



## MEMO

To: Gregg Mandsager, City Administrator

From: Melanie Alexander, Art Center Director

Date: July 20, 2016

Re: Muscatine Art Center HVAC Replacement & Miscellaneous Windows Improvement  
Authorization for Change Order #2 – Carriage House Project & Plaster Repair

### Introduction:

The original contract with Crawford Company for the HVAC and Window Improvements included only the minimum recommended work by A & J Associates as funding for the full project including all alternates had not been secured. The Muscatine Art Center Support Foundation, a separate not-for-profit organization, has agreed to cover the unfunded portion (up to \$360,000). A change order to the contract is requested to accept these alternates (described below and as outlined in the spreadsheet).

### Background:

On April 7, 2016, the Muscatine City Council awarded a contract to Crawford Company for the minimum work recommend by A & J Associates to complete the HVAC replacement and miscellaneous windows renovation project. The awarded contract included the Base Bid (\$1,237,870), Allowance #1 (\$15,000), Alternate #1 (\$202,250) and Alternate #3 (\$135,400) for a total of \$1,590,520. The contract plus fees for A & J Associates (9%) along with other soft costs brought the awarded project cost to \$1,775,000.

The 2016 bond issue included \$1,375,000 for HVAC and window replacement and the Art Center received a grant from the Roy J. Carver Charitable Trust to cover an additional \$200,000 for the HVAC project, bringing the available funding to \$1,575,000. The Muscatine Art Center Board of Trustees committed to raising an additional \$200,000 to enable the project to move forward.

The contractor agreed to hold its price on Alternate #2A (Carriage House Windows - \$45,650), Alternate #2B (Carriage House HVAC - \$61,675), Alternate #2C (Carriage House Controls -

\$19,800), and Alternate #4 (Plaster Repair in the Organ Pipe Room - \$19,950). These alternates, plus design fees, totaled \$149,723. At the time of the City Council meeting on April 7, 2016, a funding source for this sum was unidentified. The Muscatine Art Center board and staff requested the opportunity to raise an additional \$150,000 above the \$200,000 it had already committed. A funding source would need to be secured by September 1, 2016.

Director Melanie Alexander, with approval from the Muscatine Art Center Board of Trustees, presented the situation to the Muscatine Art Center Support Foundation Board of Trustees, a separate not-for-profit organization. Recognizing the importance and urgency of the project, the Muscatine Art Center Support Foundation agreed to fund the last portion of the project (up to \$360,000) while also encouraging the local community to help replenish its funds. For decades, the Support Foundation has provided annual grants that make it possible for the Muscatine Art Center to carry out its mission, create and host exhibitions, care for collections, and acquire art and artifacts.

**Recommendation:**

It is staff's recommendation that a change order be made to the Crawford Company contract in the amount of \$147,075 for Alternate #2A, Alternate #2B, Alternate #2C, and Alternate #4.

Please include this item on the agenda for the July 21, 2016 Council meeting. Please contact me if you have any questions or need additional information.

**Attachments:**

1. Summary of Change Order #2 by A & J Associates
2. Bid Tab Muscatine Art Center HVAC
3. Notice of Award Muscatine Art Center HVAC

## Muscatine Art Center HVAC and Miscellaneous Window Renovations – Summary of Change Order #2

The construction contract awarded to Crawford Company included the Base Bid Work, Alternate #1, Alternate #3, and Allowance #1. The alternates and allowance are included in the initial contract. Attached are the Notice of Award letter and the bid tabulation.

1. Alternate # 1 covered the automatic system control work for HVAC systems in the Musser Mansion and the Stanley Gallery.
2. Alternate # 3 covered the geothermal loop field heat exchanger and pipe vault.
3. Allowance # 1 was a fixed sum of \$15,000 to be used to cover hidden conditions in the electrical systems in the Musser Mansion.
4. Action on Alternates 2A, 2B, 2C and 4 was deferred until Muscatine Art Center funding was finalized.

The Crawford Company extended the acceptance date of Alternates #2A, #2B, #2C, and #4 to September 1, 2016. These four alternates covered the work scope described below.

1. Alternate #2A covered window repair work in the Carriage House for \$45,650.
2. Alternate #2B covered new HVAC in the Carriage House for \$61,675.
3. Alternate #2C covered the control system work for the HVAC systems installed under Alternate #2B for \$19,800.
4. Alternate #4 covered repair of damaged plaster ceiling and walls in the Musser House Organ control room, for \$19,950.
5. The total contract amount for including these four alternates would be increased by \$147,075 to \$1,590, 520 + \$147,075 = \$1,737,595.

We recommend that the City of Muscatine formally accept these four alternates. Acceptance of the alternates will benefit the project schedule in the following ways.

1. Allows the contractor to complete remaining shop drawing submittals to A&J for work covered under these alternates. This would ease some potential schedule stress by getting the review process started earlier.
2. The design team and Museum staff would have additional time to review and comment on submittals.
3. Base bid work in the Musser Mansion has been progressing well with respect to the construction schedule. The Alternate #4 work is in the Musser Mansion. We think it is beneficial to the City, Museum staff, and the contractors involved if the Alternate #4 plaster repair occurred while other construction was taking place in the Musser House. Including the plaster repair with the base bid work minimizes the disruption period in the Musser Mansion.

Please let me know if you have any questions or comments.

Vic Amoroso, A&J Associates  
365 Beaver Kreek Centre B  
North Liberty, IA 52317  
[vic@ajengineers.net](mailto:vic@ajengineers.net)  
319-626-4719 voice  
319-626-4941 fax

**TABULATION OF BIDS**



385 BEAVER CREEK  
CENTRE, SUITE B  
NORTH LIBERTY, IA 52317  
(319) 626-4719 voice  
(319) 626-4941 fax

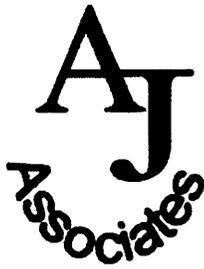
PROJECT NAME: City of Muscatine Art Center HVAC Replacement & Miscellaneous Window Renovations

AJ PROJ. NO.: 201310.01

PAGE 1 OF 1

DATE OF BID 03/24/2016

| NAME AND LOCATION OF BIDDER               | A&J's Estimate Range -<br>to +20% | 20% Crawford Company<br>Dubuque,<br>Iowa |  |  |  |
|---|-----------------------------------|--|--|--|--|
| ADDENDUM No. 1                            |                                   | Yes                                      |  |  |  |
| ADDENDUM No. 2                            |                                   | Yes                                      |  |  |  |
| BASE BID                                  | \$1,187,040 to \$1,795,500        | \$1,237,870.00                           |  |  |  |
| ALLOWANCE #1                              | \$15,000                          | \$15,000.00                              |  |  |  |
| BASE BID + ALLOWANCE #1                   | \$1,212,040 to \$1,810,500        | \$1,252,870.00                           |  |  |  |
| ALTERNATE #1                              | \$84,000 to \$126,000             | \$202,250.00                             |  |  |  |
| ALTERNATE #2A                             | \$23,804 to \$35,708              | \$45,650.00                              |  |  |  |
| ALTERNATE #2B                             | \$88,735 to \$148,100             | \$61,675.00                              |  |  |  |
| ALTERNATE #2C                             | \$32,000 to \$48,000              | \$19,600.00                              |  |  |  |
| ALTERNATE #3                              | \$83,360 to \$125,040             | \$135,400.00                             |  |  |  |
| ALTERNATE #4                              | \$17,920 to \$26,880              | \$19,950.00                              |  |  |  |
| BIDDER STATUS FORM                        |                                   | Yes; complete                            |  |  |  |
| BID BOND                                  |                                   | 5%                                       |  |  |  |
| MECHANICAL SUBCONTRACTOR                  |                                   | Crawford Company                         |  |  |  |
| SECTION 15031 SUBCONTRACTOR               |                                   | A-One Geothermal                         |  |  |  |
| ELECTRICAL SUBCONTRACTOR                  |                                   | Bickle Electric                          |  |  |  |
| CONTROL SUBCONTRACTOR                     |                                   | Woodman Controls                         |  |  |  |
| TESTING AND BALANCING<br>SUBCONTRACTOR    |                                   | Fisher Test & Balance                    |  |  |  |
| GLASS AND ALUMINUM FRAME<br>SUBCONTRACTOR |                                   | NOT LISTED                               |  |  |  |
| HISTORIC WOOD WINDOWS<br>SUBCONTRACTOR    |                                   | Iowa City Window & Door                  |  |  |  |



*A&J Associates*  
*Mechanical and Electrical Consulting Engineers*

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April 8, 2016

Scott Stubblefield  
Crawford Company  
14407 Hwy 20 West  
Dubuque, IA 52003

Re: City of Muscatine  
Muscatine Art Center - HVAC Replacement and Miscellaneous Window Renovations  
A&J #201310.01

**Notice of Award**

Dear Scott:

On April 7, 2016, the Muscatine City Council unanimously voted to award the contract to Crawford Company for the Base Bid work, Alternate No.1, Alternate No. 3 and Allowance No.1. The contract amount is \$1,590,520.

This letter is the "Notice of Award" for the project. Please prepare a draft Owner Contractor Agreement, AIA A101-2007, as specified. Please submit a certificate of insurance for the project for review.

The City wishes to accept your offer to extend the acceptance period for Alternates 2A, 2B, 2C and 4 until September 1, 2016 as outlined in the attached letter.

Please email me the initial contract and insurance drafts for our review prior to submitting to The City of Muscatine.

Please include complete information on all your subcontractors and vendors who will need Sales and Use Tax exemption certificates. We need to turn this over to the City.

Let me know if you have questions or comments on the contract requirements.

The City of Muscatine will return your bid bond after the construction contract is executed,

We are looking forward to working at the Muscatine Art Center with the Crawford Company on this project.

Sincerely,

A handwritten signature in black ink that reads "Victor Amoroso".

Victor Amoroso P.E.  
A&J Associates PC  
[vic@ajengineers.net](mailto:vic@ajengineers.net)

Enclosure

C.c. Melanie Alexander, Director of the Muscatine Art Museum  
Randy Hill, Facilities for Muscatine

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