will at the meeting or at any adjournment thereof, take additional action for the authorization of contract documents.

This notice is given by order of the Board of Supervisors of Woodbury County, State of Iowa, as provided by Sections 331.402 and 331.443 of the Code of Iowa.

Dated this 23rd day of September, 2022.

**PART 2 - BID LETTING****SEALED PROPOSALS WILL BE ACCEPTED FOR THE CONSTRUCTION OF WALL REPAIRS FOR THE TROSPER-HOYT COUNTY BUILDING, 822 DOUGLAS ST, SIOUX CITY, IA 51101 ON TUESDAY SEPTEMBER 20<sup>th</sup>, 2022 AT 3:00 pm AT THE WOODBURY COUNTY BOARD OF SUPERVISORS OFFICE, 620 DOUGLAS ST, SIOUX CITY, IA 51101 AT SUCH TIME AND PLACE WILL BE OPENED AND PUBLICLY READ.**

- A. Bids must be submitted on the approved Bid Form available in the Contract Documents or a printable electronic Bid Form is available from the Architect. No oral, facsimile, electronic or telephonic bids or modifications will be considered. Bids received after the deadline for submission of Bids as stated herein shall not be considered and shall be returned to the late Bidder unopened.
- B. Each Bidder shall accompany its Bid with Bid Security, **filed in a separate envelope**, as security that the successful Bidder will enter into a Contract for the work bid upon in accordance with the Contract Documents and statutory requirements. The Bidder's security shall be in an amount equal to 5% of the total amount of the Base Bid and shall be in the form cash; or a cashier's check or a certified check drawn on an FDIC insured bank in Iowa or an FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a Bid Bond and shall be made payable to Woodbury County and the proceeds retained as penalty if the Bidder fails to execute a contract and file acceptable Performance and Payment Bonds or provide an acceptable Certificate of Insurance within 10 days after the acceptance of such proposal by approval of the Woodbury County Board of Supervisors.
- C. Consideration of the Bids received, and the award of the Contract or other action may be made by the County Board of Supervisors upon the proposals received in accordance with the law and the Contract Documents at its meeting to be held at 4:40 PM on September 20<sup>th</sup>, 2022 at the Woodbury County Courthouse or at such later time and date as may be fixed.
- D. Contract Documents may be examined at the office of the Architect, the Woodbury County Building Services Office or obtained from the reprographer, Sioux City Blueprint (712) 258-6840 for a \$50 refundable deposit. Contract Documents may also be examined at the following Building Exchanges:
  1. Sioux City Construction League, 3900 Stadium Drive, Sioux City, IA 51106.
  2. Plains Builder's Exchange, 220 N. Kiwanis Ave., Sioux Falls, SD 57104.



3. Sioux Falls Builder's Exchange, 1418 C Ave., Sioux Falls, SD 57104.
  4. North Iowa Builder's Exchange, 15 W. State Street, Mason City, IA 50401.
  5. Greater Fort Dodge Growth Alliance, 24 N. 9th Street, Fort Dodge, IA 50501.
  6. Omaha Builder's Exchange, 4159 S. 94th Street, Omaha, NE 68127.
  7. Master Builders of Iowa, 221 Park Street, Des Moines, IA 50309.
- E. Work under the proposed Contract shall be commenced upon receipt of signed Notice to Proceed and shall be completed as follows:
1. All work to be substantially complete by November 30, 2022.
- G. The County Board of Supervisors reserves the right to reject any and all proposals, re-advertise for new bids and to waive informalities that may be in the best interest of the County
- H. Per Iowa Code Chapter 73.2, by virtue of statutory authority, a preference will be given to products and provisions grown and locally produced within the State of Iowa and to Iowa domestic labor.
- I. The successful Bidder will be required to furnish a Performance Bond, a separate Labor & Payment Bond, both in an amount equal to 100% of its Contract Price, and Insurance; said documents to be issued by a responsible Surety approved by the Board and shall guarantee the faithful performance of the Contract and the terms and conditions therein contained.
- J. Plans and Specifications governing the construction of said improvements have been prepared by CMBA Architects, Sioux City, Iowa which plans and specifications to and defining said proposed improvements are hereby made a part of this Notice and the proposed contract shall be executed to comply therein.
- K. A **PRE-BID CONFERENCE** will be held at the Trosper-Hoyt County Building on September 8th, 2022, at 10:00 AM. All interested contractors, sub-contractors and material suppliers are encouraged to attend. The Owner, Architect and Consulting Engineers will be present to describe the Project and answer questions. Attendance is not mandatory but is recommended.

**NOTICE IS POSTED UPON ORDER OF THE WOODBURY COUNTY BOARD OF SUPERVISORS,  
SIOUX CITY, IOWA.**

**END OF SECTION**

 **AIA** Document A701™ – 2018**Instructions to Bidders**

for the following Project:  
(Name, location, and detailed description)

SC22038 Trosper Hoyt-Wall Repairs  
Trosper Hoyt County Services Building  
822 Douglas St.  
Sioux City, IA 51101

**THE OWNER:**  
(Name, legal status, address, and other information)

Woodbury County 620 Douglas St.  
Sioux City, IA 51101

**THE ARCHITECT:**  
(Name, legal status, address, and other information)

Cannon Moss Brygger & Associates P.C.  
dba CMBA Architects  
302 Jones Street, Suite 200  
Sioux City, IA 51101

**TABLE OF ARTICLES**

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|---|--|
| 1 | DEFINITIONS                                    |
| 2 | BIDDER'S REPRESENTATIONS                       |
| 3 | BIDDING DOCUMENTS                              |
| 4 | BIDDING PROCEDURES                             |
| 5 | CONSIDERATION OF BIDS                          |
| 6 | POST-BID INFORMATION                           |
| 7 | PERFORMANCE BOND AND PAYMENT BOND              |
| 8 | ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS |

**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

FEDERAL, STATE, AND LOCAL LAWS MAY IMPOSE REQUIREMENTS ON PUBLIC PROCUREMENT CONTRACTS. CONSULT LOCAL AUTHORITIES OR AN ATTORNEY TO VERIFY REQUIREMENTS APPLICABLE TO THIS PROCUREMENT BEFORE COMPLETING THIS FORM.

It is intended that AIA Document G612™-2017, Owner's Instructions to the Architect, Parts A and B will be completed prior to using this document.

## ARTICLE 1 DEFINITIONS

§ 1.1 Bidding Documents include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the Notice of Bid Letting, included in the bidding documents, Instructions to Bidders, supplementary instructions to bidders, the bid form, and any other bidding forms. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Contractor and that Agreement's Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda, and all other documents enumerated in Article 8 of these Instructions.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, or in other Proposed Contract Documents apply to the Bidding Documents.

§ 1.3 Addenda are written or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents, to which Work may be added or deleted by sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from, or that does not change, the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment, or labor for a portion of the Work.

## ARTICLE 2 BIDDER'S REPRESENTATIONS

§ 2.1 By submitting a Bid, the Bidder represents that:

- .1 the Bidder has read and understands the Bidding Documents;
- .2 the Bidder understands how the Bidding Documents relate to other portions of the Project, if any, being bid concurrently or presently under construction;
- .3 the Bid complies with the Bidding Documents;
- .4 the Bidder has visited the site, become familiar with local conditions under which the Work is to be performed, and has correlated the Bidder's observations with the requirements of the Proposed Contract Documents;
- .5 the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception; and
- .6 the Bidder has read and understands the provisions for liquidated damages, if any, set forth in the form of Agreement between the Owner and Contractor.

## ARTICLE 3 BIDDING DOCUMENTS

### § 3.1 Distribution

§ 3.1.1 Bidders shall obtain complete Bidding Documents, as indicated below, from the issuing office designated in the advertisement or invitation to bid, for the deposit sum, if any, stated therein.

*(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall obtain Bidding Documents.)*

§ 3.1.2 Any required deposit shall be refunded to Bidders who submit a bona fide Bid and return the paper Bidding Documents in good condition within ten days after receipt of Bids. The cost to replace missing or damaged paper documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the paper Bidding Documents, and the Bidder's deposit will be refunded.

§ 3.1.3 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the advertisement or invitation to bid, or in supplementary instructions to bidders.

§ 3.1.4 Bidders shall use complete Bidding Documents in preparing Bids. Neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete Bidding Documents.

§ 3.1.5 The Bidding Documents will be available for the sole purpose of obtaining Bids on the Work. No license or grant of use is conferred by distribution of the Bidding Documents.

### § 3.2 Modification or Interpretation of Bidding Documents

§ 3.2.1 The Bidder shall carefully study the Bidding Documents, shall examine the site and local conditions, and shall notify the Architect of errors, inconsistencies, or ambiguities discovered and request clarification or interpretation pursuant to Section 3.2.2.

§ 3.2.2 Requests for clarification or interpretation of the Bidding Documents shall be submitted by the Bidder in writing and shall be received by the Architect at least seven days prior to the date for receipt of Bids.  
*(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall submit requests for clarification and interpretation.)*

§ 3.2.3 Modifications and interpretations of the Bidding Documents shall be made by Addendum. Modifications and interpretations of the Bidding Documents made in any other manner shall not be binding, and Bidders shall not rely upon them.

### § 3.3 Substitutions

§ 3.3.1 The materials, products, and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

#### § 3.3.2 Substitution Process

§ 3.3.2.1 Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Bids. Requests shall be submitted in the same manner as that established for submitting clarifications and interpretations in Section 3.2.2.

§ 3.3.2.2 Bidders shall submit substitution requests on a Substitution Request Form if one is provided in the Bidding Documents.

§ 3.3.2.3 If a Substitution Request Form is not provided, requests shall include (1) the name of the material or equipment specified in the Bidding Documents; (2) the reason for the requested substitution; (3) a complete description of the proposed substitution including the name of the material or equipment proposed as the substitute, performance and test data, and relevant drawings; and (4) any other information necessary for an evaluation. The request shall include a statement setting forth changes in other materials, equipment, or other portions of the Work, including changes in the work of other contracts or the impact on any Project Certifications (such as LEED), that will result from incorporation of the proposed substitution.

§ 3.3.3 The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.4 If the Architect approves a proposed substitution prior to receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3.5 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

**§ 3.4 Addenda**

§ 3.4.1 Addenda will be transmitted to Bidders known by the issuing office to have received complete Bidding Documents.

*(Indicate how, such as by email, website, host site/platform, paper copy, or other method Addenda will be transmitted.)*

§ 3.4.2 Addenda will be available where Bidding Documents are on file.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Prior to submitting a Bid, each Bidder shall ascertain that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

**ARTICLE 4 BIDDING PROCEDURES**

**§ 4.1 Preparation of Bids**

§ 4.1.1 Bids shall be submitted on the forms included with or identified in the Bidding Documents.

§ 4.1.2 All blanks on the bid form shall be legibly executed. Paper bid forms shall be executed in a non-erasable medium.

§ 4.1.3 Sums shall be expressed in both words and numbers, unless noted otherwise on the bid form. In case of discrepancy, the amount entered in words shall govern.

§ 4.1.4 Edits to entries made on paper bid forms must be initialed by the signer of the Bid.

§ 4.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.

§ 4.1.6 Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall neither make additional stipulations on the bid form nor qualify the Bid in any other manner.

§ 4.1.7 Each copy of the Bid shall state the legal name and legal status of the Bidder. As part of the documentation submitted with the Bid, the Bidder shall provide evidence of its legal authority to perform the Work in the jurisdiction where the Project is located. Each copy of the Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further name the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached, certifying the agent's authority to bind the Bidder.

§ 4.1.8 A Bidder shall incur all costs associated with the preparation of its Bid.

**§ 4.2 Bid Security**

§ 4.2.1 Each Bid shall be accompanied by the following bid security:

*(Insert the form and amount of bid security.)*

Five Percent (5%) of bid amount

§ 4.2.2 The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and shall, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. In the event the Owner fails to comply with Section 6.2, the amount of the bid security shall not be forfeited to the Owner.

§ 4.2.3 If a surety bond is required as bid security, it shall be written on AIA Document A310™, Bid Bond, unless otherwise provided in the Bidding Documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of an acceptable power of attorney. The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 4.2.4 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning Forty-Five (45) days after the opening of Bids, withdraw its Bid and request the return of its bid security.

#### § 4.3 Submission of Bids

§ 4.3.1 A Bidder shall submit its Bid as indicated below:

*(Indicate how, such as by website, host site/platform, paper copy, or other method Bidders shall submit their Bid.)*

On paper form at time and place as indicated in Notice of Letting.

§ 4.3.2 Paper copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address, and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

§ 4.3.3 Bids shall be submitted by the date and time and at the place indicated in the invitation to bid. Bids submitted after the date and time for receipt of Bids, or at an incorrect place, will not be accepted.

§ 4.3.4 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

§ 4.3.5 A Bid submitted by any method other than as provided in this Section 4.3 will not be accepted.

#### § 4.4 Modification or Withdrawal of Bid

§ 4.4.1 Prior to the date and time designated for receipt of Bids, a Bidder may submit a new Bid to replace a Bid previously submitted, or withdraw its Bid entirely, by notice to the party designated to receive the Bids. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Bids. The receiving party shall verify that replaced or withdrawn Bids are removed from the other submitted Bids and not considered. Notice of submission of a replacement Bid or withdrawal of a Bid shall be worded so as not to reveal the amount of the original Bid.

§ 4.4.2 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids in the same format as that established in Section 4.3, provided they fully conform with these Instructions to Bidders. Bid security shall be in an amount sufficient for the Bid as resubmitted.

§ 4.4.3 After the date and time designated for receipt of Bids, a Bidder who discovers that it made a clerical error in its Bid shall notify the Architect of such error within two days, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Bid. Upon providing evidence of such error to the reasonable satisfaction of the Architect, the Bid shall be withdrawn and not resubmitted. If a Bid is withdrawn pursuant to this Section 4.4.3, the bid security will be attended to as follows:

*(State the terms and conditions, such as Bid rank, for returning or retaining the bid security.)*

### ARTICLE 5 CONSIDERATION OF BIDS

#### § 5.1 Opening of Bids

If stipulated in an advertisement or invitation to bid, or when otherwise required by law, Bids properly identified and received within the specified time limits will be publicly opened and read aloud. A summary of the Bids may be made available to Bidders.

## § 5.2 Rejection of Bids

Unless otherwise prohibited by law, the Owner shall have the right to reject any or all Bids.

## § 5.3 Acceptance of Bid (Award)

§ 5.3.1 It is the intent of the Owner to award a Contract to the lowest responsive and responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. Unless otherwise prohibited by law, the Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.

§ 5.3.2 Unless otherwise prohibited by law, the Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.

## ARTICLE 6 POST-BID INFORMATION

### § 6.1 Contractor's Qualification Statement

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request and within the timeframe specified by the Architect, a properly executed AIA Document A305™, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted for this Bid.

*(Paragraphs deleted)*

### § 6.3 Submittals

§ 6.3.1 After notification of selection for the award of the Contract, the Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, submit in writing to the Owner through the Architect:

- .1 a designation of the Work to be performed with the Bidder's own forces;
- .2 names of the principal products and systems proposed for the Work and the manufacturers and suppliers of each; and
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

§ 6.3.2 The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

§ 6.3.3 Prior to the execution of the Contract, the Architect will notify the Bidder if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, withdraw the Bid or submit an acceptable substitute person or entity. The Bidder may also submit any required adjustment in the Base Bid or Alternate Bid to account for the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

§ 6.3.4 Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

## ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND

### § 7.1 Bond Requirements

§ 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder.

§ 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

§ 7.1.3 The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 7.1.4 Unless otherwise indicated below, the Penal Sum of the Payment and Performance Bonds shall be the amount of the Contract Sum.

*(If Payment or Performance Bonds are to be in an amount other than 100% of the Contract Sum, indicate the dollar amount or percentage of the Contract Sum.)*

**§ 7.2 Time of Delivery and Form of Bonds**

**§ 7.2.1** The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to commence sooner in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

**§ 7.2.2** Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond.

**§ 7.2.3** The bonds shall be dated on or after the date of the Contract.

**§ 7.2.4** The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix to the bond a certified and current copy of the power of attorney.

**ARTICLE 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS**

**§ 8.1** Copies of the proposed Contract Documents have been made available to the Bidder and consist of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor, unless otherwise stated below.  
*(Insert the complete AIA Document number, including year, and Document title.)*

*(Paragraphs deleted)*

- .2 AIA Document A201™–2017, General Conditions of the Contract for Construction, unless otherwise stated below.  
*(Insert the complete AIA Document number, including year, and Document title.)*

*(Paragraphs deleted)*

- .3 Drawings

Number	Title	Date
T.02	Title	6/23/2022
S1.01	Wall-Reinforcement Details	6/23/2022
A0.01	Specifications	6/23/2022
A2.00	Plans	6/23/2022

- .4 Specifications

Section	Title	Date	Pages
On drawings			

- .5 Addenda:

Number	Date	Pages
--------	------	-------

- .6 Other Exhibits:

*(Check all boxes that apply and include appropriate information identifying the exhibit where required.)*



AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:  
(Insert the date of the E204-2017.)

The Sustainability Plan:

Title	Date	Pages
-------	------	-------

Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
	Supplementary Conditions	6/23/2022	1

**.7** Other documents listed below:

(List here any additional documents that are intended to form part of the Proposed Contract Documents.)

## SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

## 1.1 INSTRUCTIONS TO BIDDERS

- A. Instructions to Bidders for Project consist of the following:
1. AIA Document A701 - 2017, "Instructions to Bidders," included in the Bidding Documents.
  2. The following Supplementary Instructions to Bidders that modify and add to the requirements of the Instructions to Bidders.

## 1.2 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, GENERAL

- A. The following supplements modify AIA Document A701 - 2017, "Instructions to Bidders." Where a portion of the Instructions to Bidders is modified or deleted by these Supplementary Instructions to Bidders, unaltered portions of the Instructions to Bidders shall remain in effect.

## 1.3 ARTICLE 2 - BIDDER'S REPRESENTATIONS

- A. Add Section 2.1.4.1:
1. 2.1.4.1 - The Bidder has investigated all required fees, permits, and regulatory requirements of authorities having jurisdiction and has properly included in the submitted bid the cost of such fees, permits, and requirements not otherwise indicated as provided by Owner.
- B. Add Section 2.1.4.2:
1. 2.1.4.2 – A Pre-Bid Conference for all interested Contractors, Sub-Contractors, Suppliers and others will be held on Thurs., September 8 at 10:00 A.M. The meeting will be at the Trosper Hoyt County Services Building, 822 Douglas St., Sioux City, Iowa.
- C. Add Section 2.1.7:
1. 2.1.7 - The Bidder is a properly licensed Contractor according to the laws and regulations of State of Iowa and meets qualifications indicated in the Procurement and Contracting Documents.

## 1.4 ARTICLE 3 - BIDDING DOCUMENTS

- A. 3.4 - Addenda:
1. Delete Section 3.4.3 and replace with the following:
    - a. 3.4.3 - Addenda may be issued at any time prior to the receipt of bids.
  2. Add Section 3.4.4.1:
    - a. 3.4.4.1 - Owner may elect to waive the requirement for acknowledging receipt of 3.4.4 Addenda as follows:

- 1) 3.4.4.1.1 - Information received as part of the Bid indicates that the Bid, as submitted, reflects modifications to the Procurement and Contracting Documents included in an unacknowledged Addendum.
- 2) 3.4.4.1.2 - Modifications to the Procurement and Contracting Documents in an unacknowledged Addendum do not, in the opinion of Owner, affect the Contract Sum or Contract Time.

## 1.5 ARTICLE 4 - BIDDING PROCEDURES

### A. 4.1 - Preparation of Bids:

1. Add Section 4.1.1.1:
  - a. 4.1.1.1 - Printable electronic Bid Forms and related documents are available from Architect.
2. Add Section 4.1.9:
  - a. 4.1.9 - Owner may elect to disqualify a bid due to failure to submit a bid in the form requested, failure to bid requested alternates or unit prices, failure to complete entries in all blanks in the Bid Form, or inclusion by the Bidder of any alternates, conditions, limitations or provisions not called for.
3. Add Section 4.1.10:
  - a. 4.1.10 - Bids shall not include sales and use taxes. The County will obtain a "tax exemption certificate" from the State of Iowa and will furnish it to all Prime Contractors, Sub-Contractors and Suppliers. The tax exemption includes Iowa sales tax and any local option sales tax that may be applicable.

## 1.6 ARTICLE 7 - PERFORMANCE BOND AND PAYMENT BOND

### A. 7.1 - Bond Requirements:

1. Add Section 7.1.1.1:
  - a. 7.1.1.1 - Both a Performance Bond and a Payment Bond will be required, each in an amount equal to 100 percent of the Contract Sum.

## 1.7 ARTICLE 11 – ISSUANCE OF DRAWINGS AND SPECIFICATIONS

A. Contract Documents may be examined at the office of the Architect, the office of the County Engineer or obtained from the reprographer, Sioux City Blueprint (712) 258-6840 for a \$50 refundable deposit. Contract Documents may also be examined at the following Building Exchanges:

1. Sioux City Construction League, 3900 Stadium Drive, Sioux City, IA 51106.
2. Plains Builder's Exchange, 220 N. Kiwanis Ave., Sioux Falls, SD 57104.
3. Sioux Falls Builder's Exchange, 1418 C Ave., Sioux Falls, SD 57104.
4. North Iowa Builder's Exchange, 15 W. State Street, Mason City, IA 50401.
5. Greater Fort Dodge Growth Alliance, 24 N. 9th Street, Fort Dodge, IA 50501.

6. Omaha Builder's Exchange, 4159 S. 94th Street, Omaha, NE 68127.
7. Master Builders of Iowa, 221 Park Street, Des Moines, IA 50309.

1.8 ARTICLE 12 – SITE EXAMINATION

- A. Each Bidder, by submitting a bid, represents that he has visited the site to become acquainted with the scope of work; conditions of the site; facilities for delivery, storing, placing and handling of materials and equipment; other work being performed; other work in place; and other obstacles, conditions, or relevant matters concerning the work to be performed.

The successful Bidder will not be allowed extra compensation for any matter or thing which the Bidder may have informed themselves of prior to submitting a Bid.

**BID FORM**

**THE PROJECT AND THE PARTIES**

**1.01 TO:**

- A. Owner  
     Woodbury County, Iowa  
     620 Douglas Street  
     Sioux City, Iowa 51101

**1.02 FOR:**

- A. Project: Trosper Hoyt Wall Repairs  
     1. 822 Douglas St, Sioux City, IA 51101
- B. Architect's Project Number: SC22038

**1.03 DATE: \_\_\_\_\_ (BIDDER TO ENTER DATE)**

**1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)**

- A. Bidder's Full Name \_\_\_\_\_
- 1. Address \_\_\_\_\_
- 2. City, State, Zip \_\_\_\_\_

**1.05 OFFER**

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by CMBA Architects and their Consultants for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. **BASE BID:** \_\_\_\_\_ dollars  
     (\$ \_\_\_\_\_), in lawful money of the United States of America.
- C. We have included the required security deposit as required by the Instruction to Bidders.
- D. Project is sales tax exempt.

**1.06 ACCEPTANCE**

- A. This offer shall be open to acceptance and is irrevocable for forty-five (45) days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
  - 1. Execute the Agreement within seven days of receipt of Notice of Award.
  - 2. Furnish the required bonds within seven days of receipt of Notice of Award.
  - 3. Commence work within seven days after written Notice to Proceed of this bid.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders, unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**1.07 CONTRACT TIME**

- A. If this Bid is accepted, we will complete the Work as follows:
  - 1. Work to be substantially complete by November 30,2022

**1.08 CHANGES TO THE WORK**

- A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
  - 1. \_\_\_\_\_ percent overhead and profit on the net cost of our own Work;
  - 2. \_\_\_\_\_ percent on the cost of work done by any Subcontractor.
- B. On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus \_\_\_\_\_ of the overhead and profit percentage noted above.

**1.09 ADDENDA**

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
  - 1. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  - 2. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.

**1.10 BID FORM SIGNATURE(S)**

- A. The Corporate Seal of
- B. \_\_\_\_\_
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:
- E. \_\_\_\_\_
- F. (Authorized signing officer, Title)
- G. \_\_\_\_\_
- H. (Authorized signing officer, Title)

**END OF SECTION**

 **AIA**® Document A101® – 2017

**Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum**

**AGREEMENT** made as of the    day of    in the year  
*(In words, indicate day, month and year.)*

**BETWEEN** the Owner:  
*(Name, legal status, address and other information)*

Woodbury County  
620 Douglas St.  
Sioux City, IA 51101

and the Contractor:  
*(Name, legal status, address and other information)*

for the following Project:  
*(Name, location and detailed description)*

SC22038 Trospen Hoyt-Wall Repairs  
Trospen Hoyt County Services Building  
822 Douglas St.  
Sioux City, IA 51101

The Architect:  
*(Name, legal status, address and other information)*

Cannon Moss Brygger & Associates P.C.  
dba CMBA Architects  
302 Jones Street, Suite 200  
Sioux City, IA 51101

The Owner and Contractor agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

**TABLE OF ARTICLES**

- 1 THE CONTRACT DOCUMENTS**
- 2 THE WORK OF THIS CONTRACT**
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- 4 CONTRACT SUM**
- 5 PAYMENTS**
- 6 DISPUTE RESOLUTION**
- 7 TERMINATION OR SUSPENSION**
- 8 MISCELLANEOUS PROVISIONS**
- 9 ENUMERATION OF CONTRACT DOCUMENTS**

**EXHIBIT A INSURANCE AND BONDS**

**ARTICLE 1 THE CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

**ARTICLE 2 THE WORK OF THIS CONTRACT**

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

**ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

**§ 3.1** The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

- The date of this Agreement.
- A date set forth in a notice to proceed issued by the Owner.
- Established as follows:  
*(Insert a date or a means to determine the date of commencement of the Work.)*

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

**§ 3.2** The Contract Time shall be measured from the date of commencement of the Work.

**§ 3.3 Substantial Completion**

**§ 3.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

*(Check one of the following boxes and complete the necessary information.)*

Init.



[ ] Not later than ( ) calendar days from the date of commencement of the Work.

[ X ] By the following date: October 31, 2022

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

#### ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be (\$ ), subject to additions and deductions as provided in the Contract Documents.

#### § 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
------	-------

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. (Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
------	-------	---------------------------

§ 4.3 Allowances, if any, included in the Contract Sum: (Identify each allowance.)

Item	Price
Not Applicable (N/A)	

§ 4.4 Unit prices, if any: (Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
N/A		

§ 4.5 Liquidated damages, if any: (Insert terms and conditions for liquidated damages, if any.)

N/A

§ 4.6 Other: (Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

## ARTICLE 5 PAYMENTS

### § 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the last day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the twenty-fifth (25<sup>th</sup>) day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty ( 30 ) days after the Architect receives the Application for Payment.

*(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

### § 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

*(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)*

Five percent (5%)

Init.

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User Notes:

(1699570499)

§ 5.1.7.1.1 The following items are not subject to retainage:  
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:  
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

N/A

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:  
(Insert any other conditions for release of retainage upon Substantial Completion.)

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

#### § 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

*(Paragraphs deleted)*

### ARTICLE 6 DISPUTE RESOLUTION

#### § 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

#### § 6.2 Binding Dispute Resolution

For any Claim the method of binding dispute resolution shall be as follows:

*(Check the appropriate box.)*

Init.

- Arbitration pursuant to Section 15.4 of AIA Document A201–2017
- Litigation in a court of competent jurisdiction
- Other (*Specify*)

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

#### **ARTICLE 7 TERMINATION OR SUSPENSION**

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner’s convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

*(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner’s convenience.)*

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

#### **ARTICLE 8 MISCELLANEOUS PROVISIONS**

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:  
*(Name, address, email address, and other information)*

Kenny Schmitz, Director Bldg. Services  
Woodbury County  
401 8<sup>th</sup> Street  
Sioux City, IA 51101

§ 8.3 The Contractor’s representative:  
*(Name, address, email address, and other information)*

§ 8.4 Neither the Owner’s nor the Contractor’s representative shall be changed without ten days’ prior notice to the other party.

#### **§ 8.5 Insurance and Bonds**

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in Supplementary Conditions.

Init.

§ 8.5.2 The Contractor shall provide bonds as set forth in Notice of Letting.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

*(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)*

§ 8.7 Other provisions:

#### ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A201™–2017, General Conditions of the Contract for Construction

*(Paragraphs deleted)*

- .3 Drawings

Number	Title	Date
T.02	Title	6/23/2022
S1.01	Wall-Reinforcement Details	6/23/2022
A0.01	Specifications	6/23/2022
A2.00	Plans	6/23/2022

- .4 Specifications

Section	Title	Date	Pages
On drawings			

- .5 Addenda, if any:

Number	Date	Pages
--------	------	-------

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

- .6 Other Exhibits:

*(Check all boxes that apply and include appropriate information identifying the exhibit where required.)*

AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204-2017 incorporated into this Agreement.)*

The Sustainability Plan:

Title	Date	Pages
-------	------	-------

Supplementary and other Conditions of the Contract:

Init.

Document	Title	Date	Pages
	Supplementary Conditions	6/23/2022	1

- .9** Other documents, if any, listed below:  
*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)*

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** *(Signature)*

\_\_\_\_\_  
**CONTRACTOR** *(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*(Printed name and title)*



# AIA® Document A201® – 2017

## General Conditions of the Contract for Construction

**for the following PROJECT:**

*(Name and location or address)*

SC22038 Trosper Hoyt-Wall Repairs  
Trosper Hoyt County Services Building  
822 Douglas St.  
Sioux City, IA 51101

**THE OWNER:**

*(Name, legal status and address)*

Woodbury County  
620 Douglas Street  
Sioux City, IA 51101

**THE ARCHITECT:**

*(Name, legal status and address)*

Cannon Moss Brygger & Associates P.C.  
dba CMBA Architects  
302 Jones Street, Suite 200  
Sioux City, IA 51101

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- 7 CHANGES IN THE WORK
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- 9 PAYMENTS AND COMPLETION
- 10 PROTECTION OF PERSONS AND PROPERTY
- 11 INSURANCE AND BONDS
- 12 UNCOVERING AND CORRECTION OF WORK
- 13 MISCELLANEOUS PROVISIONS

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

Init.

14 TERMINATION OR SUSPENSION OF THE CONTRACT

15 CLAIMS AND DISPUTES

Init.



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## **ARTICLE 1 GENERAL PROVISIONS**

### **§ 1.1 Basic Definitions**

#### **§ 1.1.1 The Contract Documents**

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

#### **§ 1.1.2 The Contract**

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

#### **§ 1.1.3 The Work**

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

#### **§ 1.1.4 The Project**

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

#### **§ 1.1.5 The Drawings**

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

#### **§ 1.1.6 The Specifications**

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

#### **§ 1.1.7 Instruments of Service**

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### **§ 1.1.8 Initial Decision Maker**

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

### **§ 1.2 Correlation and Intent of the Contract Documents**

**§ 1.2.1** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.



§ 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

§ 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

### § 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

### § 1.4 Interpretation

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

### § 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.5.1 The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

### § 1.6 Notice

§ 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

§ 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

### § 1.7 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

### § 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk

and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## **ARTICLE 2 OWNER**

### **§ 2.1 General**

**§ 2.1.1** The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

**§ 2.1.2** The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

*(Paragraphs deleted)*

### **§ 2.3 Information and Services Required of the Owner**

**§ 2.3.1** Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

**§ 2.3.2** The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

**§ 2.3.3** If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

**§ 2.3.4** The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

**§ 2.3.5** The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

**§ 2.3.6** Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

### **§ 2.4 Owner's Right to Stop the Work**

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

### **§ 2.5 Owner's Right to Carry Out the Work**

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for

Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

## **ARTICLE 3 CONTRACTOR**

### **§ 3.1 General**

**§ 3.1.1** The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

**§ 3.1.2** The Contractor shall perform the Work in accordance with the Contract Documents.

**§ 3.1.3** The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

### **§ 3.2 Review of Contract Documents and Field Conditions by Contractor**

**§ 3.2.1** Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

**§ 3.2.2** Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

**§ 3.2.3** The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

**§ 3.2.4** If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

### **§ 3.3 Supervision and Construction Procedures**

**§ 3.3.1** The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor

shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

**§ 3.3.2** The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

**§ 3.3.3** The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

### **§ 3.4 Labor and Materials**

**§ 3.4.1** Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

**§ 3.4.2** Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

**§ 3.4.3** The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

### **§ 3.5 Warranty**

**§ 3.5.1** The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

**§ 3.5.2** All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

### **§ 3.6 Taxes**

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

### **§ 3.7 Permits, Fees, Notices and Compliance with Laws**

**§ 3.7.1** Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

**§ 3.7.2** The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

§ 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

**§ 3.7.4 Concealed or Unknown Conditions**

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

**§ 3.8 Allowances**

§ 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

§ 3.8.2 Unless otherwise provided in the Contract Documents,

- .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
- .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

§ 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

**§ 3.9 Superintendent**

§ 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

§ 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

**§ 3.10 Contractor's Construction and Submittal Schedules**

**§ 3.10.1** The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.

**§ 3.10.2** The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

**§ 3.10.3** The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

**§ 3.11 Documents and Samples at the Site**

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

**§ 3.12 Shop Drawings, Product Data and Samples**

**§ 3.12.1** Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

**§ 3.12.2** Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

**§ 3.12.3** Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.

**§ 3.12.4** Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

**§ 3.12.5** The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.

**§ 3.12.6** By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and

coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

§ 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.

§ 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

§ 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.

§ 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

§ 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

### § 3.13 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

### § 3.14 Cutting and Patching

§ 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.

§ 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except



with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

### **§ 3.15 Cleaning Up**

**§ 3.15.1** The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

**§ 3.15.2** If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

### **§ 3.16 Access to Work**

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

### **§ 3.17 Royalties, Patents and Copyrights**

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

### **§ 3.18 Indemnification**

**§ 3.18.1** To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

**§ 3.18.2** In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

## **ARTICLE 4 ARCHITECT**

### **§ 4.1 General**

**§ 4.1.1** The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

**§ 4.1.2** Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

### **§ 4.2 Administration of the Contract**

**§ 4.2.1** The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.



§ 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

§ 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

#### § 4.2.4 Communications

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

§ 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

§ 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

§ 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.

§ 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

§ 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

## **ARTICLE 5 SUBCONTRACTORS**

### **§ 5.1 Definitions**

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.

§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

### **§ 5.2 Award of Subcontracts and Other Contracts for Portions of the Work**

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

§ 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

### **§ 5.3 Subcontractual Relations**

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

### **§ 5.4 Contingent Assignment of Subcontracts**

- § 5.4.1** Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that
- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
  - .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

**§ 5.4.2** Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

**§ 5.4.3** Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

## **ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**

### **§ 6.1 Owner's Right to Perform Construction and to Award Separate Contracts**

**§ 6.1.1** The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

**§ 6.1.2** When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

**§ 6.1.3** The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.

**§ 6.1.4** Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors

shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

#### **§ 6.2 Mutual Responsibility**

**§ 6.2.1** The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

**§ 6.2.2** If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

**§ 6.2.3** The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.

**§ 6.2.4** The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.

**§ 6.2.5** The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

#### **§ 6.3 Owner's Right to Clean Up**

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

### **ARTICLE 7 CHANGES IN THE WORK**

#### **§ 7.1 General**

**§ 7.1.1** Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

**§ 7.1.2** A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.

**§ 7.1.3** Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

#### **§ 7.2 Change Orders**

**§ 7.2.1** A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

#### **§ 7.3 Construction Change Directives**

**§ 7.3.1** A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract

Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

**§ 7.3.2** A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

**§ 7.3.3** If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.4.

**§ 7.3.4** If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- .5 Costs of supervision and field office personnel directly attributable to the change.

**§ 7.3.5** If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

**§ 7.3.6** Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

**§ 7.3.7** A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

**§ 7.3.8** The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

**§ 7.3.9** Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

#### § 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

### ARTICLE 8 TIME

#### § 8.1 Definitions

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

#### § 8.2 Progress and Completion

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

§ 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

#### § 8.3 Delays and Extensions of Time

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.

§ 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

### ARTICLE 9 PAYMENTS AND COMPLETION

#### § 9.1 Contract Sum

§ 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

**§ 9.1.2** If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

## **§ 9.2 Schedule of Values**

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

## **§ 9.3 Applications for Payment**

**§ 9.3.1** At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

**§ 9.3.1.1** As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

**§ 9.3.1.2** Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

**§ 9.3.2** Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.

**§ 9.3.3** The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

## **§ 9.4 Certificates for Payment**

**§ 9.4.1** The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.

**§ 9.4.2** The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount

certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### **§ 9.5 Decisions to Withhold Certification**

**§ 9.5.1** The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

**§ 9.5.2** When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

**§ 9.5.3** When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.

**§ 9.5.4** If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

#### **§ 9.6 Progress Payments**

**§ 9.6.1** After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

**§ 9.6.2** The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

**§ 9.6.3** The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.



§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.

§ 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

§ 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

#### § 9.7 Failure of Payment

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

#### § 9.8 Substantial Completion

§ 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

§ 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

§ 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time

within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

**§ 9.8.5** The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

**§ 9.9 Partial Occupancy or Use**

**§ 9.9.1** The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

**§ 9.9.2** Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

**§ 9.9.3** Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

**§ 9.10 Final Completion and Final Payment**

**§ 9.10.1** Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

**§ 9.10.2** Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

**§ 9.10.3** If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the

Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

**§ 9.10.4** The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

**§ 9.10.5** Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

## **ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY**

### **§ 10.1 Safety Precautions and Programs**

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

### **§ 10.2 Safety of Persons and Property**

**§ 10.2.1** The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

**§ 10.2.2** The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.

**§ 10.2.3** The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.

**§ 10.2.4** When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

**§ 10.2.5** The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

§ 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

§ 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

**§ 10.2.8 Injury or Damage to Person or Property**

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

**§ 10.3 Hazardous Materials and Substances**

§ 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

§ 10.3.2 Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

§ 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 10.3.4 The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

§ 10.3.5 The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

§ 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

#### § 10.4 Emergencies

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

### ARTICLE 11 INSURANCE AND BONDS

#### § 11.1 Contractor's Insurance and Bonds

§ 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

§ 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

§ 11.1.4 **Notice of Cancellation or Expiration of Contractor's Required Insurance.** Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

#### § 11.2 Owner's Insurance

§ 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

§ 11.2.2 **Failure to Purchase Required Property Insurance.** If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

§ 11.2.3 **Notice of Cancellation or Expiration of Owner's Required Property Insurance.** Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor,

Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

### **§ 11.3 Waivers of Subrogation**

**§ 11.3.1** The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

**§ 11.3.2** If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

### **§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance**

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

### **§11.5 Adjustment and Settlement of Insured Loss**

**§ 11.5.1** A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

**§ 11.5.2** Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

## **ARTICLE 12 UNCOVERING AND CORRECTION OF WORK**

### **§ 12.1 Uncovering of Work**

**§ 12.1.1** If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

## § 12.2 Correction of Work

### § 12.2.1 Before Substantial Completion

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

### § 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

§ 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

§ 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

§ 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

§ 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

## § 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

## **ARTICLE 13 MISCELLANEOUS PROVISIONS**

### **§ 13.1 Governing Law**

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

### **§ 13.2 Successors and Assigns**

**§ 13.2.1** The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

**§ 13.2.2** The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

### **§ 13.3 Rights and Remedies**

**§ 13.3.1** Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

**§ 13.3.2** No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

### **§ 13.4 Tests and Inspections**

**§ 13.4.1** Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

**§ 13.4.2** If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

**§ 13.4.3** If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.

**§ 13.4.4** Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

**§ 13.4.5** If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

**§ 13.4.6** Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.



**§ 13.5 Interest**

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

**ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT**

**§ 14.1 Termination by the Contractor**

**§ 14.1.1** The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

**§ 14.1.2** The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

**§ 14.1.3** If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed.

**§ 14.1.4** If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

**§ 14.2 Termination by the Owner for Cause**

**§ 14.2.1** The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

**§ 14.2.2** When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

**§ 14.2.3** When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

Init.

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

**§ 14.3 Suspension by the Owner for Convenience**

§ 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

§ 14.3.2 The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

**§ 14.4 Termination by the Owner for Convenience**

§ 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

§ 14.4.2 Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;
- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
- .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

§ 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

**ARTICLE 15 CLAIMS AND DISPUTES**

**§ 15.1 Claims**

**§ 15.1.1 Definition**

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

*(Paragraphs deleted)*

**§ 15.1.3 Notice of Claims**

§ 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

**§ 15.1.4 Continuing Contract Performance**

**§ 15.1.4.1** Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

**§ 15.1.4.2** The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

**§ 15.1.5 Claims for Additional Cost**

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

**§ 15.1.6 Claims for Additional Time**

**§ 15.1.6.1** If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

**§ 15.1.6.2** If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

**§ 15.1.7 Waiver of Claims for Consequential Damages**

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

**§ 15.2 Initial Decision**

**§ 15.2.1** Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

**§ 15.2.2** The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

**§ 15.2.3** In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

§ 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

§ 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties.

*(Paragraphs deleted)*

§ 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

*(Paragraphs deleted)*

**SUPPLEMENTARY CONDITIONS**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. These Supplementary Conditions amend and supplement the A201 – 2017 General Conditions of the Contract for Construction and other provisions of the Contract Documents as indicated below. Provisions that are not so amended or supplemented remain in full force and effect.
- B. The terms used in these Supplementary Conditions that are defined in the General Conditions have the meanings assigned to them in the General Conditions.

**1.02 MODIFICATIONS TO GENERAL CONDITIONS**

- A. Article 11 - Insurance and Bonds:
  - 1. Add Paragraph 11.1.1.1: The minimum policy limits of such insurance shall be as follows:
    - a. Workmen's Compensation: Statutory.
    - b. Employer's Liability: \$500,000, each accident, employee.
    - c. General Liability:
      - 2) \$1,000,000 - per occurrence.
      - 3) \$2,000,000 - aggregate.
    - d. Motor Vehicle Liability Insurance:
      - 1) \$1,000,000 - per accident.
    - e. Umbrella Excess Liability:
      - 1) \$1,000,000
  - 2. Add Paragraph 11.2.1.1:
    - a. The Owner shall purchase and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, Property Insurance written on a Builder's Risk "all risk" or equivalent policy form in the amount of the initial Contract Sum, plus value of subsequent contract modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site of a replacement cost basis without optional deductibles.
- B. Article 12 - Uncovering and Correction of Work:
  - 1. Add Paragraph 12.1.3:
    - a. Should any uncharted underground obstruction be encountered that would cause a change in location of utility lines or building lines from that shown on the Drawings, the Contractor shall notify the Architect and obtain approval prior to proceeding with the Work. Any resultant change in Contract Price will be processed by Change Order.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

# TROSPER HOYT WALL REPAIRS

## WOODBURY COUNTY SIOUX CITY, IOWA



CMBA ARCHITECTS  
302 JONES STREET, STE 200 • SIOUX CITY, IA 51101 • (P) 712.274.2933

### SHEET INDEX

GENERAL	
T.02	TITLE
<b>STRUCTURAL</b>	
S1.B1	WALL REINFORCEMENT DETAILS
<b>ARCHITECTURAL</b>	
A0 01	SPECIFICATIONS
A2 00	PLANS



DATE: 6/23/2022  
PROJECT: SC22036

TITLE

TROSPER HOYT WALL REPAIRS  
WOODBURY COUNTY  
SIOUX CITY, IOWA

### PROFESSIONAL SEALS

<p><b>ARCHITECT</b></p> <p>I hereby certify that the portion of the technical subsection described below was prepared by me or under my direct supervision and I am a duly Licensed Architect under the laws of the State of IOWA.</p> <p><i>Terry J. Glade</i> Signature</p> <p>6/23/22 Date</p> <p>Printer Specification: <b>TERRY J. GLADE</b></p> <p>License Number: <b>3749</b></p> <p>My license renewal date is June 30 2024</p> <p>Pages of sheet covered by this seal: 1 of 05, 2 of 05</p>	<p><b>STRUCTURAL ENGINEER</b></p> <p>I hereby certify that the engineering discussion was prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer under the laws of the State of IOWA.</p> <p><i>Corey J. Erickson</i> Signature</p> <p>6/21/22 Date</p> <p>Printer Name: <b>COREY J. ERICKSON</b></p> <p>License renewal date: <b>DECEMBER 31, 2025</b></p> <p>Pages of sheet covered by this seal: 1 of 05</p> <p>Date Issued:</p>
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### REVISIONS

No.	Description	Date

IF THIS DRAWING IS NOT 34"x36" IT IS NOT TO SCALE

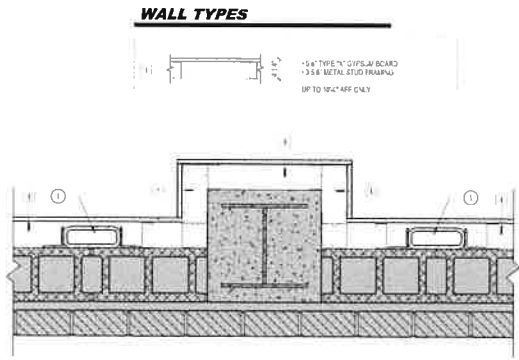
IF THIS DRAWING IS NOT 34"x36" IT IS NOT TO SCALE

SHEET  
**T.02**



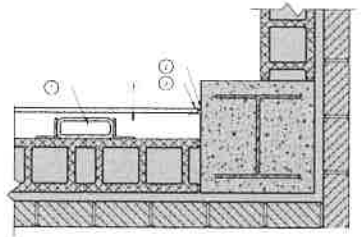




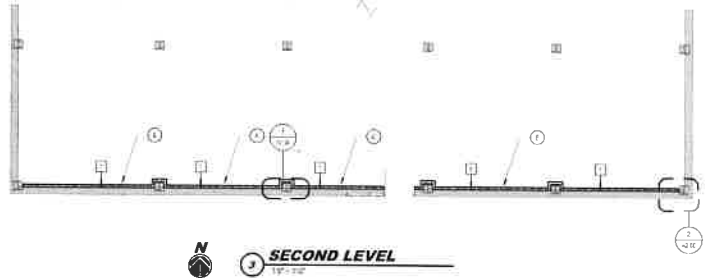


**WALL TYPES**

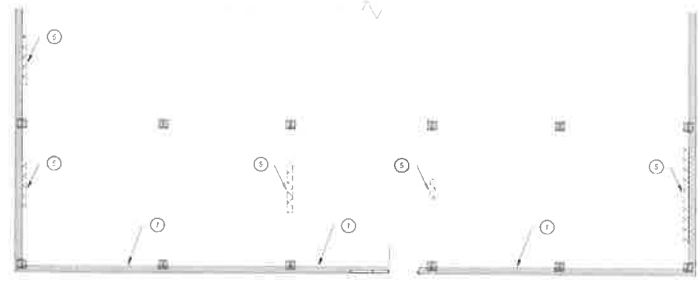
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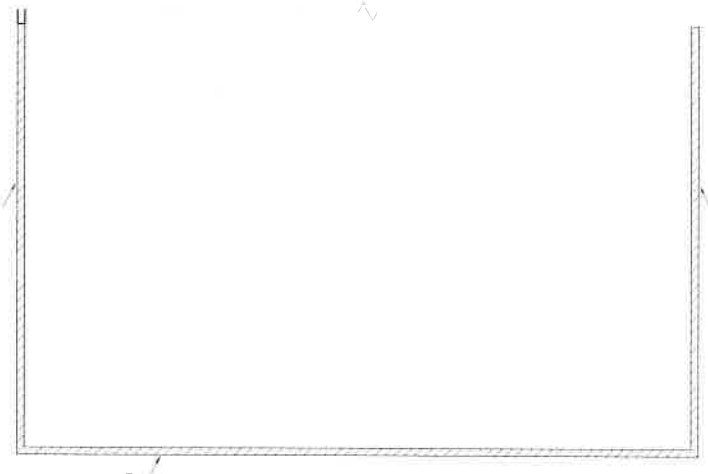
**2 PLAN DETAIL**  
1/12" = 1'-2"



**2 SECOND LEVEL**  
1/8" = 1'-0"



**3 THIRD LEVEL**  
1/8" = 1'-0"



**4 ROOF PLAN**  
1/8" = 1'-0"

**GENERAL NOTES**

- A FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS NOTIFY ARCHITECT OF ALL DISCREPANCIES PRIOR TO START OF WORK
- B "NOTES" ALL EXISTING EQUIPMENT AND ADJACENT MATERIALS REPAIR OR REPLACE DAMAGED EQUIPMENT AND MATERIALS
- C ALL EXISTING DRIPPING AND LEAKS FROM FACES OF WALL
- D ALL WALLS SHALL BE FINISHED TO EXTEND TO 2" ABOVE FINISH FLOOR LEVEL
- E ALL FINISHES SHALL BE PAINTED COLOR SELECTED BY OWNER
- F ALL EXPOSED STRUCTURE TO BE PAINTED COLOR SELECTED BY OWNER

**KEYNOTES**

- 1 18 GAUTOMATIC STEEL W/REIN FOR STRUCTURAL DRIPPING
- 2 CORRUGUS GALVNI
- 3 EDGE TRIM
- 4 GARD ME @ BAL - BURSTAR MANT AND SAFETY RAIL SEALANT ON TOP JOINTS AND BETWEEN COILING CAYS
- 5 APPLY THE FIRE STOPPING SPRAY EXPAND COILING BEAM JOINTS AND JOINTS AT THE END OF JOINTS
- 6 NEVER EXIST WALL SAGE THIS WALL ONLY
- 7 FINE WALL AND NEW STEEL STRUCTURE CAY THIS LEVEL NO FURRING AND GIP BOARD THIS LEVEL

**KEY PLAN**



**REVISIONS**

NO	DESCRIPTION	DATE

IF THIS DRAWING IS NOT 24"x36" IT IS NOT TO SCALE

3. DATE: 6/23/2022  
4. PROJECT: TROSPER HOYT WALL REPAIRS  
5. SHEET: A2.00

**CMBA ARCHITECTS**  
302 JONES ST, STE 200  
SIOUX CITY, IA 51101  
(P) 712.274.2933



DATE: 6/23/2022  
PROJECT: TROSPER HOYT WALL REPAIRS  
SHEET: A2.00

**PLANS**

**TROSPER HOYT WALL REPAIRS**  
**WOODBURY COUNTY**  
SIOUX CITY, IOWA

**SHEET**  
**A2.00**

(To be published on or before: August 29th, 2022)

NOTICE OF MEETING OF THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, STATE OF IOWA, ON PROPOSED CONTRACT DOCUMENTS AND ESTIMATED COSTS FOR PUBLIC IMPROVEMENT PROJECT.

PUBLIC NOTICE is hereby given that the Board of Supervisors of Woodbury County, State of Iowa, will hold a public hearing on the 6th day of September, 2022, at 4:40 P.M., in the Basement Boardroom, Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa, at which meeting the Board proposes to take additional action on the plans, specifications, form of contract, and estimated total cost of construction for the Trospen Hoyt South Wall Structural project. Documents are on file with the Woodbury County Building Services Office located at 401 8th Street, Sioux City, Iowa 51101 and may be inspected by any interested persons.

At the above meeting, the Board shall receive oral or written objections from any resident or property owner of the County to the above action. After all objections have been received and considered, the Board will, at the meeting or at any adjournment thereof, take additional action for the authorization of contract documents.

This notice is given by order of the Board of Supervisors of Woodbury County, State of Iowa, as provided by Sections 331.402 and 331.443 of the Code of Iowa.

Dated this 23rd day of August, 2022.

Woodbury County,

State of Iowa

(End of Notice)

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 8/17/22

Weekly Agenda Date: 8/23/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Scott Mitchell, Director Emer. Ser

**WORDING FOR AGENDA ITEM:**

Consideration to give the EMT, AEMT and Paramedic ARPA Retention Pay of 52,908.89 a year. Wage increase effective July 1, 2022.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The employes currently don't benefit from step increases which serve as a retention measure. A flat wage regardless of years of service fails to retain essential employees.

**BACKGROUND:**

After doing the research and looking at what the EMT, AEMT and Paramedic beginning wages were. My finding of them not getting raises, just cost of living raises, isn't conducive to keeping our valued employees. By raising the wages this will help to keep current employees working at Emergency Services and also will help in recruiting new employees to look at a career at Emergency Services. Emergency Services has been searching for a full time paramedic since April with no viable candidates.

**FINANCIAL IMPACT:**

There is no immediate impact. When these federal funds are no longer used, the cost will be absorbed into the Emergency Services budget and the board will discuss how best to fund the annual cost of up to \$52,908.89. Retention of these employees is very important.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

My recommendation is to approve using the ARPA fund for retention pay. Retention of these employees is very important to Emergency Services and to Woodbury County.

**ACTION REQUIRED / PROPOSED MOTION:**

To approve the funds using ARPA Retention Pay in FY23 for a wage increase effective July 1, 2022. EMT from \$19.57 to \$22.25. AEMT from \$20.16 to \$23.01 and Paramedic from \$22.25 to \$25.00.

## Comparison in Pay

### EMT

Sioux city Fire EMT **\$20.00 to \$27.32**

Emergany Sevices EMT now \$19.57 with \$2.68 raise to **\$22.25**

### AEMT

Soiux city Fire **\$20.68 to \$28.00**

Emergany Servies AEMT now \$20.16 with \$2.85 raise to **\$23.01**

### Paramedic

Sioux City Fire **\$21.36 to \$28.69**

Emergany Servies Paramedic now \$22.25 with a \$2.75 raise to **\$25.00**

With this retention pay it would bring the EMT, AEMT and  
Paramedic to the middle range of the Sioux City Fire.

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 8/18/22 Weekly Agenda Date: 8/23/2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** County Auditor & Recorder and County Treasurer

**WORDING FOR AGENDA ITEM:**

Consideration of Resolution Supporting Supplemental Pay to Appointed Deputies of the County Auditor & Recorder/Commissioner of Elections and County Treasurer

**ACTION REQUIRED:**

Approve Ordinance  Approve Resolution  Approve Motion   
Public Hearing  Other: Informational  Attachments

**EXECUTIVE SUMMARY:**

This resolution supports the payment of supplemental payments to appointed deputies who received a per pay period raise of 1%.

**BACKGROUND:**

The Board approved pay raises for county salaried positions of 4% per pay period and as a result of Board action some appointed deputies received a 1% per pay period increase. This resolution would support making supplemental payments to these deputies to place them on par with salaried wage plan employees.

**FINANCIAL IMPACT:**

\$12,600 is approved for longevity pay for these deputies in FY23, an additional \$17,414.03 would be needed to make up the difference.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

Approve a resolution supporting the payment of supplemental pay to six appointed deputies.

**ACTION REQUIRED / PROPOSED MOTION:**

A motion to approve a Resolution Supporting Supplemental Pay to Appointed Deputies of the County Auditor & Recorder/Commissioner of Elections and County Treasurer

Employee Name	Department	Employee Type	FY22 Wages	FY23 Wages	Longevity	Increase	COLA	FY2 Biweekly	FY23 Biweekly	difference	BW COLA	4% BW	Supplemental	Additional
Harlow, Todd	Sheriff	wage plan	\$ 85,206.58	\$ 102,782.52		\$ 17,575.94	20.627%	\$ 3,277.18	\$ 3,806.76	\$ 529.58	16.16%			
Sheehan, Chad	Sheriff	Elected	\$ 118,381.90	\$ 138,960.81		\$ 20,578.91	17.383%	\$ 4,553.15	\$ 5,146.70	\$ 593.55	13.04%			
Garrett, Willie	Sheriff	exempt deputy	\$ 98,898.10	\$ 115,447.86	\$ 1,500.00	\$ 16,549.76	16.734%	\$ 3,803.77	\$ 4,275.85	\$ 472.07	12.41%			
Peterson, Todd	Sheriff	exempt deputy	\$ 99,498.10	\$ 116,047.86	\$ 2,100.00	\$ 16,549.76	16.633%	\$ 3,826.85	\$ 4,298.07	\$ 471.22	12.31%			
Wingert, Michael	Sheriff	exempt deputy	\$ 103,949.68	\$ 121,116.69	\$ 3,000.00	\$ 17,167.01	16.515%	\$ 3,998.06	\$ 4,485.80	\$ 487.74	12.20%			
Hinrichsen, Patrick	Sheriff	exempt deputy	\$ 98,230.52	\$ 114,368.65	\$ 3,200.00	\$ 16,138.13	16.429%	\$ 3,778.10	\$ 4,235.88	\$ 457.78	12.12%			
Armstrong, Donald	Sheriff	exempt deputy	\$ 98,730.52	\$ 114,868.65	\$ 3,700.00	\$ 16,138.13	16.346%	\$ 3,797.33	\$ 4,254.39	\$ 457.07	12.04%			
Thomas, Melissa	HR	wage plan	\$ 84,363.24	\$ 98,000.00		\$ 13,636.76	16.164%	\$ 3,244.74	\$ 3,629.63	\$ 384.89	11.86%			
Holden, Steven	Bldg Svs	wage plan	\$ 66,357.70	\$ 75,856.39		\$ 9,498.69	14.314%	\$ 2,552.22	\$ 2,809.50	\$ 257.28	10.08%			
Feiler, Mary	Sheriff	wage plan	\$ 81,745.78	\$ 93,119.61		\$ 11,373.83	13.914%	\$ 3,144.07	\$ 3,448.87	\$ 304.81	9.69%			
Uhl, Randy	Sheriff	wage plan	\$ 79,956.40	\$ 90,188.48		\$ 10,232.08	12.797%	\$ 3,075.25	\$ 3,340.31	\$ 265.07	8.62%			
Weaver, Charli	Treasurer	exempt deputy	\$ 67,812.64	\$ 76,344.75	\$ 400.00	\$ 8,532.11	12.582%	\$ 2,608.18	\$ 2,827.58	\$ 219.40	8.41%			
Schmitz, Kenneth	Bldg Svs	wage plan	\$ 95,844.06	\$ 107,325.00		\$ 11,480.94	11.979%	\$ 3,686.31	\$ 3,975.00	\$ 288.69	7.83%			
Kuhlmann, Loni	Veterans Affairs	wage plan	\$ 60,515.39	\$ 67,691.70		\$ 7,176.31	11.859%	\$ 2,327.52	\$ 2,507.10	\$ 179.59	7.72%			
Ryan, Colin	Sec Rds	wage plan	\$ 97,623.20	\$ 108,429.84		\$ 10,806.64	11.070%	\$ 3,754.74	\$ 4,015.92	\$ 261.18	6.96%			
Silfies, Nathan	Consevation	Conservation	\$ 69,377.10	\$ 77,025.00		\$ 7,647.90	11.024%	\$ 2,668.35	\$ 2,852.78	\$ 184.43	6.91%			
Lindsay, Erik	Consevation	Conservation	\$ 66,156.08	\$ 72,744.00		\$ 6,587.92	9.958%	\$ 2,544.46	\$ 2,694.22	\$ 149.76	5.89%			
Heissel, Daniel	Consevation	Conservation	\$ 118,093.44	\$ 128,579.00		\$ 10,485.56	8.879%	\$ 4,542.06	\$ 4,762.19	\$ 220.13	4.85%			
Amick, James	Sec Rds	wage plan	\$ 76,035.86	\$ 82,578.26		\$ 6,542.40	8.604%	\$ 2,924.46	\$ 3,058.45	\$ 134.00	4.58%	Budgeted Longevity		\$ 12,600.00
Forch, John	Sec Rds	wage plan	\$ 78,041.60	\$ 84,285.06		\$ 6,243.46	8.000%	\$ 3,001.60	\$ 3,121.67	\$ 120.07	4.00%	Additional		\$ 14,872.34
Gray, Michael	Sec Rds	wage plan	\$ 78,041.60	\$ 84,285.06		\$ 6,243.46	8.000%	\$ 3,001.60	\$ 3,121.67	\$ 120.07	4.00%	FICA, Med, lpers		\$ 2,541.69
Shupe, Douglas	Sec Rds	wage plan	\$ 78,041.60	\$ 84,285.06		\$ 6,243.46	8.000%	\$ 3,001.60	\$ 3,121.67	\$ 120.07	4.00%	Total		\$ 30,014.03
Stehr, Brian	Consevation	Conservation	\$ 85,973.94	\$ 92,852.00		\$ 6,878.06	8.000%	\$ 3,306.69	\$ 3,438.96	\$ 132.27	4.00%	Total additional \$		\$ 17,414.03
Chytka, Ryan	Bldg Svs	wage plan	\$ 76,600.68	\$ 82,728.84		\$ 6,128.16	8.000%	\$ 2,946.18	\$ 3,064.03	\$ 117.85	4.00%			
Weber, Ryan	JD	wage plan	\$ 80,447.90	\$ 86,883.83		\$ 6,435.93	8.000%	\$ 3,094.15	\$ 3,217.92	\$ 123.77	4.00%			
Beeson, Jennifer	Sheriff	wage plan	\$ 70,075.46	\$ 75,681.54		\$ 5,606.08	8.000%	\$ 2,695.21	\$ 2,803.02	\$ 107.81	4.00%			
Warner, Catherine	Attorney	Wage Plan	\$ 69,372.96	\$ 74,922.83		\$ 5,549.87	8.000%	\$ 2,668.19	\$ 2,774.92	\$ 106.73	4.00%			
Butler, Dennis	BOS	wage plan	\$ 104,349.96	\$ 112,697.98		\$ 8,348.02	8.000%	\$ 4,013.46	\$ 4,174.00	\$ 160.54	4.00%			
Nahra, Mark	Sec Rds	wage plan	\$ 150,087.34	\$ 162,094.35		\$ 12,007.01	8.000%	\$ 5,772.59	\$ 6,003.49	\$ 230.90	4.00%			
Priestley, Daniel	CED	wage plan	\$ 59,245.94	\$ 63,985.59		\$ 4,739.65	8.000%	\$ 2,278.69	\$ 2,369.84	\$ 91.15	4.00%			
Kusler, Benjamin	Sec Rds	wage plan	\$ 97,238.44	\$ 105,017.45		\$ 7,779.01	8.000%	\$ 3,739.94	\$ 3,889.54	\$ 149.60	4.00%			
Snyder, Dawn	Consevation	Conservation	\$ 78,538.98	\$ 84,822.00		\$ 6,283.02	8.000%	\$ 3,020.73	\$ 3,141.56	\$ 120.83	4.00%			
Vanvoorst, Josh	Consevation	Conservation	\$ 71,179.94	\$ 76,874.00		\$ 5,694.06	8.000%	\$ 2,737.69	\$ 2,847.19	\$ 109.50	4.00%			
Campbell, Mark	Attorney	exempt deputy	\$ 119,297.62	\$ 127,897.29	\$ -	\$ 8,599.67	7.209%	\$ 4,588.37	\$ 4,736.94	\$ 148.57	3.24%			
Jennings, Patrick	Attorney	Elected	\$ 140,350.34	\$ 150,467.40		\$ 10,117.06	7.208%	\$ 5,398.09	\$ 5,572.87	\$ 174.78	3.24%			
Hofmeyer, Steven	Auditor	exempt deputy	\$ 82,980.86	\$ 87,172.23	\$ 1,100.00	\$ 4,191.37	5.051%	\$ 3,191.57	\$ 3,228.60	\$ 37.03	1.16%	\$ 89,619.33	\$ 3,547.10	\$ 2,447.10
Skaff, Michelle	Auditor	exempt deputy	\$ 83,080.86	\$ 87,272.23	\$ 1,200.00	\$ 4,191.37	5.045%	\$ 3,195.42	\$ 3,232.30	\$ 36.89	1.15%	\$ 89,727.33	\$ 3,655.10	\$ 2,455.10
Bertrand, Tina	Treasurer	Elected	\$ 96,446.48	\$ 101,259.66		\$ 4,813.18	4.991%	\$ 3,709.48	\$ 3,750.36	\$ 40.88	1.10%			
Gill, Patrick	Auditor	Elected	\$ 96,448.30	\$ 101,261.45		\$ 4,813.15	4.990%	\$ 3,709.55	\$ 3,750.42	\$ 40.87	1.10%			
Ping, Valerie	Treasurer	exempt deputy	\$ 79,257.08	\$ 83,207.73	\$ 2,200.00	\$ 3,950.65	4.985%	\$ 3,048.35	\$ 3,081.77	\$ 33.42	1.10%	\$ 85,597.65	\$ 4,589.92	\$ 2,389.92
Peterson, Diane	Auditor	exempt deputy	\$ 84,480.86	\$ 88,672.23	\$ 2,600.00	\$ 4,191.37	4.961%	\$ 3,249.26	\$ 3,284.16	\$ 34.89	1.07%	\$ 91,239.33	\$ 5,167.10	\$ 2,567.10
Trimpe, Janet Lynne	Treasurer	exempt deputy	\$ 79,657.08	\$ 83,607.73	\$ 2,600.00	\$ 3,950.65	4.960%	\$ 3,063.73	\$ 3,096.58	\$ 32.85	1.07%	\$ 86,029.65	\$ 5,021.92	\$ 2,421.92
Christensen, Diana	Treasurer	exempt deputy	\$ 84,779.56	\$ 88,970.71	\$ 2,900.00	\$ 4,191.15	4.944%	\$ 3,260.75	\$ 3,295.21	\$ 34.46	1.06%	\$ 91,561.92	\$ 5,491.21	\$ 2,591.21

**WOODBURY COUNTY, IOWA**

**RESOLUTION #**

**RESOLUTION SUPPORTING SUPPLEMENTAL PAYMENTS TO CERTAIN APPOINTED DEPUTY OFFICERS OF THE COUNTY AUDITOR & RECORDER/COMMISSIONER OF ELECTIONS AND THE WOODBURY COUNTY TREASURER IN FISCAL YEAR 2023**

**WHEREAS**, the Board of Supervisors granted a four percent per pay period increase for the salaried employees of the county for fiscal year 2023; and

**WHEREAS**, the appointed deputy officers of the County Auditor & Recorder/Commissioner of Elections and the County Treasurer received a one percent per pay period increase for fiscal year 2023; and

**WHEREAS**, the Board of Supervisors recognizes the hard work, dedication and loyalty of the appointed deputy officers of the County Auditor & Recorder/Commissioner of Elections and the County Treasurer; and

**WHEREAS**, section 331.904 of the Iowa code allows for supplemental pay to the appointed deputy officers of the County Auditor & Recorder/Commissioner of Elections and the County Treasurer; and

**WHEREAS**, the Board of Supervisors believe that supplemental payments are warranted for work that was performed and uncompensated in the prior fiscal years;

**NOW, THEREFOR, BE IT RESOLVED**, that the Woodbury County Board of Supervisors hereby supports the payment of supplemental pay not to exceed \$30,015 in fiscal year 2023 to the appointed deputy officers of the County Auditor & Recorder/Commissioner of Elections and the County Treasurer.

SO RESOLVED this day of July, 2022.

WOODBURY COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest