



1459 Washington St.  
Muscatine, IA 52761-5040  
(563) 263-8993  
Fax (563) 263-2127

Public Works

City Transit  
263-8152

## MEMORANDUM

Equipment Maintenance  
Roadway Maintenance  
Collection & Drainage  
Building & Grounds  
Engineering

TO: Gregg Mandsager, City Administrator

THRU: Brian Stineman, Public Works Director  
Jim Edgmond, City Engineer

FROM: Glenn Stelzner  
Randy Hill

SUBJECT: Change Order Request: Musser Public Library & HNI Community Center

DATE: March 29, 2018

### INTRODUCTION:

The City of Muscatine and Sheets Design Build are nearing completion of the reconstruction of the property at 408 E. 2<sup>nd</sup> soon to be the new Musser Public Library and HNI Community Center.

### BACKGROUND:

During the course of the construction three changes were needed resulting in a change order. These changes include: 1) additional carpeting on Level 1; 2) light well shaft infill; 3) reinforcement of existing glass handrails with metal caps. These changes were necessary because the carpet was an unforeseen site condition; infilling the light well shafts abated a safety risk; and capping the glass handrails was a code requirement.

### RECOMMENDATION/RATIONALE:

We recommend the approval of these changes. The total cost is \$17,852.00. The original contract amount was \$651,900. No other change orders are expected as this project has a substantial completion date (including change orders) of March 31, 2018.

### BACKUP INFORMATION:

1. Change Order
2. Contractor Description of Changes

"I remember Muscatine for its sunsets. I have never seen any on either side of the ocean that equaled them" — Mark Twain

## **CONTRACT MODIFICATION**

No. \_\_\_\_\_

Kind of Work: Structural \_\_\_\_\_

Contractor: Sheets Design Build \_\_\_\_\_

You are hereby authorized to make the following changes to the contract documents.

**A – Description of changes to be made or extra work to be done:**

- 1) Cost associated with added carpet in south end Level 1
- 2) Cost associated with light well infill
- 3) Cost associated with reinforcing existing glass handrails with metal cap

**B – Reason for change or extra work:**

- 1) Necessary due to unforeseen conditions. After original carpet was removed the intended hardwood floor was OSB plywood instead
- 2) Existing 3 shafts extend from basement to roof creating potential fall hazard. Floors were constructed at each level to correct. Safety issue determined after bid was let.
- 3) Building Code issue discovered after bid was let

Contract Time Adjustment: XXX - No Time Added      Time Added \_\_\_\_\_      To be determined later

When authorized, contractor agrees to perform the work outlined above in accordance with provisions of the contract documents:

C1 – Settlement for cost of work to be made as follows:

Add to contract cost.

C2 – Justification for cost(s):

A-1) --- Unforeseen site condition

A-2) --- Life Safety

A-3) --- Code Requirement

**D – ITEMS INCLUDED IN CONTRACT**

Change No.	Line Item Number - Description	Unit Price	Quantity	Amount
A-1	Carpet Add on at Level I	LS	1	\$5,054.00
A-2	Light well infill	LS	1	\$6,502.00
A-3	Glass Handrail Reinforcement	LS	1	\$6,296.00
				<b>TOTAL</b> \$17,852.00

**E – ITEMS NOT INCLUDED IN CONTRACT**

Change No.	Line Item Number - Description	Unit Price	Quantity	Amount



March 15, 2018

**City of Muscatine IA**  
**Owners Representative – Glenn Stelzner**  
**215 Sycamore Street**  
**Muscatine, IA 52761**

**RE: HNI Community Center – Musser Library Renovation 2018 – Potential Change # 1**

Please find below the cost adjustments associated with adding carpet to the south end of Level 1. This becomes necessary due to an unforeseen site condition. After original carpet was removed, it was discovered that the intended hardwood floors were OSB plywood instead, which is not a finish product. This PC provides a cost to place carpet over the entire area. Please see attached for all support information regarding this potential change.

**Total Cost Item 1:** **\$5,054.00**

**Please don't hesitate to call with any questions or concerns.**

Sincerely,  
**Mark Sheets**  
Mark Sheets,  
President  
Sheets Design Build

### Work Order Estimate

Project: HNI COMMUNITY CENTER - MUSSER LIBRARY

Location: MUSCATINE, IA

Job #:

Date: 3.15.2018

Insurance: 0.00%

OH & P: 10.0%

Estimate By: Mark Sheets

Checked By: Samo

Item #: POTENTIAL CHANGE

PC1 - Carpet South End Level 1

CSI #	Description	Quantity	Unit	Labor	Mat'l	Subcont.	Extended Cost
						\$	-
	Carpet Cost from Commercial Flooring Co.	1.0	LS		\$ 3,895.00	\$ 3,895.00	4,328
	Floor prep by SDB - 2 Men 4 Hours	8.0	HRS	\$ 65.00		\$ 520.00	578
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
	INSURANCE 1.5%	1.0	LS		\$ 66.23	\$ 66.23	74
	BOND 1.5%	1.00	LS		\$ 67.22	\$ 67.22	75
Subtotal							4,548
OH & P							505
Total this Alternate							\$ 5,054
							5,054





Box 3218 • 10426 Stonewood Dr. • Dubuque, IA 52003 • (563) 582-4976 • Fax (563) 582-1727

March 9, 2018

RE: HNI Musser

ATTN: Mark

Mark,

The following is the add for Carpet Tile #4 per request:

To use CPT-4 for café area where wood doesn't match:

Total add: \$3,895.00

Note: All transitions and base included

Any questions please call

Sincerely

Commercial Flooring Co.

Mike Bennett  
VP



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Commercial Carpet • Sheet Vinyl • Ceramic Tile



March 16, 2018

**City of Muscatine IA**  
**Owners Representative – Glenn Stelzner**  
**215 Sycamore Street**  
**Muscatine, IA 52761**

**RE: HNI Community Center – Musser Library Renovation 2018 – Potential Change # 2**

Please find below the cost adjustments associated with light well infills. The building has 3 empty shafts that go from basement to roof. These had no floor structure of any sort in them. Project plans indicated to infill the 3 shafts on 2<sup>nd</sup> floor only. This cost is to infill the 3 holes on 1<sup>st</sup> floor and 3<sup>rd</sup> floor. Price also includes carpet for openings. Please see attached for all support information regarding this potential change.

**Total Cost Item 1:** \$6,502.00

Please don't hesitate to call with any questions or concerns.

Sincerely,  
*Mark Sheets*  
Mark Sheets,  
President  
Sheets Design Build

### Work Order Estimate

Project: HNI COMMUNITY CENTER - MUSSER LIBRARY

Location: MUSCATINE, IA

Job #:

Date: 3 15 2016

Insurance: 0.00%

OH & P: 10.0%

Estimate By: Mark Sheets

Checked By: Same

Item #: POTENTIAL CHANGE

PC2 - Light Well Infill

CSI #	Description	Quantity	Unit	Labor	Mat'l	Subcont.	Extended Cost
						\$	-
	Materials - Framing Studs, Plywood, Sheetrock	1.0	LS		\$ 1,485.00	\$ 1,485.00	1,650
	Carpenter Installation 2 Carpenters for 2 Days	32.0	HRS	\$ 65.00		\$ 2,080.00	2,311
	Finishing under 3rd floor only	1.0	LS		\$ 300.00	\$ 300.00	333
	Painting under 3rd floor only	1.0	LS		\$ 300.00	\$ 300.00	333
	Carpet over all 9 openings	1.0	LS		\$ 1,515.00	\$ 1,515.00	1,683
						\$	-
						\$	-
						\$	-
INSURANCE 1.5%		1.0	LS	\$ 85.20		\$ 85.20	85
BOND 1.5%		1.00	LS	\$ 86.48		\$ 86.48	86
						Subtotal	5,852
						OH & P	650
						Total this Alternate	\$ 6,502
							6,502

## Mark Sheets

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**From:** Mike Bennett <mb@commercialflooringco.com>  
**Sent:** Friday, March 16, 2018 10:42 AM  
**To:** Mark Sheets  
**Subject:** RE: Light Wells Carpet

Mark,

The following is a breakdown in case I need to order material:

Material: \$965.00

Labor: \$550.00

1515

Any questions please let me know.

Commercial Flooring Co.

Mike Bennett VP

563-582-4976 Office

563-582-1727 Fax

**From:** Mark Sheets [mailto:[Mark.Sheets@sheetsdesignbuild.com](mailto:Mark.Sheets@sheetsdesignbuild.com)]

**Sent:** Friday, March 16, 2018 10:23 AM

**To:** Mike Bennett <mb@commercialflooringco.com>

**Subject:** Light Wells Carpet

Mike D. said dimensions for these light wells are...

3 at 4.5' x 7'

3 at 4.5' x 5'

3 at 4.5' x 4'

Can you give me a price for that same carpet in these 9 areas? I am trying to wrap this up today if possible.

Thanks Mike



**March 16, 2018**

**City of Muscatine IA  
Owners Representative – Glenn Stelzner  
215 Sycamore Street  
Muscatine, IA 52761**

**RE: HNI Community Center – Musser Library Renovation 2018 – Potential Change # 3**

**Please find below the cost adjustments associated with reinforcing existing glass handrails as directed by the City Inspector. Please see attached for all support information regarding this potential change.**

**Total Cost Item 1: \$6,296.00**

**Please don't hesitate to call with any questions or concerns.**

**Sincerely,**  
*Mark Sheets*  
**Mark Sheets,  
President  
Sheets Design Build**

## Work Order Estimate

Project: HNI COMMUNITY CENTER - MUSSER LIBRARY

### Classification: MUSCATEEN 1A

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JUG ID: \_\_\_\_\_ Date: 3/18/2018

Insurance: 0.00% OH & P: 10.0% Estimate By: Mark Sheets Checked By: Sam

# MACS

Mid-American Glazing Systems  
3750 W. River Dr  
Davenport, IA 52802  
ph. 563) 383-6001

## CHANGE ORDER REQUEST

# 1

### OWNER OR CONTRACTOR

Sheets Design Build  
18284 Hwy 64 West  
Maquoketa, IA 52060

### PROJECT

HNI Community Center & Public Libr  
0  
Muscatine, IA

PROJECT #  
0

CONTRACT DATE  
November 17, 2017

DATE ISSUED

### Description of change order request:

Add reinforcing top rail to 1/2" glass handrail to improve ability to resist lateral forces. 2 @ 42", 3 @ 154", 5 @ 30 to be connected to terminating walls. 1 @ 60" to be tied back to stair rail and structural steel. 1 @ 53" and 1 @ 65" to be tied together at a 90 deg. corner.

TOTAL CHANGES ..... \$5,500.00

### Contract Details

Original Contract Sum .....	\$17,600.00
Net Change By Previous Change Orders.....	\$0.00
Contract Sum To Date .....	\$17,600.00
Amount of this Change Order .....	\$5,500.00
New Contract Value Including This Change Order .....	\$23,100.00

\*See below

Please issue a change order to Mid American Glazing Systems, Inc. Reflecting the above described work and values within (5) working days.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\* Contract sum may not reflect all change orders submitted



Change Order No. 1

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Date of Issuance: MARCH 15, 2018 Effective Date: \_\_\_\_\_  
Owner: CITY OF MUSCATINE Owner's Contract No: \_\_\_\_\_  
Contractor: SHEETS GENERAL CONSTRUCTION Contractor's Project No: 323-2017  
Owners Representative: GLENN STELZNER Engineer's Project No: \_\_\_\_\_  
Project: HNI COMMUNITY CENTER – MUSSER LIBRARY Contract Name: SHEETS GENERAL CONST.

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The Contract is modified as follows upon execution of this Change Order:

Description: CHANGE ORDER TO REFLECT SCOPE AND COST CHANGES OUTLINED IN POTENTIAL CHANGES 1, 2, AND 3 WHICH ARE ATTACHED HERETO.

Attachments: PC 1, PC 2, PC 3

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Original Contract Amount: **\$651,900.00**

Contract Increase from previously Approved Change Orders: **\$0.00**

Contract amount prior to this Change Order: **\$651,900.00**

Contract Amount Increase / Decrease of this Change Order: **Increase \$17,852.00**

Contract Amount Including this Change Order: **\$669,752.00**

Original Substantial Completion Date: **March 31, 2018**

Substantial Completion Date Including Previous Change Orders: **March 31, 2018**

Change in Time for this Change Order: **None**

Substantial Completion Date Including this Change Order: **March 31, 2018**

Recommended :	Accepted:	Accepted
By: _____ Owners Representative Title _____ Date _____	Owner Title _____ Date _____	 Contractor Title <u>GLENN SHEETS - PRESIDENT</u> Date <u>4/3/18</u>
Approved by Funding Agency if Applicable _____ Date _____		