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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 4/22/2020

RE: Action: Approve Change Order #1 to the "2019 Fire Station #4 HVAC Upgrades Project" to Baumgart Mechanical in the amount of \$14,147. The overall contract will increase from \$61,050 to \$75,197.

Action: Approve balance transfer of \$14,000 from the "2020 Fire Station #6 Hardscape Replacement Phase 2 Project" to "2019 Fire Station #4 HVAC Upgrades."

The 2019 Capital Improvement Plan included monies to replace the Make-Up Air Units (MAU) at Fire Station #4. Baumgart Mechanical was the low bid and subsequently a contract was awarded in the amount of \$61,050 to construct the HVAC upgrades. During construction it was determined that the existing roof could not support the MAU in the Rig Room as designed, and modifications would have to be made to relocate that MAU. Change Order #1 was created to address the issues encountered during construction, including relocating the Rig Room MAU along with the structural modifications needed to safely install the MAU.

We are requesting a balance transfer from the 2020 Fire Station #6 Hardscape Replacement Phase 2 Project. The Fire Station #6 Hardscape Replacement Phase 2 Project bid under the estimated budget.

This request is to increase the contract amount of \$14,147, approve Change Order #1, and approve a positive balance transfer of \$14,000 from the 2020 Fire Station #6 Hardscapes Project to the 2019 Fire Station #4 HVAC Upgrades Project.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.