APPENDIX I

CONSTRUCTION & ADMINISTRATION FORMS

July 7, 2024

Contractor name and address

Delivery via email: Contractor Email

RE: **NOTICE-OF-AWARD –** Gru881728C Nutrient Reduction Wetland Project, Contract 24-05

Dear _____,

This is to notify you that the Division of Soil Conservation and Water Quality has determined Gru881728C is the successful bidder for the Gru881728C Nutrient Reduction Wetland Project. Award is being made for the base bid of Gru881728C.

In accordance with Item #9 of the Instructions to Bidders, Document BB, you have fourteen (14) calendar days from the date of receipt of this notice to obtain the Performance Bond (*Document NN*), submit your Construction Progress Schedule (*Document JJ*) for review, and execute the Contract (*Document DD*). In addition, the Division must be provided with a Certificate of Insurance pursuant to the General Conditions, Insurance and Related Provisions (*Document FF, Part 6-01*).

Please note that Iowa Code Section 91C.7, requires that all construction contractors awarded a contract to perform work for the state or an agency of the state must be registered with the Iowa Division of Labor. The Division of Soil Conservation and Water Quality cannot execute a contract with your firm unless you provide proof of this registration. Be sure to fill in the Division of Labor registration number blank on the Contract (*Document DD*).

Enclosed are the Contract (*Document DD*), Construction Progress Schedule form (*Document JJ*), and the Performance Bond (*Document NN*). Please complete, sign and return scanned electronic copies along with completed Performance Bond. In addition, we must have the Certificate of Insurance pursuant to the General Conditions and/or Special Conditions.

Congratulations on being the successful bidder. We look forward to working with your company on this project. If you have any questions, please contact Tracy Bruun, (515) 344-6279.

Sincerely,

Jake Hansen, Chief Water Resources Bureau Division of Soil Conservation and Water Quality

JH/tab Enclosures CC:

July 7, 2024

Contractor name and address

Delivery via email: Contractor Email

RE: NOTICE-TO-PROCEED – Gru881728C Nutrient Reduction Wetland Project, Contract 24-05

Dear _____

The Division of Soil Conservation and Water Quality received the signed construction Contract (*Document DD*), the completed Performance Bond (*Document NN*), and the Certificate of Insurance from your company. These documents were found to be in order and the Division executed this contract with Gru881728C dated Gru881728C. A scanned copy of the executed Contract and Performance Bond are enclosed.

The Division has accepted the Construction Progress Schedule (*Document JJ*) included here, with a Construction Start Date of ________. A Preconstruction Conference, as required in Item 13 of the Instructions to Bidders (*Document BB*), must be held within seven (7) days prior to the Construction Start Date established in the Construction Progress Schedule, or earlier if mutually agreed. No work may commence on site prior to the Preconstruction Conference. If the Construction Start Date requires adjustment, that needs to be communicated to the Engineer and Division in a timely manner so as to facilitate scheduling of the Preconstruction Conference.

In accordance with the Contract, Gru881728C must commence work under this contract for the Gru881728C Nutrient Reduction Wetland Project on or before the Construction Start Date scheduled in the Construction Progress Schedule, but not before the Preconstruction Conference. You have until June 11, 2025 to complete all of the work except for seeding, and until June 30, 2025 to complete the seeding.

Also attached is a scanned copy of the Iowa Construction Sales Tax Exempt Certificate and Authorization Letter for this project. Pursuant to Iowa Code Section 423.2(80), this allows you to purchase materials tax free for use on this project. Please read the information provided in the authorization letter. You are authorized with this Notice-to-Proceed to purchase necessary materials for this project and request reimbursement for those items that are stored prior to the Construction Start Date.

If you have any questions, please contact Tracy Bruun, (515) 344-6279.

Sincerely,

Jake Hansen, Chief Water Resources Bureau Division of Soil Conservation and Water Quality

JH/tab Attachments CC:

STATE OF IOWA DIVISION OF SOIL CONSERVATION AND WATER QUALITY CONSTRUCTION PROGRESS SCHEDULE

Project ID <mark>: <u>Gru881728C</u></mark>	Date:
Contractor:	
Contract End Dates:	
All Construction Work Except Seeding:	June 11, 2025
Seeding:	June 30, 2025
Scheduled Dates:	

Anticipated Construction Start Date:

Preconstruction Conference Date Range*:

*Preconstruction Conference must be held prior to Construction Start Date, by no more than seven (7) days

Estimated Completion Date of All Work Except Seeding:

Final Walkthrough should be held prior to Contract End Date for all construction work except seeding

Major Construction Work Item(s)	Order of Work	Estimated Duration of Work
(Items to be established/grouped by Division on an individual project basis)		

Dates established in this schedule may be adjusted as described in Document FF, Paragraph 3-21.

FOR THE CONTRACTOR

(Company Representative)

(Date)

(Name of Company)

(Address of Company)

(City, State, Zip code

FOR THE DIVISION

Mike Bourland, Water Resources Bureau Division of Soil Conservation and Water Quality

(Date)

Accepted 🛛

Adjustment Requested

If adjustment is requested, describe below:

END OF DOCUMENT JJ

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(Line 8 from prior Certificate) 8. Balance to Finish, Plus Retainage (Line 3 less Line 8) 9. Current Payment Due (Line 6 less Line 7) The undersigned Contractor certifies that to the best of Contractor's knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contact Documents, based on on-site observations and the data comprising this belief, the Work covered by this Application for payment has been completed in accordance with the Contract Documents, based on on-site observations and the data comprising this belief, the Work is application. Engineer certifies to the Division that to the best of the Engineer's knowledge, information, and belief, the Work has progressed as indicated, the Work is in accordance with the Contract Documents, built at all amounts have been paid to Contractor for which previous Certificates for Payment were issued and payments received from the Division and that current payment shown herein is now In accordance with the Contractor is entitled to payment of the AMOUNT CERTIFIED. By:	(Line	e 4 less Lir	ne 5)										
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9. Current Payment Due (Line 6 less Line 7) \$ - -	8. Balance to Finish	sh, Plus Re	etainage		\$	-							
(Line 6 less Line 7) The undersigned Contractor certifies that to the best of Contractor's knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, based on on-site observations and the data comprising this application, Engineer certifies to the Division that to the best of the Engineer's knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and Contractor is entitled to payment of the AMOUNT CERTIFIED. Certificates for Payment were issued and payments received from the Division and that current payment shown herein is now By: Date Date Date	(Line	e 3 less Lir	ne 6)										
The undersigned Contractor certifies that to the best of Contractor's knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, based on on-site observations and the data comprising this application, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to Contractor for which previous Certificates for Payment were issued and payments received from the Division and that current payment shown herein is now By:	9. Current Payment	nt Due			\$	-							
knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to Contractor for which previous Certificates for Payment were issued and payments received from the Division and that current payment shown herein is now By: ENGINEER'S CERTIFICATE FOR PAYMENT AMOUNT CERTIFIED Date	(Line	e 6 less Lir	ne 7)							•	•		
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of Contracting Officer or Contractor under this Contract.	knowledge, informa Payment has been that all amounts hav Certificates for Payy Division and that cu By: CONTRACTOR	ation, and a completed ave been p yment were urrent payr	belief, the Work d in accordance vaid to Contracto e issued and pay ment shown her	covered by this Ap with the Contract lor for which previou yments received fra- rein is now	oplication for ap Documents, be us Do the bom the By El	oplicatio elief, the ocumer y: NGINE	on, Engineer certifies t e Work has progresse nts, and Contractor is o ER'S CERTIFICATE F	o the Division that to th d as indicated, the qua entitled to payment of t	e best of the Engineer lity of the Work is in ac he AMOUNT CERTIFIE _ Date	s knowledge, informatio cordance with the Contr ED.	n, and act AN		

CONTINUATION SHEET FOR APPLICATION AND CERTIFICATE FOR PAYMENT

DOCUMENT SS

PAGE 2 of 2

A	В	С	D	E	F	G	Н		-
Item No.		Scheduled	Work	Completed	Materials	Total	%	E	Balance to
	Description of Work	Value	From Previous	This	Presently	Completed	Complete		Finish
	Description of Work		Application	Period	Stored	& Stored	(G/C)		(C-G)
			(D+E)		Not in D or E	(D+E+F)			
1	Bid Item 1	\$ -	\$ -	\$ -		\$ -	0%	\$	-
2	Bid Item 2	\$ -	\$ -	\$ -		\$ -	0%	\$	-
3	Bid Item 3	\$ -	\$ -	\$ -		\$ -	0%	\$	-
4	Bid Item 4	\$ -	\$ -	\$ -		\$ -	0%	\$	-
5	Bid Item 5	\$ -	\$ -	\$ -		\$ -	0%	\$	-
6	Bid Item 6	\$ -	\$ -	\$ -		\$ -	0%	\$	-
7	Bid Item 7	\$ -	\$ -	\$ -		\$ -	0%	\$	-
8	Bid Item 8	\$ -	\$ -	\$ -		\$ -	0%	\$	-
9	Bid Item 9	\$ -	\$ -	\$ -		\$ -	0%	\$	-
10	Bid Item 10	\$ -	\$ -	\$ -		\$ -	0%	\$	-
TOTALS F	OR PAYMENT #1	\$ -	\$ -	\$ -	s -	\$ -	0%	\$	-

STATE OF IOWA DIVISION OF SOIL CONSERVATION AND WATER QUALITY CHANGE ORDER REQUEST

		Change Order Request No.
Project ID: <u>Gru881728C</u>		Date:
Name of Project:	Gru881728C	
Location of Project:	Grundy County	
Name of Contractor:		
Architect/Engineer:	NRCS	
Contract Plan and Detail Reference:		
Change Order Request Drawing No. and Date:		
Contract Specification Reference:		
Description of Change:		

BREAKDOWN OF CONTRACT COST:

Original Project Contract Amount:	\$
Approved Change Orders Nothru:	\$
Pending Recommended Change Order Requests Nos:	\$
This Change Order Request:	\$
Resulting Total Recommended Amount:	\$
-	

Gru881728C Nutrient Reduction Wetland Project Bid No. 24-05	DOCUMENT HH CHANGE ORDER REQUEST
Reason for Contract Change:	
Change Requested by:	
(Signature)	(Date)
CONTRA	ACTOR APPROVAL
	By:
(Company)	(Signature)
(Address)	(Date)
IDALS PROJECT REPRES	
Concur	_ Recommend Rejection (Attach Explanation)
IDALS Project Representative:	
(Signature)	(Date)
DIVISION OF SOIL CONSERVATIO	N AND WATER QUALITY AUTHORIZATION
Change Order required due to:	
Immediate authorization to proceed granted:	_YesNo
APPROVED:	DENIED:
Susan Kozak, Director	Susan Kozak, Director
Division of Soil Conservation and Water Quality Iowa Department of Agriculture and Land Stewardship	Division of Soil Conservation and Water Quality Iowa Department of Agriculture and Land Stewardship
(Date)	(Date)

END OF DOCUMENT HH

Gru881728C Nutrient Reduction Wetland Project Bid No. 24-05

State of Iowa Iowa Department of Agriculture and Land Stewardship **DIVISION OF SOIL CONSERVATION AND WATER QUALITY** Gru881728C Nutrient Reduction Wetland Project Construction Contract Amendment

THIS AMENDMENT, made this _____ day of _____, 2024, by and between the State of Iowa, acting through:

Iowa Department of Agriculture and Land Stewardship Division of Soil Conservation and Water Quality

hereinafter called the DIVISION, and

(Name of Company)

(Address)

(City, State, Zip)

hereinafter called the CONTRACTOR.

WITNESSETH: That the *DIVISION* and the *CONTRACTOR* mutually agree to amend the agreement made the _______day of ______, 20_____, for the Grundy County Nutrient Reduction Wetland Project (Gru881728C – Bid No. 24-05) in this Amendment Number ______ as described below:

Description of Amendment:

Contract Plan Sheet(s) and Detail Reference(s):		
Amendment No Drawing No. and Date:		
Contract Specification Reference(s):		
ason for Revision of ontract Completion Date(s):		

Original Contract Completion Date for All Work Except Seeding:	June 11, 2025	
Original Contract Completion Date for Seeding:	June 30, 2025	
Current Completion Date for All Work Except Seeding:		
Current Completion Date for Seeding:		
Revised Completion Date for All Work Except Seeding, This Amendment:		
Revised Completion Date for Seeding, This Amendment:		

BREAKDOWN OF AMENDMENT CONTRACT COST BY BID ITEM:

Item #	Description	Adjustment Quantity	Unit Cost	Total Cost Adjustment
	Detemption	Qualitity	\$	\$
			.	*
			TOTAL	\$
	Original Project Contract Amount:		\$ Gru881728C	
	Approved Contract Amendments No through	:	\$ 0.00	
	Pending Recommended Change Order Requests No.	through:	\$ 0.00	
	Approved Change Order Requests No through	:	\$ 0.00	
	This Amendment Request:		\$ 0.00	
	Resulting Total Recommended Amount:		\$ 0.00	

IN WITNESS WHEREOF, the parties hereto have executed this Amendment, in the day and year first above

mentioned.

FOR THE DIVISION

FOR THE CONTRACTOR

Grant D. Menke, Deputy Secretary Iowa Department of Agriculture and Land Stewardship

(Date)

(Company Representative)

(Date)

(Name of Company)

(Address of Company)

(City, State, Zip Code)

Seal if by a corporation

CONSENT FROM SURETY

(Surety Representative)

(Name of Surety)

(Date)

END OF DOCUMENT II

IOWA Department of Revenue www.state.ia.us/tax

Designated Exempt Entity Iowa Construction Sales Tax Exemption Certificate

This document may be completed by a designated exempt entity and given to their contractor and/or subcontractor along with an authorization letter. *Seller:* Keep this certificate in your files. *Contractor/Exempt Entity:* Keep a copy of this certificate for your records. **Do not send this to the Department of Revenue**

Designated Exempt Entir Division of Soil Con Iowa Department o	servation and W	Vater Quality nd Land Stewardship
Address 1 502 East 9th Street		
Address 2		
^{City} Des Moines	State IA	Zip Code 50319
Construction Project Na Gru881728C Nutrie		/etland Project
Construction Project Nu Job No. 24-05	mber (if used)	

General Contractor or Subcontractor Name
Sample
Address 1
123 Construction Ave
Address 2
City
Diggerville
IA
Zip Code
55555

Description of contract/subcontract (please print/type clearly)

Construction of Nutrient Reduction Wetland.

The named contractor may purchase building materials used in the contract, exempt from sales tax. This exemption does NOT apply to materials, equipment and supplies consumed by the contractor or subcontractor.

Designated Exempt Entity Authorized Agent ._____ Date: _____ Date: _____

Authorization Letter From Division of Soil Conservation and Water Quality - Agriculture and Land Stewardship

Pursuant to Iowa Code Sections: 422.42 (16) & (17), and 422.47 (5), you are authorized to purchase construction materials tax free for the contract specified above.

The exemption certificate (or a copy of the certificate) may be provided to the suppliers of your construction materials and will authorize them to sell you the materials exempt from Iowa sales tax and any applicable local option sales tax and school infrastructure local option sales tax. Complete information on qualifying materials can be found at www.state.ia.us/tax, the Department of Revenue (IDR) website.

It is your responsibility to have records identifying the materials purchased and verifying they were used on this contract. Any materials purchased tax-free and not used on the construction project are subject to sales and applicable local option taxes. Should this occur, the tax must be paid directly by you to IDR in the same calendar quarter the project is completed. E-mail the department at: idrf@idrf.state.ia.us if you have questions on this requirement.

Contractors should be aware that use of the certificate to claim exemption from tax for items not used on this project or that do not qualify for exemption could result in civil or criminal penalties.

31-013 (12/10/02)

END OF DOCUMENT QQ