



## *City Council Memorandum*

**To:** Mayor Fasbender and City Council  
**From:** Justin Fortney, City Planner  
**Date:** November 6, 2023  
**Item:** Authorize Contract Amendment: City Hall HVAC and Architecture Design Services

### **City Council Action Requested**

Authorize contract amendment for additional service expenses of \$46,700 to the existing architectural and engineering design contract with Miller Dunwiddie Inc. for the following activities:

1. \$22,670 for additional HVAC design work to combine City Hall and PD building heating plants into one.
2. \$24,030 for updated drawings and bidding work for the second and third dome roof request for bids.

### **Background Information**

#### **Project**

During the contractor walkthrough for the HVAC project, they and city staff discovered the benefits to combining the heating plant into the PD for both buildings. All four boilers were near the end of their life in addition to efficiency and operational improvements. This change required a significant amount of design work. \$8,111 of this fee is estimated for future work including construction management and will only be billed as required. The City Council approved the expanded project scope to combine the heating plants at their August 7, 2023 meeting. This request to for added services has come now after successful bidding of the dome roof.

The dome roofs are not a typical type of roofing for which most roofing companies have experience. The first two rounds of bids garnered zero bids. The architect amended the project documents to address any possible apprehension from contractors. We finally received one bid from an out of state company that specializes in these types of roofs, who had not considered the project previously due to having a full schedule. The three rounds of bidding and changes to the documentation were not included in the original scope.

#### **Contract**

We originally received 11 proposals for professional services, which did not include the expanded services mentioned above. The base fees ranged from \$82,000 to \$179,000, with two outliers at \$52,000 and \$272,300. (Firms: BKV, CDG, IHB, ISG, Miller Dunwiddie, MJBA, M&MA, Oertel, Walker, and Wold) Miller Dunwiddie had a base fee of \$103,130.

**Financial Impact:**

Original professional design fee contract was for \$103,130. This additional design fee of \$46,700 would raise the total to \$149,830. This design work is a reimbursable expense of the state bonding grant.

**Advisory Commission Discussion:**

N/A

**Council Commission Discussion:**

N/A

**Attachments:**

Miller Dunwiddie Added Service Request



September 13, 2023

City of Hastings  
City Planner  
ATTN: Justin Fortney  
EMAIL: JFortney@hastingsmn.gov

RE: Historic Roofing Repair and HVAC System Design Improvements  
Hastings, MN  
Miller Dunwiddie No. COH2101

Dear Justin,

Our original proposal and fee anticipated the roof, HVAC, and other interior work to be completed as one construction project. Due to bidding issues and a change of project scope the projects have been separated and additional drawing updates and bidding were required.

The following additional scope has been completed by the design/engineering team to meet the needs and requests of the city.

- Updated drawings for revised mechanical scope and change order
- Updated drawings and bidding for 2<sup>nd</sup> roof bid
- Updated drawings and bidding for 3<sup>rd</sup> roof bid

Our team requests to be fairly compensated for the additional time and effort. In May we had provided a request of \$46,700 for the HVAC redesign. EP has to date expended \$14,559 of this fee. EP is willing in lieu of the requested amount to bill you time and materials to complete the necessary scope which will likely be less than the \$46,700 requested.

The revisions to the mechanical scope and coordination of the change order resulted in 20 additional hours expended of Kelly's time for a cost of \$3,034. The documents and roof rebids in total cost \$20,996 (approx \$10,500 each). We are not billing you for any time expended by Rick Froberg, our new roof specialist, as his role was not part of our original scope and contract, however, he did spend considerable time trying to get contractors to bid.

Based on this we would like to request that our contracted fee of \$103,130 be increased by \$38,589 (\$14,559 + \$3,034 + \$20,996) for a new total contract amount of \$141,719. Additional time spent by EP will be billed as time and materials [estimated at \$8,111 for a total add of \$46,700 and project of \$149,830].

Sincerely,

A handwritten signature in blue ink, appearing to read "DL", with a long horizontal flourish extending to the right.

Denita Lemmon | AIA, NCARB  
Vice-President

For Miller Dunwiddie Architecture