


Memorandum

To: Ms. Jill Lofald / School Board Chair
Ms. Cathy Erickson / CFO Executive Director of Business Services

From: Dave Spooner 
Manager of Facilities

Date: June 28, 2021

Re: CHANGE ORDER #1 - Congdon Park ES Window Restoration - MRJ Consultants, LLC

School Board Approved LTFM FY21-22 Project

Attached is Change Order #1 for Congdon Park ES Window Restoration Project - MRJ Consultants, LLC.

The original contract sum for this work as defined in the attached agreement was **\$32,400.00**. This change order is the result of recent changes to Duluth Building Code that now requires a licensed architect to sign off all drawings and perform all performance calculations to be provided to the City prior to a permit being issued to the contractor.

This added work resulted in the need for MRJ Consultants LLC. to hire RW Fern Associates Inc. as a sub consultant to perform these added tasks as defined in the attached documents.

This Change Order #1 adds **\$14,670.00** to the original agreement with MRJ Consultants, LLC., for a new sum of **\$47,070.00**.

Recommendation:

I am recommending that Ms. Jill Lofald, School Board Chair, approve and sign Change Order #1 on behalf of the School Board with MRJ Consultants, LLC., as authorized at the regular School Board Meeting on July 20th, 2021.

The new contract sum for the work defined in the agreement with MRJ Consultants LLC. is **\$47,070.00**.

Attachments

MRJ Consultants, LLC

Roof and Building Exterior Solutions

May 21, 2021

Mr. Dave Spooner
ISD#709
215 North 1st Avenue East
Duluth, MN 55802

RE: 2021 Congdon Park Window Project- Consultant request for additional fees #1.

Dave,

As discussed, we are submitting this request for change order #1 to our professional services contract for the 2020/2021 Window Restoration Project at Congdon Park School.

During the bid and permitting phase of the project, we were required to make several additional trips to the project as well as spend extra time responding to contractors, the window manufacturer and the local code officials. We have also added RW Fern as a sub-consultant.

The City of Duluth has now made it a city requirement that a registered Architect review the project permit submittals, drawings and energy calculations prior to issuing the permit to St. Germain's Glass for this project.

We have met with RW Fern Associates Inc. and they have provided a proposal to perform the additional services requested by the City. Attached is a copy.

Additional Fees Requested:

MRJ Consultants, LLC	\$3,800.00
BW Fern & Associates	<u>\$10,870.00</u>
Total Change Order Request #1	\$14,670.00

If you should have any questions regarding this request or the project, project, please contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Mike Johnston". The signature is fluid and cursive, with the first name "Mike" and last name "Johnston" clearly distinguishable.

Mike Johnston RRC
MRJ Consultants, LLC
5712 Royal Oaks Drive
Shoreview, MN 55126
m.johnstonrrc@gmail.com
612-406-5996

ISD 709 School Board Chair

Budget Code: 05 E 435 865 382 305 000



RW Fern Associates Inc. - AIA Architects

5517 Grand Avenue Duluth, MN 55807
218-722-8271 218-722-9550 Fax

June 25, 2021

Mr. Michael Johnston
MRJ Consultants, LLC
5712 Royal Oaks Drive
Shoreview, MN 55126

Congdon Park Elementary Window Replacement

Dear Mike:

RW Fern Associates is pleased to submit this proposal to provide architectural consultation, review of plans and certification, for the window replacement at Congdon School.

I have reviewed the submitted information and included our on-site discussion points in this proposal.

We propose to provide limited architectural services for a lump sum amount of \$10,870.

This fee includes:

- Review and comment on plan, section, and details.
- Code Summary Analysis and review requirements for Rescue Rooms if applicable.
- Certify drawings.
- Provide "Design Professional in Charge" form.
- Review shop drawings.
- Attend construction meetings and review project.

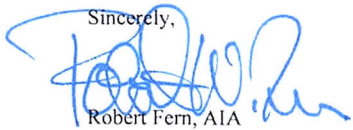
This fee does not include:

- Revision to construction document set to incorporate new information or revision drawings during construction.
- Construction administration such as review of pay applications, change orders, and meeting memorandums.

I hope this proposal meets with your approval. If you have any questions, please contact me.

Thank you for this opportunity.

Sincerely,



Robert Fern, AIA
Architect