

April 9, 2026

**VIA EMAIL**

Susi Lampe  
City Clerk/City Hall  
Independence, Iowa

Re: Wastewater Treatment Plant Modifications Project  
Our File No. 419440-108

Dear Susi:

We have prepared and attach the necessary proceedings to enable the City Council to act at the April 13, 2026, meeting to set a date, time and place for the hearing and letting for the Wastewater Treatment Plant Modifications Project.

The materials attached include the following items:

1. Resolution setting the dates for the hearing and letting; approving the form of notice of hearing (the “Notice of Hearing”) on proposed plans, specifications, proposed form of contract and estimated cost (the “Contract Documents”) set forth in Section 4 of the Resolution; and approving the form of notice to bidders (the “Notice to Bidders”) set forth in Section 7 of the Resolution.
2. Attestation Certificate attesting to the validity of the transcript.
3. Publication Certificate covering publication of the Notice of Hearing, to which the publisher’s affidavit of publication, together with a clipping of the notice as published, should be attached.

The Notice of Hearing must be published at least once, not less than four (4) and not more than twenty (20) days prior to the date of the said hearing in a legal newspaper of general circulation in the City. The last date on which this notice can be effectively published is June 4, 2026. As soon as the notice appears in the newspaper, please email a copy to [lemke.susan@dorsey.com](mailto:lemke.susan@dorsey.com).

4. Posting Certificates covering the posting of the Notice to Bidders in the three places designated by Section 26.3 of the Code of Iowa, to which an affidavit of posting, together with a proof of the Notice to Bidders as posted, should be attached.

The Notice to Bidders must be posted in each of the following three places:

- (i) in a relevant contractor plan room service with a statewide circulation;
- (ii) in a relevant construction lead generating service with a statewide circulation; and
- (iii) on an internet site sponsored by either the City or a statewide association that represents the City (i.e. the Iowa League of Cities).

The Notice to Bidders must be posted not less than thirteen (13) and not more than forty-five (45) days prior to the date designated for receiving bids. The last date on which this notice can be effectively posted is May 20, 2026. The Notice to Bidders should be provided to the Construction Update Network by no later than May 19, 2026.

It is our understanding that, in order to meet the requirement of items (i) and (ii) in the paragraph above, the engineer will arrange for the Notice to Bidders to be posted on the Construction Update Network hosted by the Master Builders of Iowa. Further, it is our understanding that to comply with item (iii) in the paragraph above, the City Clerk will arrange for the Notice to Bidders to be posted on either the City's website or the website of the Iowa League of Cities (either posting will meet the statutory requirement).

Please return one fully executed copy of these proceedings to our office.

If you have any questions, please contact Emily Hammond, Erin Regan or me.

Best regards,

John P. Danos

#### Attachments

cc: Matt Schmitz  
Michelle Nejd  
Bradley Lake

PROCEEDINGS TO SET DATE FOR  
HEARING AND LETTING

419440 -108 (NHL)

Independence, Iowa

April 13, 2026

The City Council of the City of Independence, Iowa, met at the City Hall Council Chambers, Independence, Iowa, on April 13, 2026, at 5:30 p.m.

The Mayor presided and the roll being called, the following named Council Members were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The City Council took up and considered the proposed Wastewater Treatment Plant Modifications Project. Council Member \_\_\_\_\_ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member \_\_\_\_\_. After due consideration thereof by the Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the said motion duly carried and the said resolution adopted, as follows:

RESOLUTION NO. 2026-\_\_\_\_\_

Resolution to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the Wastewater Treatment Plant Modifications Project, and the taking of bids therefor

WHEREAS, it has been proposed that the City Council of the City of Independence, Iowa (the "City"), undertake the authorization of a public improvement to be constructed as described in the proposed plans and specifications and form of contract prepared by Strand Associates, Inc. (the "Project Engineers"), which may be hereafter referred to as the "Wastewater Treatment Plant Modifications Project" (and is sometimes hereinafter referred to as the "Project"), which proposed plans, specifications, notice of hearing and letting, and form of contract and estimate of cost (the "Contract Documents") are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of a public hearing on the Contract Documents and to advertise for sealed bids for the Project;

NOW, THEREFORE, Be It Resolved by the City Council (the "Council") of the City of Independence, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby approved in their preliminary form.

Section 2. The Project is hereby determined to be necessary and desirable for the City, and, furthermore, it is hereby found to be in the best interests of the City to proceed toward the construction of the Project.

Section 3. June 8, 2026, at 5:30 p.m., at the City Hall, Independence, Iowa, is hereby fixed as the time and place of hearing on the Contract Documents.

Section 4. The City Clerk is hereby authorized and directed to publish notice (the "Notice of Hearing") of the hearing on the Contract Documents for the Project in a newspaper of general circulation in the City, which publication shall be made at least once, not less than four (4) and not more than twenty (20) days prior to the date of the said hearing. The Notice of Hearing shall be in substantially the following form:

(Form of Notice of Hearing)

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS AND SPECIFICATIONS,  
FORM OF CONTRACT AND ESTIMATE OF COST FOR THE  
WASTEWATER TREATMENT PLANT MODIFICATIONS PROJECT

Notice Is Hereby Given: That at 5:30 p.m., at City Hall, Independence, Iowa, on June 8, 2026, the City Council for the City of Independence, Iowa (the “City”) will hold a public hearing on the proposed plans and specifications, form of contract and estimate of cost (the “Contract Documents”) for the proposed Wastewater Treatment Plant Modifications Project (the “Project”).

The Project is located at 2018 Three Elms Park Road, Independence, IA 50644 and includes the following Work:

Modifications to the wastewater treatment plant including replacement of fine screening and grit removal equipment; demolition of trickling filter biological treatment structures and equipment; construction of oxidation ditches, final clarifiers, and RAS/WAS Pump Building; conversion from chlorine disinfection to ultraviolet disinfection; construction of aerobic digesters and modifications to the pump building to house blowers; demolition of the egg shaped anaerobic digesters; modifications to the existing sludge storage tank and construction of additional sludge storage; modifications to the Administration Building, construction of a storage building, electrical power distribution and standby power improvements; site utility and roadway improvements; construction of stormwater detention; and all necessary connections and appurtenances.

A copy of the proposed Contract Documents is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Matthew Schmitz  
City Manager

Section 5. The City Council hereby delegates to the City Clerk the duty of receiving bids for the construction of the Project until 3:00 p.m., on June 2, 2026, at the City Hall, Independence, Iowa. At such time place, the City Council hereby delegates to the City Clerk and/or the Project Engineers the duty of opening and announcing the results of the bids received. June 8, 2026, at 5:30 p.m., at the City Hall, in the City, is hereby fixed as the time and place that the Council will consider the bids received in connection therewith.

Section 6. The amount of the bid security to accompany each bid is hereby fixed at 10% of the total amount of the bid.

Section 7. The City Clerk and/or the Project Engineers are hereby directed to give notice of the bid letting for the Project by posting notice (the "Notice to Bidders") at least once, not less than thirteen (13) and not more than forty-five (45) days prior to the date set for receipt of bids, in each of the following three places: (i) in a relevant contractor plan room service with statewide circulation; (ii) in a relevant construction lead generating service with statewide circulation; and (iii) on an internet site sponsored by either the City or a statewide association that represents the City. The Notice to Bidders shall be in substantially the following form:

DRAFT

(Form of Notice to Bidders)

ADVERTISEMENT TO BID

CITY OF INDEPENDENCE  
INDEPENDENCE, IOWA  
WASTEWATER TREATMENT PLANT MODIFICATIONS  
CONTRACT 1 2026

City of Independence (OWNER) is requesting Bids for the construction of the following Project:

Wastewater Treatment Plant Modifications  
Contract 1 2026  
2018 Three Elms Park Road  
Independence, IA 50644

Bids for the construction of the Project will be received at Independence City Hall, located at 331 1st Street East, Independence, IA 50644, until June 2, 2026, at 3 P.M., local time. At that time and place the Bids received will be publicly opened and read aloud.

The Project includes the following Work: Modifications to the wastewater treatment plant including replacement of fine screening and grit removal equipment; demolition of trickling filter biological treatment structures and equipment; construction of oxidation ditches, final clarifiers, and RAS/WAS Pump Building; conversion from chlorine disinfection to ultraviolet disinfection; construction of aerobic digesters and modifications to the pump building to house blowers; demolition of the egg shaped anaerobic digesters; modifications to the existing sludge storage tank and construction of additional sludge storage; modifications to the Administration Building, construction of a storage building, electrical power distribution and standby power improvements; site utility and roadway improvements; construction of stormwater detention; and all necessary connections and appurtenances.

The Work will be substantially complete on or before September 30, 2029, and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before December 31, 2029.

Complete digital Project Bidding Documents are available at [www.strand.com](http://www.strand.com) or at [www.questcdn.com](http://www.questcdn.com) at no cost. Download the digital Bidding Documents by inputting Quest project number 9954085 on the website's project search page. Please contact [QuestCDN.com](http://QuestCDN.com) at (952) 233 1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance with free membership registration, downloading, and working with this digital Project information.

Paper copies may be obtained from the Issuing Office, which is Strand Associates, Inc.®, 910 West Wingra Drive, Madison, WI 53715. A refundable fee of \$250 will be required (shipping and handling fees included). Overnight mailing of Bidding Documents will not be provided. The fee will be refunded if Bidding Documents are returned in a reusable condition within 14 days after the award of the Project.

All Bidders submitting a sealed Bid shall obtain the Bidding Documents from QuestCDN.com or from Strand Associates, Inc.®

Bidders who submit a Bid must be a Plan Holder of record at the Issuing Office. Bids from Bidders who are not on the Plan Holders List may be returned as not being responsive.

Plan Holders are requested to provide an e mail address if they wish to receive addenda and other information electronically. Plan Holders are requested to designate whether they are a prime contractor, subcontractor, or supplier if they want this information posted on the Project Plan Holders List.

The Bid must be accompanied by Bid security made payable to OWNER in an amount of 10% of the Bidder's maximum Bid price.

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa. In accordance with Iowa Statutes, a resident Bidder shall be allowed a preference as against a nonresident Bidder from a state or foreign country if that state or foreign country gives or requires any preference to Bidders from that state or foreign country, including but not limited to, any preference to Bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to Bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident Bidder is a resident. In the instance of a resident labor force preference, a nonresident Bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident Bidder is a resident.

OWNER reserves the right to reject any or all Bids, to waive any technicality, and to accept any Bid which it deems advantageous. All Bids shall remain subject to acceptance for 60 days after the time set for receiving Bids. The Contract Times will commence to run within 30 days after the Effective Date of the Contract or at the end of the bid acceptance period, whichever is earlier.

Contract award shall be made based on the lowest responsive and responsible Bidder. OWNER will first consider Bids and Contract award at the June 8, 2026 City Council meeting at 5:30 P.M. at City Hall.

Any Contract or Contracts to be awarded are expected to be funded in part by a loan from the Iowa Clean Water Fund (CWF). This procurement will be subject to applicable State and Federal laws and regulations. The Iowa CWF program strictly prohibits any contractor mobilization to the project site and/or commencement of any site activities prior to loan approval. The loan is expected to be approved no later than August 2026. CONTRACTOR may begin administrative activities such as subcontractor agreements, supplier purchase orders, shop drawings development, scheduling and schedule of values development, and other such paperwork prior to the loan being finalized. OWNER intends to pay for these CONTRACTOR administrative activities from their sewer fund until the loan has been finalized.

Disadvantaged Business Enterprises (DBEs), including Women's and Minority owned businesses, are encouraged to submit Bids for this Project.

Bidders must demonstrate positive efforts to utilize DBEs. Failure to comply could result in disqualification of Bidder and termination of financial assistance or other sanctions. The successful Bidder will be required to conform to the wage requirements prescribed by the federal Davis Bacon and Related Acts. All iron and steel products used on the Project shall be produced in the United States and comply with the American Iron and Steel requirements.

A pre bid conference will be held at 1 P.M., local time, on May 4, 2026, at the City of Independence Wastewater Treatment Plant, 2018 Three Elms Park Road, Independence, IA 50644. Bidders are encouraged to attend and participate in the conference.

The Strand Associates, Inc.® project manager is Bradley Lake, P.E. and can be contacted at Strand Associates, Inc.®, 910 West Wingra Drive, Madison, WI 53715, (608) 251 4843, regarding the Project.

For all further requirements regarding Bid submittal, qualifications, procedures, and Contract Award, refer to the Instructions to Bidders that are included in the Bidding Documents.

Published by the authority of the City of Independence  
Matthew Schmitz, City Manager

Dated at City of Independence, Iowa  
April 14, 2026

Section 8. All provisions set out in the attached forms of notice are hereby recognized and prescribed by the City Council and all resolutions or orders or parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

Passed and approved April 13, 2026.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

....

On motion and vote, the meeting adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
COUNTY OF BUCHANAN  
CITY OF INDEPENDENCE

SS:

I, the undersigned, City Clerk of the City of Independence, Iowa, do hereby certify that the transcript hereto attached is a true, correct and complete copy of all the records of the City relating to fixing a time and place of hearing on the proposed plans, specifications and form of contract, and estimated cost for the construction of the Wastewater Treatment Plant Modifications Project and directing publication of a Notice of Hearing announcing the time and place fixed therefor; and fixing a time and place for the taking of bids for the construction of the Project and directing posting of a Notice to Bidders announcing the time and place fixed therefor.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
City Clerk

**NOTICE OF HEARING PUBLICATION CERTIFICATE:**

STATE OF IOWA  
COUNTY OF BUCHANAN  
CITY OF INDEPENDENCE

SS:

I, the undersigned, City Clerk of the City of Independence, Iowa, do hereby certify that pursuant to the resolution of its City Council fixing a date of hearing on the proposed plans and specifications, form of contract and estimated cost for the Wastewater Treatment Plant Modifications Project, the Notice of Hearing, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
City Clerk

**(Attach here publisher's affidavit of publication of the Notice of Hearing.)**

**(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavit and have verified that the Notice of Hearing was published on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)**



**NOTICE TO BIDDERS POSTING CERTIFICATE – SPONSORED INTERNET SITE:**

STATE OF IOWA  
COUNTY OF BUCHANAN  
CITY OF INDEPENDENCE

SS:

I, the undersigned, City Clerk of the City of Independence, Iowa, do hereby certify that pursuant to the resolution of its City Council setting the date of the bid letting for the Wastewater Treatment Plant Modifications Project, the Notice to Bidders provided for therein was posted on the website of the Iowa League of Cities and/or on the City's website on \_\_\_\_\_, 2026.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
City Clerk

**(Attach here a screenshot of the Notice to Bidders from the City's website, showing the date of posting)**