

# Public Improvement Contracts

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## A. General

Public improvements contracts should be used to ensure construction of all public improvements to the standards provided by the Jurisdiction. These contracts may also be used between the developer, contractor, and the Jurisdiction for private subdivision or site developments. After the plans and the contract have been given Jurisdictional approval, changes should not be made in the design or scope of work without addenda or a change order approved by the Jurisdiction.

If the change involves engineering details shown on the plans, the original plans (depending on the Jurisdiction's requirements, plans may be held by the Project Engineer or Jurisdiction) should be modified by the Project Engineer and should accompany a change order. Work on portions of the project involved in the change order should not be performed until the change order is approved by the Jurisdiction.

## B. Contract Documents

The Project Engineer should use the contract documents required by the Jurisdiction. Sample contract document forms are available on the SUDAS website at [www.iowasudas.org](http://www.iowasudas.org).

The following items are typically included in the contract documents:

1. Notice to Bidders and Notice to Public Hearing
2. Instructions to Bidders
3. Proposal
  - Part A - Scope of Work
  - Part B - Acknowledgement of Addenda
  - Part C - Bid Items, Quantities, and Prices
  - Part D - General
  - Part E - Additional Requirements
  - Part G - Identity of Bidder
  - Proposal Attachments
4. Bid Bond
5. Contract and Contract Attachment
6. Performance, Payment, and Maintenance Bond