

Cedar Rapids Public Works Department Standard Operating Procedure



Procedure Name: Motion Setting the Public Hearing and Filing the Plans and Specifications		Approved By: Doug Wilson	
Original Author(s): Jennifer Selby		Original Date Issued: 01/04/2021	
Date Revised or Reviewed:	Revised or Reviewed by:		Approved By:
Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

Purpose:

To summarize and document the process for setting the public hearing and filing the plans and specifications for CIP projects.

Background:

Per Chapter 26, Public Construction Bidding, of the Iowa Code, if the estimated total cost of a public improvement exceeds the established competitive bid threshold, the governmental agency shall advertise for sealed bids for the proposed public improvements. Iowa Code Section 314.1B establishes horizontal and vertical bid threshold subcommittees that meet at least every other year to adjust the bid and quote thresholds for city and county projects. These thresholds become effective on January 1 of each year and can be found on the Iowa Department of Transportation website.

Refer to website – [Iowa Code](#)

Refer to website – [Iowa Department of Transportation Bid & Quote Thresholds](#)

Also per Chapter 26 of the Iowa Code, if the estimated total cost of a public improvement exceeds the established competitive bid threshold, the governmental agency shall hold a public hearing and approve the proposed plans, specifications, form of contract, and estimated cost.

Procedures:

1. A motion to set the hearing date must be placed on the Council agenda at least one meeting in advance of the public hearing. In order for the public hearing to be held, the City must notify the public by publishing a Notice of Public Hearing in the newspaper. When scheduling which agenda the motion will appear on, consideration must be given to allow enough time to have the notice published and then the public hearing held according to law. See the *Publication Rules*

According to Law under the Notice of Public Hearing section of the City Council Agenda Process.

Refer to document – [City Council Agenda Process](#)

2. The motion setting a public hearing and filing plans and/or specifications is a Council statement for routine action to be taken. As such, it appears on the Consent Agenda and only requires a cover sheet and a map. All documents will be prepared by the City PM.

Refer to template – [Cover Sheet Motion Setting PH.Filing Plans & Specs.Advertise](#)

The map should be simple as it is just meant to show the location of the project and provide some reference for the City Council members. The title on the map shall be the same as the title on the cover sheet which shall be the same as the title on the cover of the plans and project manual. More information regarding maps can be found in the City Council Agenda Process document.

Refer to template: [Council Map - Landscape](#)

Refer to template: [Council Map - Portrait](#)

3. The public hearing generally occurs at the meeting following the meeting at which the public hearing was set and the plans were filed. The public hearing allows Council members to receive information about the project and hear any public comments. At the public meeting, the Council is considering adopting:
 - Proposed plans
 - Proposed specifications
 - Form of contract
 - Estimate of cost
4. As action is requested to be taken by the Council, this agenda item requires a cover sheet, a resolution, a map, and a presentation. All documents will be prepared by the City PM.

Refer to template: [Cover Sheet PH & Adopt Plans & Specs](#)

Refer to template: [Res Adopt Plans & Specs Contract](#)

Although the public hearing occurs at the council meeting after the filing, the cover sheet and resolution are submitted at the same time as the cover sheet for the filing.

The map that was used for the filing can be used for this meeting.

The presentation shall be prepared utilizing the template and contains the following slides:

- Project title

- Project details – major scope items and map
- Key facts – cost estimate, bid opening, start date, estimated completion

Refer to template – [Council Presentation Public Hearing](#)