F11b

City of Hiawatha

Engineering Department

101 Emmons St., Hiawatha Iowa, 52233-1697
PHONE (319) 393-1515 ext. 511 FAX (319) 393-1516

To: **Mayor and City Council** **Date: February 8, 2017**

From: John C Bender PE, City Engineer

Re: **2015 Sewer and Water Extension Project**

Description: **Change Order #4**

Report:

Attached you will find the description of Change Order #4 prepared by MSA Professional Services for the 2015 Sewer and Water Extension Project. Change order number #4 is a decrease in cost which is a direct result of extra engineering administrative costs due to the fact that the contract was not completed at the construction milestone. Attached is an invoice for $6,002.41 from MSA that exceeds the prior approved engineering contract amount. This amount will be incurred by the City, but will be subtracted from the total contract amount due to Ricklefs Excavating.

Engineering recommends approval of change order No 4 with a decrease in cost in the amount of $6,002.41.

If you need any further information, please let me know.

Change Order

No. 4

Date of Issuance: February 1, 2017 Effective Date:

Project: HIAWATHA WATER AND SEWER EXTENSION	Owner: CITY OF HIAWATHA	Owner's Contract No.: N/A
Contract: HIAWATHA WATER AND SEWER EXTENSION		Date of Contract: December 21, 2015
Contractor: RICKLEFS EXCAVATING, LTD		Engineer's Project No.:07808006

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

Description: **Change Order #4 deducts the additional administrative costs incurred by the city as a result of the project exceeding the contract milestones.**

Attachments (list documents supporting change):

MSA Invoice

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:	Original Contract Times: ☐ Working days ✓ Calendar days
$1,282,379.00	Milestone 1 Substantial completion (days or date): August 22, 2016 Ready for final payment (days or date): September 21, 2016
[Increase] from previously approved Change Orders No. 1 to No.: 3	NO CHANGE from previously approved Change Orders No. _____ to No. _____:
$10,716.48	Substantial completion (days): NO CHANGE Ready for final payment (days): NO CHANGE
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
$1,293,095.48	Substantial completion (days or date): NO CHANGE Ready for final payment (days or date): NO CHANGE
[Decrease] of this Change Order:	[Increase] of this Change Order:
$6,002.41	Substantial completion (days or date): NO CHANGE Ready for final payment (days or date): NO CHANGE
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
$1,287,093.07	Substantial completion (days or date): NO CHANGE Ready for final payment (days or date): NO CHANGE

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: [signature]	By:	By: [signature]
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Date: 2-6-17	Date:	Date: 1/31/17
Approved by Funding Agency (if applicable)		Date:

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

January 17, 2017
City of Hiawatha
101 Emmons Street
Hiawatha, Iowa 52233

Re: Water and Sewer Extension Project - 2015

Dear Mr. John Bender:

This letter outlines the extra work that was conducted as a result of construction failing to meet project milestones for the Water and Sewer extension project. The Water and Sewer Extension – 2015 project had a construction milestone of 210 days after Notice To Proceed, or August 22nd, 2016. The milestone consisted of the following (00500-1):

> *"All water main for the project shall be installed, tested, and operational. All gravity sewer main and force main shall be installed, tested, and operational including the wet well for the lift station. The package lift station including generator, enclosure, and pumps shall be installed & tested."*

According to our notes, this milestone was finally achieved on or about October 4, 2016 when the generator was successfully tested under load.

The final completion for all work under the project including final restoration and providing close out documents was 240 days after Notice To Proceed, or September 21st, 2016.

As of the date of this letter, final completion has not been met. A number of items on the punch list remain to be completed including final restoration items, warrantee documents, lien waivers, and as-build documents.

To date in the course of conducting our duties in accordance with the contract documents we have completed approximately $6,002.41 of additional work. We will continue to provide and document our services unless notified otherwise or until construction is complete. Find attached preliminary invoice for additional work conducted.

If you have any questions do not hesitate to call me at (319)364-4773 or via email at jelsinger@msa-ps.com.

Sincerely,

MSA Professional Services, Inc.

Joe Elsinger, P.E.
Project Manager

MSA PROFESSIONAL SERVICES

INVOICE

Payment due upon receipt of invoice. Interest at the rate of 1.5% per month on unpaid balance will be added to your next statement.

REMIT TO:
MSA Professional Services Inc
PO Box 435
Baraboo WI 53913-0435

City of Hiawatha
101 Emmons Street
Hiawatha, IA 52233

January 17, 2017
Project No: R07808006.0

Project Manager Joseph Elsinger
Client Liaison Mathew Saur

Project R07808006.0 Hiawatha Water & Sewer Extension Design (2015)

Professional Services as of January 17, 2017

Phase 1300 CRS Construction Related Services

Professional Personnel

	Amount
Totals	
Total this Phase	**$6,002.41**

AMOUNT DUE THIS INVOICE: $6,002.41

DRAFT

RESOLUTION NO. 17-
City Council

RESOLUTION APPROVING CHANGE ORDER #4
FY 2015 Water and Sewer Extension Project

WHEREAS, the City Council of the City of Hiawatha, Iowa, has contracted for the FY 2015 Water and Sewer Extension Project with Ricklefs Excavating, Ltd., of Anamosa, Iowa, and

WHEREAS, the City Engineer has recommended Change Order #4 to deduct the additional administrative costs incurred by the City as a result of the project exceeding the contract milestones, with a decrease of $6,002.41, bringing the total revised contract amount to $1,287,093.07, for the FY 2015 Water and Sewer Extension Project, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to approve Change Order #4 for the FY 2015 Water and Sewer Extension Project with an decrease in contract amount of $6,002.41, resulting in a revised total project contract amount of $1,287,093.07.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 15th day of February, 2017.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kelly Kornegor, City Clerk