

1459 Washington St.  
Muscatine, IA 52761-5040  
(563) 263-8933  
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 Mach 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 1	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>				<b>\$17,852.00</b>

**E – ITEMS NOT INCLUDED IN CONTRACT**


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



**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: Same

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
	Floor prep by SDB - 2 Men 4 Hours	8.0	HRS	\$ 65.00			\$ 520.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	INSURANCE 1.5%	1.0	LS		\$ 66.23		\$ 66.23
	BOND 1.5%	1.00	LS		\$ 67.22		\$ 67.22
							4,548
							505
							\$ 5,054
Subtotal OH & P Total this Alternate							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**



**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: Same

Item #: POTENTIAL CHANGE							
PC2 - Light Well InRlls							
CSI #	Description	Quantity	Unit	Labor	Mat'l	Subcont.	Extended Cost
							\$ -
	Materials - Framing Studs, Plywood, Sheetrock	1.0	LS		\$ 1,485.00		\$ 1,485.00
	Carpenter Installation 2 Carpenters for 2 Days	32.0	HRS	\$ 65.00			\$ 2,080.00
	Finishing under 3rd floor only	1.0	LS			\$ 300.00	\$ 300.00
	Painting under 3rd floor only	1.0	LS			\$ 300.00	\$ 300.00
	Carpet over all 9 openings	1.0	LS			\$ 1,515.00	\$ 1,515.00
							\$ -
							\$ -
							\$ -
	INSURANCE 1.5%	1.0	LS		\$ 85.20		\$ 85.20
	BOND 1.5%	1.00	LS		\$ 86.48		\$ 86.48
						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]  
**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...

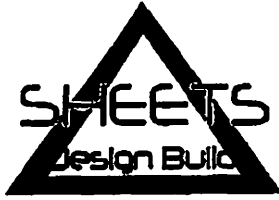
3 at 4.5' x 7'

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  
 Location: MUSCATINE, IA  
 Job #: \_\_\_\_\_  
 Date: 3.16.2018

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

Item #: POTENTIAL CHANGE							
PC3 - Glass Guard Rail Reinforcement							
CSI #	Description	Quantity	Unit	Labor	Mat'l	Subcont.	Extended Cost
							\$ -
	MAGS pricing on handrail reinforcement	1.0	LS			\$ 5,500.00	\$ 5,500.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	INSURANCE 1.5%	1.0	LS		\$ 82.50		\$ 82.50
	BOND 1.5%	1.00	LS		\$ 83.74		\$ 83.74
				Subtotal			5,666
				OH & P			630
				Total this Alternate			\$ 6,296

6,296



**CHANGE ORDER REQUEST**  
# 1

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

**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	*See below
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

