City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager MJP-W

FROM: Jack Wardell, Director of Parks and Recreation JW

DATE: November 22, 2017

SUBJECT: Memo to City Council – Certificate of Substantial Completion

Attached to this memorandum is the Certificate of Substantial Completion and the current punch list. The certificate establishes November 17, 2017 as the date of Substantial Completion.

During the design and construction phases of the project, Shive-Hattery, Union Pacific and the City of Carroll worked on the City obtaining a permanent easement from the Union Pacific for the construction of the trail. However the easement has not been approved at the time of the substantial completion.

It has been agreed on by Shive-Hattery and Howrey Construction to request the City Council to pull the permanent easement section from the contract and City personnel will complete the trail portion and Union Pacific will still construct in the needed work at the crossings next spring. At the time of this memorandum cost savings to the City has not been determined.

RECOMMENDATION: For the Mayor and City Council to consider and approve of the Certificate of Completion for the Carroll Trails Project – 2017.

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

November 21, 2017

Jack Wardell
City of Carroll, IA
Director of Parks & Recreation
112 E 5th Street
Carroll, IA 51401

Re: Substantial Completion
2017 Trail Improvements

Dear Jack,

The Work for this project has been inspected by authorized representatives of the Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof is hereby established as November 17, 2017, subject to the provisions of the Contract pertaining to Substantial Completion.

A punch list of items to be completed or corrected is attached. This list may not be all-inclusive, and the failure to include any items on the list does not alter the responsibility of the Contractor to complete all Work in accordance with the contract.

Sincerely,

SHIVE-HATTERY, INC.

Jenifer J. Bates, P.E.
Project Manager

Enclosure

Cc: Brian Madsen, Howrey Construction

Project #4145511

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

November 21, 2017

Brian Madsen
Howrey Construction
316 Austin St
Rockwell City, IA 50579

RE: Punch List Letter
2017 Carroll Trail Improvements Project

Dear Brian

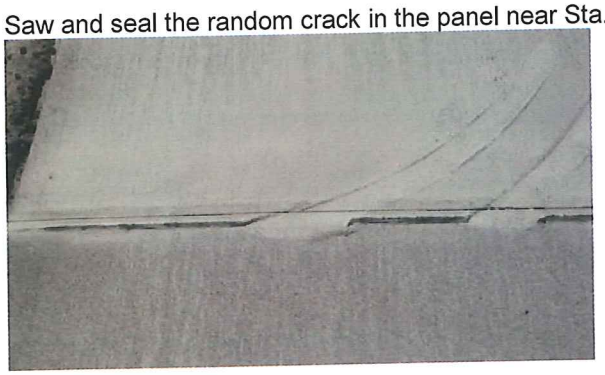
The following items were reviewed at the Project Walkthrough on November 17th. Please complete the items listed and notify Shive-Hattery of their completion.

- Reshape the slope near Sta. 201+00 (the 12" CMP in front of the school). Pull away soil from in front of pipe entrance and make slope mowable.

- Reshape slope near Sta. 104+50. Provide 2' of shoulder off of trail at 6:1 or flatter and then a gentler tie in to the existing.

Project #4145511

- Saw and seal the random crack in the panel near Sta. 105+16.



- Portion of trail on RR right of way will be removed from the project. Finish backfilling and grading north of the RR tracks. Provide winter stabilization and seed in the spring.

- Tree trimming and mulch on the east side of the trail in the park north of the RR tracks will be done by the City.

- Lower curb stops along Carroll Street to grade.

- Reset property corners as needed throughout the project.

- In spring, reseed areas that did not establish grass.

- Entire trail surface needs to be cleaned prior to official trail acceptance. Also clean mulch overspray from decorative light poles in front of the church on E 18th St and ffrom the modular block retaining wall and wood fence at Edgewood Drive intersection.

- Excess dirt pile at school that was intended to be left for the church shall be moved to the location agreed upon on the church property.

- Miscellaneous trash/debris (lathe, etc.) within project limits needs to be removed and disposed of properly.

The omission of items from this list does not alter the contractor's responsibility to complete work in accordance with the contract documents. If there are additions, deletions, or changes, please contact our office by December 4, 2017.

Sincerely,

SHIVE-HATTERY, INC.

Jenifer J. Bates

Jenifer J. Bates, PE
Project Manager

CITY OF CARROLL

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT: **2017 Trails Improvement**
OWNER: City of Carroll, Iowa
CONTRACTOR: Howrey Construction
ENGINEER: Shive-Hattery, Inc.

OWNER'S Contract No.: 1719

DATE OF SUBSTANTIAL COMPLETION: 11/17/2017

This Certificate of Substantial Completion applies to all Work under the Contract Documents.

To: City of Carroll, Iowa

And To: Howery Construction

The Work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR, and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents.

A site punch list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of CONTRACTOR to complete all the Work in accordance with the Contract Documents. The items in the site punch list shall be completed or corrected by CONTRACTOR by 04/15/2017.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties and guarantees shall be as follows: See Specifications.

The following documents are attached and made part of this Certificate:

Punch List Letter

This certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of CONTRACTOR's obligation to complete the Work in accordance with the Contract Documents.

JURISDICTIONAL ENGINEER issues this Certificate of Substantial Completion on: 11/17/2017

CITY of Carroll, Iowa

By: _____
Jack E Wardell, Director of Parks and Recreation

CONTRACTOR accepts this Certificate of Substantial Completion on: 11/17/2017
(Date)

Howery Construction

By: _____
Brian Madsen, Howrey Construction

OWNER accepts this Certificate of Substantial Completion on: 11/27/2017

City of Carroll, Iowa

By: _____
Eric P. Jensen, Mayor