

COUNCIL ACTION FORM

SUBJECT: LIBRARY RENOVATION AND EXPANSION PROJECT LEED COMMISSIONING CHANGE ORDER

BACKGROUND:

On June 26, 2012, the City Council authorized execution of a contract with Cornerstone Commissioning of Boxford, Massachusetts, to serve as Ames Public Library's Commissioning Agent for LEED Certification in conjunction with the Library Renovation and Expansion Project. The contract is for an amount not to exceed \$49,880. A change order in the amount of \$17,800 is now being requested and City Council approval is sought. Under the City's established Purchasing Policies, Council approval is needed if the amount of a change order exceeds 20% of the original contract price.

Project scheduling delays, some unanticipated repairs, and Library-requested adjustments to the sustainable systems in the building required the commissioning agent to make additional site visits, attend more meetings, and conduct more testing than was included in the original project scope. Change Order No. 1 would authorize the following additional services:

- Testing and retesting zones of the chilled beam system affected by glycol leaks.
- Troubleshooting and resolving air pressurization issues in the entryway vestibule.
- Meeting attendance and related work associated with significantly longer-than-anticipated project duration.
- Troubleshooting and multiple return visits related to heat recovery chiller and boiler problems.

Issues with the heat recovery chiller and boiler are still being resolved and will need to be tested before certain outstanding items included in the scope of the original contract can be completed. These items include review of some remaining sequences, the final report and facility manual, and a ten-month follow-up with seasonal testing. The Library, therefore, requests approval of Change Order No. 1 in the amount of \$17,800 in order to complete the LEED commissioning process. The impact on the total contract price is shown below:

Original Contract Sum	\$49,880
Net changes authorized by Change Order #1	\$17,800
New Contract Sum including Change Order #1	\$67,680

The Renovation and Expansion Project budget presently has an unencumbered balance of \$1,046,555. The Library Board of Trustees considered this change order request at its June 18 meeting and recommends City Council approval.

ALTERNATIVES:

1. Approve Change Order #1 with Cornerstone Commissioning, Inc., of Boxwood, Massachusetts, to allow for additional commissioning agent services for the Ames Public Library in the amount of \$17,800.
2. Do not approve Change Order #1.

MANAGER'S RECOMMENDED ACTION:

The commissioning fees listed in Cornerstone's original proposal were based on the Library's estimated completion date of April 2014. Project delays and issues with the sustainable systems required additional time and work on the part of the commissioning agent. This change order is recommended for approval by the Library Board of Trustees and funding is available in the Library's Renovation and Expansion Project budget.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving Change Order #1 with Cornerstone Commissioning, Inc., of Boxwood, Massachusetts, to allow for additional commissioning agent services for the Ames Public Library in the amount of \$17,800.