



**DATE:** April 12, 2021  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** City Hall HVAC Project Payment #4 and Change Orders #3 - 4 to Air Express

<b>Budgeted Amount:</b> \$303,800	<b>Cost to Date:</b> \$170,050 of \$280,783	<b>Funding Source:</b> Building/Equipment Fund
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**Council Should Consider**

Motions to approve, table, or deny the following:

- Payment # 4 to Air Express for the City Hall HVAC Project in the amount of \$9,975
- Authorize Change Orders # 3 and 4

*All items need a simple majority for action unless otherwise noted.*

**Discussion**

On October 12, 2020, the City Council awarded the City Hall HVAC Project to Air Express in the amount of \$268,560.00 (an additional five percent contingency (\$12,223) was built into the project for a total project cost of \$280,783). The contractor is requesting payment, less five percent (\$525) in retainage, in the amount of \$9,975. The City’s engineering consultant, Paulson and Clark, has reviewed and agrees with the payment request. Previous payments made to the contractor and the requested payments are below:

Payment #	Work Completed	Retainage	Payment
Payment #1	\$ 14,200	\$ 710	\$ 13,490
Payment #2	\$ 12,500	\$ 625	\$ 11,875
Payment #3	\$ 141,800	\$ 7,090	\$ 134,710
Payment #4	\$ 10,500	\$ 525	\$ 9,975
<b>Total to date</b>	<b>\$ 179,000</b>	<b>\$ 8,950</b>	<b>\$ 170,050</b>

There are two Change Orders included in this request, one for \$700, which is for additional unforeseen work on existing piping that was necessary to move the project forward (see Attachment C), this work has already been completed. The third larger Change Order for \$6,221 is for additional work on the control system that has not been completed yet, but is recommended by the City’s consulting engineer. A brief summary on Change Order #3 is below (see Attachment B).

Note, two Change Orders were previously proposed by the contractor that were rejected, which is why we are on Change Orders 3 & 4.

*We would recommend approving the proposed control changes. The new outdoor air temp sensor will aid in the boiler efficiency as the heating water temp will be lowered as the outdoor air temp goes up. The humidity sensors will provide better efficiency with regards to the air handling unit economizer controls. The added fan status points will help the AHUs run more efficient, aid in building pressurization and make diagnosing AHU issues easier.*

### **Budget Impact**

This payment is in line with the expected cost of the project and will not have an adverse effect on the budget.

### **Attachment**

Attachment A: Application and Certificate for Payment #4

Attachment B: Change Order # 3

Attachment C: Change Order # 4