



TO: Members, Board of Directors

THROUGH: Mr. Matthew Degner, Superintendent

THROUGH: Dr. Chace Ramey, Deputy Superintendent

FROM: Mr. Curt Pratt, Chief Operating Officer

DEPARTMENT: Facilities Management

DATE: 1/27/2026

SUBJECT: Appendix 9 Approval Request

PROJECT: Roof Management Program

PROJECT DESCRIPTION: For several years the District has used the professional services provided by Shive-Hattery for the PPEL Life Cycle Roofing Program. The district has realized great results and has completed many projects that were a result of deferred maintenance over the years.

BUDGET: \$1,500,000.00

PROJECT STATUS: On time and on budget

SUB PROJECT: 2025 West HS Roof Replacement (B.1, B.2, B.3, C, E.3, EE, F, I, Y, Z)

DESCRIPTION: This project consists of removal and replacement of nine insulated single-ply roof sections and installation of new R-30 minimum insulated membrane sections with two types of membrane. Three sections will be PVC (approximately 3700 sf) and six will be EPDM membrane (approximately 33,400 sf). The total project is 37,100 sf.

PLANNED START: 6/11/2025 **PLANNED COMPLETE:** 9/5/2025

NOTE: Substantial Completion & Final Acceptance

ATTACHMENTS: Certificate of Substantial Completion

RECOMMENDATION: Recommend the District accept the project as complete

Appendix 9, Step 1

Approval Date: 10/8/2024

Pending? No

Note:

Appendix 9, Step 2

Approval Date: 10/8/2024

Pending? No

Contract: Design Contract

Firm: Shive-Hattery, Inc.

Amount \$39,500.00

Funding: PPEL

Note:

Appendix 9, Step 3

Approval Date: 1/14/2025

Pending? No

Op. Cost: \$0.00

Op. Cost Impact:

Note:

Appendix 9, Step 4

Approval Date: 1/14/2025

Pending? No

Op. Cost: \$0.00

Op. Cost Impact:

Note:

Appendix 9, Step 5

Approval Date: 1/14/2025

Pending? No

Op. Cost: \$0.00

Op. Cost Impact:

Note:

Appendix 9, Step 6

Approval Date: 1/14/2025

Pending? No

Publication Date: 1/15/2025

Public Hearing Date: 1/28/2025

Publication Name: Press Citizen

Note:

Appendix 9, Step 7

Approval Date: 2/11/2025

Pending? No

Bid Date/Time: 1/30/2025 1:30 PM

Bid Location: Facilities Management

Contract Description: Construction Contract

Contractor: Black Hawk Roof Company, Inc.

Amount \$854,307.00

Funding Source: PPEL

Note: Award of Contract - On 1/30/25 the District received five bids for the 2025 West HS Roofing Project. The bids ranged from \$854,307 to \$1,173,750, with Black Hawk Roof Co. of Waterloo, Iowa having the low bid.

Appendix 9, Step 9

Approval Date: 1/27/2026

Pending? Yes

Retainage Release: \$0.00

Note:

Appendix 9, Step 10

Approval Date: 1/27/2026

Pending? Yes

Retainage Release: \$42,715.35

Note:

Contract

Description: Design Contract

Contract with: Shive-Hattery, Inc.

Funding source: PPEL

Initial contract amount: \$39,500.00

Current contract amount: \$39,500.00

Change Authorization Request

Approval Date:

Pending? No

Number:

Date:

Subject:

Description:

Reason	Amount
TOTAL	

Payments

Date	Doc. #	Amount	% Cmpl	Period To
1/14/2025	2240016370 - 1	\$13,026.76		12/27/2024
2/11/2025	2240016370 - 2	\$6,116.27		1/24/2025
6/10/2025	2240016370 - 4	\$2,724.80		5/16/2025
6/10/2025	2240016370 - 3	\$2,724.80		5/16/2025
8/12/2025	2240016370 - 5	\$2,484.30		7/11/2025
9/9/2025	2240016370 - 6	\$3,990.10		8/15/2025
10/14/2025	2240016370 - 7	\$1,492.00		9/26/2025
11/25/2025	2240016370 - 8	\$2,420.30		11/7/2025
		\$34,979.33		

Contract

Description: Construction Contract

Contract with: Black Hawk Roof Company, Inc.

Funding source: PPEL

Initial contract amount: \$854,307.00

Current contract amount: \$854,307.00

Change Authorization Request

Approval Date:

Pending? No

Number:

Date:

Subject:

Description:

Reason	Amount
TOTAL	

Payments

Date	Doc. #	Amount	% Cmplt	Period To
7/8/2025	1	\$475,555.75	55%	6/30/2025
8/12/2025	2	\$65,008.97	63%	7/31/2025
9/9/2025	3	\$252,026.93	93%	8/31/2025
11/11/2025	4	\$5,700.00	93%	10/31/2025
1/27/2026	6	\$42,715.35	100%	12/31/2025
1/27/2026	5	\$13,300.00	95%	11/30/2025
		\$854,307.00		

 **AIA** Document G704[®] – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
ICCS - West High School Roof
Replacement

CONTRACT INFORMATION:
Contract For: General Construction

Date: 02-12-2025

CERTIFICATE INFORMATION:
Certificate Number: 001

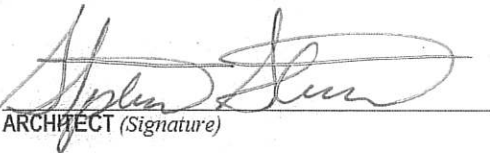
Date: 12-22-2025

OWNER: *(name and address)*
Iowa City Community School District
1725 North Dodge Street
Iowa City, IA 52246

ARCHITECT: *(name and address)*
Shive-Hattery, Inc. - CR Office
222 Third Avenue SE, Suite 300
Cedar Rapids, IA 52401

CONTRACTOR: *(name and address)*
Black Hawk Roof Company
2843 Geraldine Road
Waterloo, IA 50703

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate. *(Identify the Work, or portion thereof, that is substantially complete.)*



ARCHITECT *(Signature)*

BY: Stephen Stewart
(Printed name, title, and license number if required)

12-10-2025
Date Of Substantial Completion

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

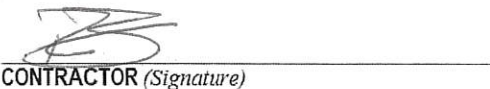
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within () days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: S

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:



CONTRACTOR *(Signature)*

BY: Ryan Barenz, Office Manager
(Printed name and title)

12/22/25
Date

OWNER *(Signature)*

BY: Ruthina Malone, Board President
(Printed name and title)

Date