



Hiawatha Public Library
150 W. Willman St.
Hiawatha, IA 52233

Board Meeting Agenda
Hiawatha Public Library Board of Trustees

May 12, 2020

7:00 p.m.

Hiawatha Public Library

[https:// https://meet.google.com/zwe-fmko-uwo](https://meet.google.com/zwe-fmko-uwo)

Join by phone:

+650-530-7253 PIN 492 0303 0214#

Library Board President: Brenda Powers

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Consent Agenda
 - 1. Approval of bills
 - 2. Minutes: April, 2020
 - 3. Library Director's Report
 - 4. Monthly Report
- D. New Business
 - 1. Hiawatha Public Library Expansion and Renovation Project
 - a. Consider Resolution 20-23 approving Change Order #22
 - b. Consider Resolution 20-24 approving Change Order #23
 - c. Consider Resolution 20-25 approving Change Order #24
 - d. Consider Resolution 20-26 approving Change Order #25
 - e. Consider Resolution 20-27 declining Change Order #26
 - f. Consider Resolution 20-28 declining Change Order #27
 - g. Consider Resolution 20-29 approving Change Order #28
 - h. Consider Resolution 20-30 declining Change Order #29
 - i. Consider Resolution 20-31 declining Change Order #30
 - j. Consider Resolution 20-32 approving Change Order #1
 - 2. COVID-19 and library service update

- a. Re-opening plan
- E. Old Business
 - 1. Building project update
- F. Trustee Training
- G. President's Report
- H. Adjournment

**The next regularly scheduled board meeting is set for Tuesday, June 9, 2020 at 7:00 p.m.
Location to be determined.**

5/11/2020

May 2020
4/15/2020 through 5/11/2020

Page 1

| Date | Account | Num | Description | Memo | Category | Amount |
|---------------------------------------------|---------|-----|------------------|-----------------------|--------------------------------------------|------------|
| EXPENSES | | | | | | |
| 001-410-6371 Utilities | | | | | | |
| Electric | | | | | | |
| 5/11/2020 | FY20 | | Alliant | March 2020 | 001-410-6371 Utilities:Electric | -35,229.84 |
| | | | | | | -1,700.33 |
| | | | | | | -1,427.82 |
| | | | | | | -1,427.82 |
| Gas | | | | | | |
| 5/11/2020 | FY20 | | Midamerican... | March 2020 | 001-410-6371 Utilities:Gas | -70.86 |
| | | | | | | -70.86 |
| Phone | | | | | | |
| 5/11/2020 | FY20 | | Imon Comm... | 2162274 | 001-410-6371 Utilities:Phone | -201.65 |
| | | | | | | -201.65 |
| 001-410-6424 On-Line with CR Library | | | | | | |
| 5/8/2020 | FY20 | | Cedar Rapid... | 10254606 | 001-410-6424 On-Line with CR Library | -11,704.83 |
| | | | | | | -11,704.83 |
| 001-410-6499 Misc Contractual | | | | | | |
| 5/11/2020 | FY20 | | Protect Youth | 758517 | 001-410-6499 Misc Contractual | -3,887.78 |
| | | | | | | -17.80 |
| Authorize.net | | | | | | |
| 5/11/2020 | FY20 | | S Authorize.net | March 2020 | 001-410-6499 Misc Contractual:Authoriz... | -21.28 |
| | | | | March 2020* | 001-410-6499 Misc Contractual:Authoriz... | -11.28 |
| | | | | | | -10.00 |
| | | | | | | -43.23 |
| Banking | | | | | | |
| 5/11/2020 | FY20 | | Farmer's Sta... | March 2020 | 001-410-6499 Misc Contractual:Banking | -43.23 |
| | | | | | | -270.00 |
| Cell phone reimbursement | | | | | | |
| 5/8/2020 | FY20 | | Claire Broyles | January - March | 001-410-6499 Misc Contractual:Cell pho... | -90.00 |
| 5/8/2020 | FY20 | | Jeanale We... | January - March | 001-410-6499 Misc Contractual:Cell pho... | -90.00 |
| 5/8/2020 | FY20 | | Alicia Mangin | January - March | 001-410-6499 Misc Contractual:Cell pho... | -90.00 |
| | | | | | | -148.00 |
| Cleaning | | | | | | |
| 5/8/2020 | FY20 | | Actually Clean | 22861A carpet clea... | 001-410-6499 Misc Contractual:Cleaning | -148.00 |
| | | | | | | -2,315.00 |
| Computer Services | | | | | | |
| 5/8/2020 | FY20 | | S Envionware | INV-US-47659 | 001-410-6499 Misc Contractual:Comput... | -2,315.00 |
| | | | | | | -975.62 |
| Copiers | | | | | | |
| 5/8/2020 | FY20 | | Marco | 27012486 | 001-410-6499 Misc Contractual:Copiers | -975.62 |
| | | | | | | -96.85 |
| Garbage Disposal | | | | | | |
| 5/11/2020 | FY20 | | ABC Disposal | 394973 | 001-410-6499 Misc Contractual:Garbag... | -96.85 |
| | | | | | | -8,411.69 |
| 001-410-6502 Library Materials | | | | | | |
| Adult Books | | | | | | |
| 5/8/2020 | FY20 | | S Baker & Taylor | LO492962 | 001-410-6502 Library Materials:Adult Bo... | -4,044.73 |
| | | | | | | -4,044.73 |
| Adult Music | | | | | | |
| 5/8/2020 | FY20 | | S Midwest Tape | 98834966 | 001-410-6502 Library Materials:Adult Mu... | -36.98 |
| | | | | 98855762 | 001-410-6502 Library Materials:Adult Mu... | -14.99 |
| | | | | | | -21.99 |
| Children's-YA Audio | | | | | | |
| 5/8/2020 | FY20 | | Print | S Baker & Taylor | LO4276832 | -149.32 |
| | | | | | 001-410-6502 Library Materials:Children... | -149.32 |

5/1/1/2020

May 2020

4/15/2020 through 5/1/1/2020

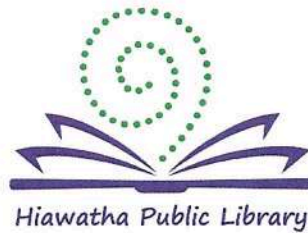
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| Date | Account | Num | Description | Memo | Category | Amount |
|----------------------------------------------|---------|-------|-----------------------------|------|----------------------------------------------|-----------|
| Children's-YA Books | | | | | | |
| 5/8/2020 | FY20 | Print | S Baker & Taylor L4276832 | | 001-410-6502 Library Materials:Children's... | -2,638.18 |
| DVD | | | | | | |
| Adult DVD | | | | | | |
| 5/8/2020 | FY20 | S | Midwest Tape 98725768 | | 001-410-6502 Library Materials: DVD: Ad... | -62.72 |
| | | | 98755270 | | 001-410-6502 Library Materials: DVD: Ad... | -35.48 |
| | | | 98755271 | | 001-410-6502 Library Materials: DVD: Ad... | -218.94 |
| | | | 98834968 | | 001-410-6502 Library Materials: DVD: Ad... | -154.68 |
| | | | 98834965 | | 001-410-6502 Library Materials: DVD: Ad... | -121.94 |
| | | | 98855761 | | 001-410-6502 Library Materials: DVD: Ad... | -14.24 |
| | | | 98855760 | | 001-410-6502 Library Materials: DVD: Ad... | -77.96 |
| 5/8/2020 | FY20 | Print | S Baker & Taylor 75025096 | | 001-410-6502 Library Materials: DVD: Ad... | -140.36 |
| 5/8/2020 | FY20 | | Kanopy 196649 | | 001-410-6502 Library Materials: DVD: Ad... | -22.00 |
| Large Print | | | | | | |
| 5/8/2020 | FY20 | S | Cengage Le... 702223489 | | 001-410-6502 Library Materials: Large Pr... | -172.18 |
| | | | 70168261 | | 001-410-6502 Library Materials: Large Pr... | -73.42 |
| | | | 70162262 | | 001-410-6502 Library Materials: Large Pr... | -24.69 |
| Periodicals | | | | | | |
| 4/15/2020 | FY20 | | Kiplinger's 008617920 | | 001-410-6502 Library Materials: Periodic... | -74.07 |
| 4/15/2020 | FY20 | | Birds & Bloo... 198490534 | | 001-410-6502 Library Materials: Periodic... | -76.98 |
| 4/15/2020 | FY20 | | Conde Nast ... 48932651 | | 001-410-6502 Library Materials: Periodic... | -29.95 |
| Reference | | | | | | |
| 5/8/2020 | FY20 | | Polk City Dir... 1466929 | | 001-410-6502 Library Materials: Reference | -20.31 |
| 001-410-6505 Programming | | | | | | |
| Adult | | | | | | |
| 5/8/2020 | FY20 | S | READsquared | | 001-410-6505 Programming: Adult | -26.72 |
| Children's | | | | | | |
| 5/8/2020 | FY20 | | Mikayla Osm... 292 | | 001-410-6505 Programming: Children's | -445.00 |
| 5/8/2020 | FY20 | S | READsquared | | 001-410-6505 Programming: Children's | -695.00 |
| 001-410-6506 Office Supplies | | | | | | |
| 5/8/2020 | FY20 | | Office Express 103414-0 | | 001-410-6506 Office Supplies | -247.50 |
| 5/8/2020 | FY20 | Print | S Envisionware INV-US-47824 | | 001-410-6506 Office Supplies | -247.50 |
| 5/8/2020 | FY20 | | Hy-Vee 4/18/20 | | 001-410-6506 Office Supplies | -240.01 |
| 5/8/2020 | FY20 | | Elm Usa 30489 extended w... | | 001-410-6506 Office Supplies | -262.00 |
| 001-410-6508 Postage | | | | | | |
| 5/8/2020 | FY20 | | Hiawatha Po... 4/13/20 | | 001-410-6508 Postage | -16.97 |
| 320-410-6506 Children's Program Trust | | | | | | |
| 5/8/2020 | FY20 | Apple | MMKNF8J3YK | | 320-410-6506 Children's Program Trust | -395.00 |
| | | | | | | -2.00 |
| | | | | | | -1.06 |
| | | | | | | -1.06 |

May 2020
4/15/2020 through 5/11/2020

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| Date | Account | Num | Description | Memo | Category | Amount |
|--------------------------|---------|-------|------------------|---------------|-------------------|-------------------|
| 323-410-6499 LOST | | | | | | |
| 5/8/2020 | FY20 | 70365 | Library Store... | Book drop-CIP | 323-410-6499 LOST | -7,913.17 |
| | | | | | | -7,913.17 |
| OVERALL TO... | | | | | | -35,229.84 |



Library Board of Trustees Meeting

Location: Hiawatha Public Library and Virtual Hangout meeting due to COVID-19 restrictions

Date: April 14, 2020

Call to Order: 7:08 pm

A. Call to Order – Roll Call

Present: Brenda Powers, Matt Dunbar, Sue Halter, and Karlene Nesslage. Also present: Jeaneal Weeks – HPL Director, Claire Broyles – HPL Operations Manager, Rob Archibald – City Council Member

April Neuendorf arrived at 7:14pm

Absent: Mary Fliehler

B. Approval of Agenda

The Agenda was reviewed, Brenda Powers made a motion to approve the agenda, Sue Halter seconded and the motion carried.

C. Approval of Consent Agenda

1. Approval of bills
2. Minutes: March 10, 2020
3. Library Director's Report
4. Monthly Report

A motion was made to approve the consent agenda by Brenda Powers, Karlene Nesslage seconded and the motion carried.

D. New Business -

1. Hiawatha Public Library Expansion and Renovation Project

- a. Consider Resolution 20-19 not approving Change Order #18 – This work for the drive up book drop can be handled by city employees instead of the contractor.

Motion to approve Resolution 20-19 was made by Sue Halter, seconded by Karlene Nesslage.

Resolution 20-19 was approved by a roll call vote:

Ayes: Dunbar, Powers, Nesslage, Halter

Nays: none

Absent: Fliehler, Neuendorf

- b. Consider Resolution 20-20 approving Change Order #19

Motion to approve Resolution 20-20 was made by Brenda Powers, seconded by Sue Halter.

Resolution 20-20 was approved by a roll call vote:

Ayes: Dunbar, Powers, Nesslage, Halter

Nays: none

Absent: Fliehler, Neuendorf

Note: April Neuendorf arrived at 7:14

- c. Consider Resolution 20-21 approving Change Order #20

Motion to approve Resolution 20-21 was made by Karlene Nesslage, seconded by Brenda Powers.

Resolution 20-21 was approved by a roll call vote:

Ayes: Dunbar, Powers, Nesslage, Halter, Neuendorf

Nays: none

Absent: Fliehler

- d. Consider Resolution 20-22 approving Change Order #21

Motion to approve Resolution 20-22 was made by Brenda Powers, seconded by Matt Dunbar.

Resolution 20-22 was approved by a roll call vote:

Ayes: Dunbar, Powers, Nesslage, Halter, Neuendorf

Nays: none

Absent: Fliehler

- e. Consider Resolution 20-17 approving Pay Estimate #10

Motion to approve Resolution 20-17 was made by April Neuendorf, seconded by Sue Halter.

Resolution 20-17 was approved by a roll call vote:

Ayes: Dunbar, Powers, Nesslage, Halter, Neuendorf

Nays: none

Absent: Fliehler

f. Consider Resolution 20-18 approving Pay Estimate #11

Motion to approve Resolution 20-18 was made by Sue Halter, seconded by April Neuendorf

Resolution 20-18 was approved by a roll call vote:

Ayes: Dunbar, Powers, Nesslage, Halter, Neuendorf

Nays: none

Absent: Fliehler

2. COVID-19 and library service update.

The Library has been closed for about a month. Essential employees are continuing to work, either from home or from the Library with social distancing. When the library does open again all books returned will be disinfected and quarantined before being re-shelved. Fines have been frozen, no fines are accruing during this time. Employees are assisting patrons via the phone and providing the online resources for people to use.

E. Old Business-

a. Building Project update –

- Jeaneal was able to take a tour of the new building to see the progress being made.
- Construction has extended further into the existing building on the West end. Books and shelves have been moved to accommodate this.

F. Trustee Training – none

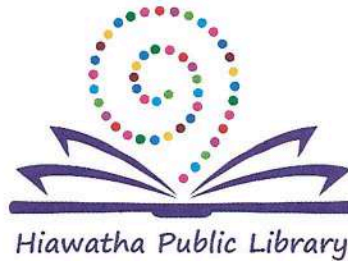
G. President's Report – none

H. Adjournment – Brenda Powers made a motion to adjourn the meeting, Sue Halter seconded and the motion carried. The meeting adjourned at 7:45 pm.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



May 2020

Director's Report: Jeaneal Weeks

We miss everyone!

We are still closed. Most staff are working from home when possible. Director Weeks has been busy learning things, including how to deal with hail damage to the Subaru and the new library roof.

Webinars and meetings attended include:

Crisis Response Conversation with librarians from Iowa, weekly

ARSL Round Table: Rural Libraries' Response to COVID-19 with small and rural libraries across the country, weekly

District Open Forum, weekly

Iowa League of Cities phone calls:

Conversations with the White House Office of Intergovernmental Affairs, Senator Grassley, Congresswoman Abby Finkenauer, and an upcoming conversation with Senator Joni Ernst.

Linn County Libraries

Metro Library Network

Greater Cedar Rapids Community Foundation:

Nonprofits Pivot during Coronavirus Crisis

Executive Director May Virtual Peer Group

ALA's How Foundations and Friends Can Support Their Libraries during COVID-19

Garling has moved the temporary wall further into the existing building in order to build the new circulation desk. Alicia Mangin has been really busy moving books, shelves, computers, etc. in anticipation for resuming service with even smaller space. The community room holds much of the collection for young children. We removed two tables in order to make room for shelving for young adult materials. We are using the space previously occupied by music CDs for holds and new books.

All of this rearranging presents an issue when we are able to resume service in that social distancing will be even more difficult. We are working on policies and procedures for how to best serve the public given the new restrictions.

Staff have done a tremendous job moving to virtual programming, but we are troubled by our inability to serve those with no Internet service/devices. This problem has existed for some time, but now that our service model has changed so much, this issue is doubly important. It is frustrating to not be able to help those who need to apply for unemployment, the PPP program, the stimulus payment, etc.

Operations Manager Report-Claire Broyles

This month has been an interesting time to learn and grow in how we provide service to our community. I am proud to see my coworkers face this challenge head on and provide virtual programming, answer daily patron questions, and transforming the library to better accommodate our building project.

I have been concentrating on set up to provide additional digital resources. We had recently added AtoZ World Travel and Lingo Lite to our databases. As the COVID-19 situation progressed many of our existing resources also temporarily increased access to their content as well. We have just implemented a new live chat feature on our website. We are also in the setup process for two exciting resources, Freading which offers e-books from different publishers than our other offerings, and Hoopla Digital which gives patrons access to streaming TV, movies, music, comics, e-books, and audiobooks.

As we look to the future and reopening we have been collaborating with the other libraries in the Metro Library Network to develop a cohesive strategy to work together and keep our staff and patrons safe and healthy while providing as many of our services as possible.

Youth Services Report-Alicia Mangin

The Youth Services Department at Hiawatha Public Library strives to reach area children and families while the library is closed. Librarian Alicia Mangin has been offering virtual story times on Tuesday mornings and introducing kids to innovative and noteworthy people with Friday Features story time each week. It has been rewarding to keep in touch in this way. Mangin is offering additional digital opportunities this May.

Youth Services has been awarded a \$2000 grant from Alliant Energy Foundation. The funds will be used to implement *Imagine Your Story*, our summer 2020 reading program. To ensure safety during COVID-19, the program will have a larger digital presence than in the past. The library has obtained READsquared, software that will support this.

Adult Programming Report: Marta Petermann

Adult Programs: 1 (in person) 4 (online)

Participants: 80 (HACAP) 99 online engagements

Cancelled Programs: 29

Cancelled Outreach: 4

With the uncertainties of COVID-19 we have had to cancel many of our library programs for April. The HACAP mobile food pantry was able to visit on Monday, April 6th at Hiawatha City Hall rather than the library due to reduced parking at the library from construction. HACAP distributed pre-packed boxes of food. We served 80 people and I

heard many compliments and words of appreciation for continuing this service. Next month we will use city hall parking lot again.

We are fortunate to live in a world of technology and being able to utilize these services to reach our patrons. I met with NASA Solar System Ambassador Mark Brown to present our Earth Day program via Facebook. Earth Day 2020 marks 50 years since the first celebration in 1970. This is Earth Day's golden anniversary! Join NASA/JPL Solar System Ambassador Mark Brown to learn about some of the NASA/JPL missions currently looking at Earth, the science behind these missions, and how you can keep Earth healthy.

Unfortunately, we had to cancel our Spring Linn County Master Gardener talks. We have presenters come and give special programs twice a year on a variety of garden topics. Once in the fall and another in the spring. Please check back with us in the fall for another master gardener series.

I connected with Leaders in Volunteerism via Zoom (online meeting room) on Wednesday, April 15th. The topic was, *Train the Trainers*. One of the presenters spoke on how to get your staff involved in engaging volunteers and how they go about providing that. The main takeaway is to have staff involved throughout the volunteer process; that they can help train, guide, and support volunteers. They can be mentors. It is important to make sure that everyone is getting the recognition and support that they need. As the volunteer coordinator, I plan on keeping communication open amongst staff and volunteers and to make sure that we are meeting the needs of our library volunteers.

If you want to know what events or special announcements are coming up at the library please follow us on social media or subscribe to our newsletter. Visit our website: www.hiawathapubliclibrary.org click on the Services tab at the top of the page and click on newsletter.

Soundbites:

After answering a reference question, the caller said "Thank you very much, Alicia, You did better than the sheriff's department or the Better Business Bureau did."

The Library received a voicemail from a frequent patron on April 30, thanking us for all we do and encouraging us to continue to be safe.

Monthly Report April 2020

| MATERIAL CIRCULATION | | |
|--------------------------|----------------|--------|
| Adult | 31 | 1% |
| Juvenile | 9 | 0% |
| Young Adult | 1 | 0% |
| Periodicals | 1 | 0% |
| DVD Adult | 13 | 0% |
| DVD Juvenile | 0 | 0% |
| Other Materials | 0 | 0% |
| Kits | 0 | 0.00% |
| Adult Audio | 6 | 0% |
| Adult Music | 0 | 0% |
| Juvenile Audio | 0 | 0.00% |
| Children's Music | 0 | 0.00% |
| Young Adult Audio | 0 | 0.00% |
| Overdrive Audio | 601 | 19.71% |
| One-Click Audio | 131 | 4.30% |
| Overdrive E-Books | 533 | 17.48% |
| 3M Cloud Library | 346 | 11.35% |
| 3M Cloud Library Pay | | |
| Per Use | 369 | 12.10% |
| Zinio Magazines | 325 | 10.66% |
| Freemal Music | 683 | 22.40% |
| Total Circulation | 3,049 | |
| Last Year's Circulation | 18,278 | |
| Change | -15,229 | |

| | | |
|-------------------|---|-------|
| SELF-CHECK | 0 | 0.00% |
|-------------------|---|-------|

| | |
|------------------------|---------|
| DAYS OPEN | 0 |
| Ave. Daily Circulation | #DIV/0! |

| INCOME | |
|--------------------|---------------|
| Fines | \$0.00 |
| Copier | \$0.00 |
| Postage | \$0.00 |
| FAX | \$0.00 |
| Lost/damaged Books | \$0.00 |
| Lost Cards | \$0.00 |
| ILLs | \$0.00 |
| Room Rental | \$0.00 |
| Merchandise | \$0.00 |
| Total | \$0.00 |

| UNIQUE MANAGEMENT | | |
|-------------------|-----------|----------|
| | Month | Y-T-D |
| Dollars received | No Report | \$644.82 |
| Material returned | No Report | \$873.24 |

| OPEN ACCESS CIRCULATION | |
|--------------------------|-----------|
| Open Access | 50 |
| Hiawatha | 10 |
| Linn County | 1 |
| Cedar Rapids | 28 |
| Marion | 13 |
| Robins | 0 |
| Total Circulation | 61 |

| LIBRARY VISITS | |
|----------------|---------------|
| 2020 | 0 |
| Daily Average | #DIV/0! |
| 2019 | 9,646 |
| Change | -9,646 |

| INTERLIBRARY LOANS | |
|--------------------|----|
| ILLs Sent | 10 |
| ILLs Received | 2 |

| NOTARY | Month | YTD |
|--------|-------|-----|
| | 0 | 58 |

| PROCTOR | Month | YTD |
|---------|-------|-----|
| | 0 | 46 |

| PROGRAMMING | | |
|--------------------|-----------------|-----------|
| | people programs | |
| Youth | 886 | 10 |
| Outreach | 0 | 0 |
| Young Adult | 0 | 0 |
| Youth Total | 886 | 10 |
| Family | 0 | 0 |
| Adult | 99 | 4 |
| Outreach | 80 | 1 |
| Adult Total | 179 | 5 |

| LIBRARY USERS | |
|----------------------|----------|
| Registered Borrowers | 9,340 |
| New this Month | 11 |
| Withdrawn | 6 |

| MEETING ROOM | 0 |
|--------------|---|
| McKenzie | 0 |
| Schminke | 0 |
| Public | 0 |
| Library | 0 |

April 2020

| COLLECTION | | | | | | | | |
|-----------------|-------|----------|-------|-------|-------|-------------|-------|-------|
| | Adult | Juvenile | Youth | Audio | Video | Periodicals | Music | Total |
| Items Added | 154 | 106 | 20 | 0 | 0 | 4 | 0 | 284 |
| Items Withdrawn | 3 | 254 | 0 | 0 | 0 | 0 | 0 | 257 |

Online Resources

| | Month | Y-T-D |
|----------------------|-------|-------|
| WEBSITE USERS | 1354 | 24869 |

| | Log Ins | Y-T-D |
|---------------------|---------|-------|
| PRONUNCIATOR | 3 | 21 |

| | Month | Y-T-D |
|------------------------|--------|----------|
| FREEGAL | | |
| Download patrons/song | 23/227 | 225/2167 |
| Streaming patrons/song | 16/456 | 158/3912 |

| | Month | Y-T-D |
|------------------|-------|-------|
| BRAINFUSE | 32 | 41 |

| | Month | Y-T-D |
|----------------------|-------|-------|
| NICHE ACADEMY | | |
| Views | 60 | 232 |

| EBSCOHOST | | |
|--------------|-----------|-----------|
| | Sessions | Y-T-D |
| Automate | No Report | 6 |
| Consumer R | No Report | 0 |
| MasterFILE | No Report | 18 |
| Other | No Report | 28 |
| Novelist | No Report | 3 |
| Total | 0 | 55 |

| | Month | Y-T-D |
|--------------|-------|-------|
| LYNDA | | |
| User Logins | 179 | 591 |

| | Month | Y-T-D |
|---------------|-------|-------|
| KANOPY | | |
| Plays | 19 | 184 |

| | | Ave./Day | Last Month | Change |
|---------------------|---|----------|------------|--------|
| COMPUTER USE | | | | |
| Patrons | 0 | #DIV/0! | 515 | -515 |
| Hours | 0 | #DIV/0! | 370 | -370 |

| | Month | Y-T-D |
|----------------------|-------|-------|
| REFERENCE USA | | |
| Logins | 2 | 33 |

| | Month | Y-T-D |
|-------------------|-------|-------|
| NEWSLETTER | | |
| Opens | 2984 | 9614 |
| Clicks | 181 | 367 |

| | Month | Y-T-D |
|--------------------------|-------|-------|
| AtoZ World Travel | 2 | 2 |

City of Hiawatha
Engineering Department
101 Emmons St., Hiawatha Iowa, 52233-1697
PHONE (319) 393-1515 ext. 511 FAX (319) 393-1516

To: Kim Downs, City Administrator

Date: April 8, 2020

From: John C Bender PE, City Engineer

Re: Library Expansion project

Description: Change orders #18, #19, #20, #21, and #22

Report:

The summary of change orders as follows:

- **Change order #18-**This change order was proposed to design and build a book drop to be located in an area north of the parking lot. We feel there is a better solution for this new book drop and could be built and installed by City forces. **We recommend this change order be denied.**
- **Change order #19-**This change order is an additional cost to revise existing roof gutter where the new steel tower framing is attached. Structural engineer is recommending approval of this change.. **Total increase of \$1,677.29.**
- **Change order #20-**This change order is an increase in cost for an adjustment to the furred wall in the men's and women's restroom to add an area for the plumbing that was originally planned to be in the exterior wall. This will adjust the piping in the rest rooms to extend downward to the lower level. **Total cost increase \$859.63.**
- **Change order #21-**This change order is an increase in cost to adjust the wall framing to add space for the kitchen sink plumbing. **Total increase of \$659.23.**
- **Change order #22-**This change order includes all the necessary work to revise the overhang soffit from 3 feet wide to 4.5 feet wide on the east and west walls of the community center to accommodate the planned ductwork. This plan will conceal the ductwork in the soffit. **Total increase of \$1,399.16.**

Any question please let me know.

RESOLUTION NO. 20-23

Library Board of Trustees

RESOLUTION APPROVING CHANGE ORDER #22
Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #22 revision of the soffit framing at the east and west wall of the Community Room to accommodate the ductwork to be concealed within these soffits with an increase of \$1,399.66, and

WHEREAS, the Library Board of Trustees respectfully request the city council of the City of Hiawatha authorize additional funding for said project, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #22 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$1,399.66. The Library Board of Trustees additionally request additional funding for said project above the original approval authorized by the city council. Total project contract amount of \$4,068,198.11.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 12th day of May, 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. **022**

Date Wednesday, April 1, 2020

Project: Hiawatha Library

Change order to incorporate into our scope of work for this project the revision of the soffit framing from 3'-0" wide to 4'-6" wide at the east and west wall of the Community Room #103 to accomodate the ductwork to be concealed within these soffits, per the ASI #018 in response to RFI #047.

| # | Description | Type | Qty | Rate | Expense Amount | MarkUp | Cost |
|-------|-------------------------|------------------|-----|-------|----------------|---------|----------|
| 00021 | Bond 2% | Labor Expense | | | 27.450 | 0.0000 | \$27.45 |
| 00021 | Garling Project Manager | Labor Expense | | 0.000 | 85.000 | 15.0000 | \$97.75 |
| 00021 | Garling Supervision | Labor Expense | | 0.000 | 112.500 | 15.0000 | \$129.38 |
| 00021 | Garling Labor | Labor Expense | | 0.000 | 464.000 | 15.0000 | \$533.60 |
| 00021 | Visions of Marion | SUB LABOR | | 0.000 | 387.750 | 5.0000 | \$407.14 |
| 00021 | Dvorak Painting | | | | 134.000 | 5.0000 | \$140.70 |
| 00021 | Garling Material | Material Expense | | | 55.340 | 15.0000 | \$63.64 |

PROPOSAL SUMMARY

| | |
|------------------|-------------------|
| Labor Expense | \$788.18 |
| SUB LABOR | \$407.14 |
| | \$140.70 |
| Material Expense | \$63.64 |
| Net Costs | \$1,399.66 |

Proposal Total \$1,399.66

PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER

Architect: x _____ Date: _____

Fusion Architects

Owner: x _____ Date: _____

Kendall Meyeraan

PM: x _____ Date: 04/01/20

Kendall Meyeraan, Project Manager



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion
03-26-20
COR 022

Revise Soffit Sizes in Community Room:

To incorporate into our scope of work for this project the revision of the soffit framing from 3'-0" wide to 4'-6" wide at the east and west walls of the Community Room #103 to accommodate the ductwork to be concealed within these soffits, per the ASI #018 in response to RFI #047:

Garling Construction:

| | | | |
|-----------------------------------------------|------|--------------------|-------------|
| Project Management (1 hr x \$85.00/hr) | = \$ | 85.00 | |
| Superintendent (1.5 hr x \$75.00/hr) | = \$ | 112.50 | |
| Labor: (2 men x 4 hr x \$58.00/hr) | = \$ | 464.00 | |
| Materials: | | | |
| Lumber (Change from 3'-0" wide to 4'-6" wide) | = \$ | 55.34 | |
| | | Subtotal = \$ | 716.84 |
| | | Mark-Up (15%) = \$ | 107.53 |
| | | Bond (2%) = \$ | 16.49 |
| | | Subtotal = \$ | 840.86 |
| | | | = \$ 840.86 |

Subcontractors:

| | | | |
|-----------------------------------------------|------|-------------------|-------------|
| Fowler Construction (Additional gypsum board) | | | |
| (verbal quote; 141 sf x \$2.75/sf) | = \$ | 387.75 | |
| Dvorak Painting (Additional Painting) | = \$ | 134.00 | |
| | | Subtotal = \$ | 521.75 |
| | | Mark-Up (5%) = \$ | 26.09 |
| | | Bond (2%) = \$ | 10.96 |
| | | Subtotal = \$ | 558.80 |
| | | | = \$ 558.80 |

TOTAL = \$ 1,399.66



Architect's Supplemental Instructions

Issue Date: March 4, 2020
Project: Hiawatha Library Expansion and Renovation
Project Number: 1713400
Architect: Fusion Architects, Inc.
1950 Boyson Rd.
Hiawatha, Iowa 52233
To: Garling Construction
5210 20th Ave SW
Cedar Rapids, Iowa 52404

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates acknowledgement that there will be no change in the Contract Sum or Contract Time.

Description: Revision to Soffit Size in Community Room

Attachments: SD-001

CHANGES TO SPECIFICATIONS:

N/A

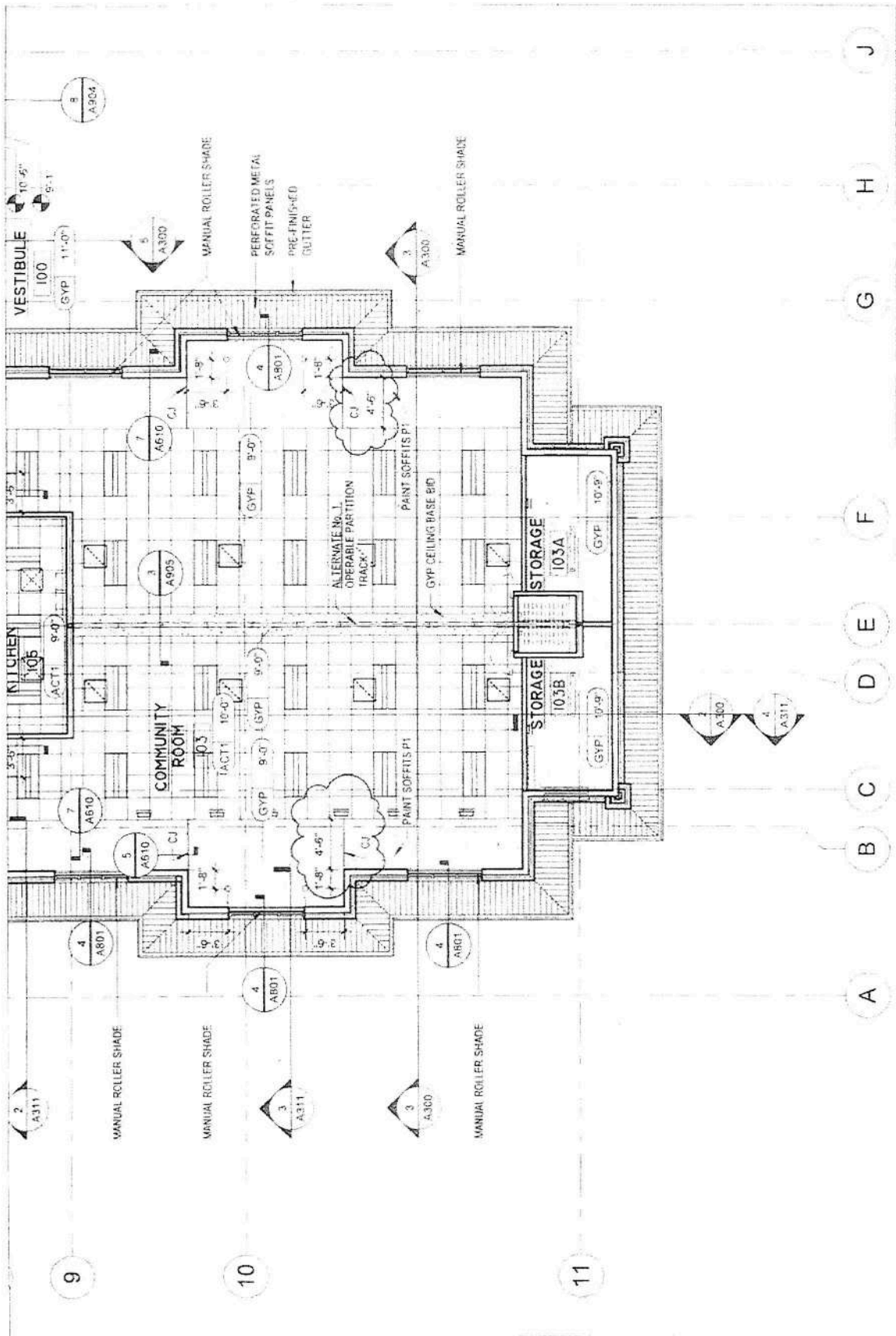
CHANGES TO DRAWINGS:

1. SHEET A401 - MAIN LEVEL REFLECTED CEILING PLAN
 - A. Change dimension bubbled in view 3/A401 – MAIN LEVEL REFLECTED CEILING PLAN

Issued by Fusion Architects, Inc.

A handwritten signature in black ink, appearing to read "Wade R. Squiers", is written over a horizontal line.

Wade R. Squiers, AIA



**Builders First Source
Change Order Form**

Contractor: Garling Construction
Project: Hiawatha Public Library

Change Order Number: #001
Description: ASI #018

Amount: \$55.34

Details of Extra's: 2x4 Soffit Enlargement-Extra Material Needed

From: Roger Dvorak <dvorak.roger@gmail.com>
Sent: Friday, March 6, 2020 3:37 AM
To: Lesley Peterson
Subject: [External] Re: 54095-Hiawatha Library ASI 018

ASI-018

This would add 140 sq ft of soffit to paint 1 coat of primer and 2 finish coats.

Labor: 3 hours @ \$62.00 per man hour \$93.00

a extra gallon \$24.00

\$117.00

15% overhead and profit \$ 17.00

Total add **\$134.00**

City of Hiawatha
Engineering Department
101 Emmons St., Hiawatha Iowa, 52233-1697
PHONE (319) 393-1515 ext. 511 FAX (319) 393-1516

To: Kim Downs, City Administrator

Date: May 8, 2020

From: John C Bender PE, City Engineer

Re: Library Expansion project

Description: Change orders #23, #24, #25, #26, #27, #28, #29, #30

Report:

The summary of change orders as follows:

- **Change order #23-** This change order includes all the necessary work to add gypsum board to all the exposed wood and materials above the lower level ceiling in order to meet fire code. These areas are not included in the sprinkler system. **Total increase of \$10, 634.89.**
- **Change order #24-** This change order is a reduction in cost to eliminate one garbage disposal unit in the lower level break room area. **Total decrease of \$278.35.**
- **Change order #25-** This change order is an increase in cost for the addition of a 2" diameter conduit for data cables from the north side of the building to the lower level IT room. . **Total cost increase \$2,369.61.**
- **Change order #26-** This change order is an increase in cost to add electrical circuits and breakers to provide service to the cabinet heaters and the sump pump. This was for a cost increase of \$1,871.96. This electrical equipment is already included in the base bid. **This change order is declined.**
- **Change order #27-** This change order includes all the necessary work to revise the reflected ceiling plan according to request for information #41. This was for a cost increase of \$8,931.35. **This change order is declined.**
- **Change order #28-** This change order is a cost increase to revise the duct system due to the previous change in the roof ceiling truss system where a steel beam was

substituted for the original wood trusses between the existing building and the new addition. The duct work must be relocated. **Total increase of \$16,633.96.**

- **Change order #29-** This change order is an increase in cost for the addition of a communication and IT data package to the existing and new library addition. This was not included in the base bid. This was for an increase of \$48,896.86. This work will be done by another contractor for a lower cost. **This change order is declined.**
- **Change order #30-** This change order is an increase in cost for the addition of a communication cable boxes and monitor brackets for the IT data package. This was not included in the base bid. This was for an increase of \$1,224.31. This work will be done by another contractor similar to change order request #29. **This change order is declined.**

Engineering can recommend approval of the above listed change orders for the Garling contract. Any question please let me know.

Also attached is change order #1 to the existing Inteconnex Contract with the City of Hiawatha. The summary as follows:

- **Change order #1-** This change order is an increase in cost to the existing Inteconnex Integrated Enterprise Security contract for the addition of the communication cable, data package, boxes, and monitor brackets for the IT communications for the new library and remodel of the exiting library. This was not included in the base bid for the library contract. This was for an increase of \$17,706.28. This work will be done by Inteconnex in coordination with the library prime contractor. **Total cost increase of \$17,706.28.**

Engineering can recommend approval of the above listed change order for the Inteconnex contract. Any questions please let me know.

RESOLUTION NO. 20-24

Library Board of Trustees

RESOLUTION APPROVING CHANGE ORDER #23

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #23 add gypsum board to provide coverage to exposed wood framing/insulation at the upper portion of certain walls, with an increase of \$10,634.89, and

WHEREAS, the Library Board of Trustees respectfully request the city council of the City of Hiawatha authorize additional funding for said project, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #23 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$10,634.89. The Library Board of Trustees additionally request additional funding for said project above the original approval authorized by the city council. Total project contract amount of \$4,078,833.

AYES

NAYS:

ABSENT:

PASSED AND APPROVED this 12th day of May 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. 023

Date Tuesday, April 28, 2020

Project: Hiawatha Library

Change order to add gypsum board which was installed to provide coverage to the exposed wood framing and/or insulation at the upper portion of the wall type A, B, G, and F (which originally had the gypsum board only extending 6" above the ceilings), and in response to RFI #035.

This will add 3 additional days to the construction schedule.

| # | Description | Type | Qty | Rate | Expense Amount | MarkUp | Cost |
|-------|--------------------------|---------------|-----|-------|----------------|---------|------------|
| 00022 | Bond 2% | Other Expense | | 0.000 | 208.240 | 0.0000 | \$208.24 |
| 00022 | Garling PM | Labor Expense | | 0.000 | 510.000 | 15.0000 | \$586.50 |
| 00022 | Garling SuperIntendent | Labor Expense | | 0.000 | 675.000 | 15.0000 | \$776.25 |
| 00022 | General Conditions | Other Expense | | 0.000 | 360.000 | 15.0000 | \$414.00 |
| 00022 | Visions of Marion/Fowler | SUB LABOR | | 0.000 | 8238.000 | | \$8,649.90 |
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PROPOSAL SUMMARY

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|------------------|--------------------|
| Other Expense | \$622.24 |
| Labor Expense | \$1,362.75 |
| SUB LABOR | \$8,649.90 |
| Net Costs | \$10,634.89 |

Proposal Total \$10,634.89

PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER

Architect: ☒ _____ Date: _____

Fusion Architects

Owner: ☒ _____ Date: _____

Kendall Meyeraan

PM:

x

Kendall Meyeraan, Project Manager

Date: **05/01/20**



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion
04-15-20
COR 023

Additional Gypsum Board at Tops of Wall Framing:

To incorporate into our scope of work for this project the additional gypsum board which was installed to provide coverage to the exposed wood framing and/or insulation at the upper portion of the wall types A, B, G, and F (which originally had the gypsum board only extending 6" above the ceilings), and in response to RFI #035:

Garling Construction:

| | | | |
|--------------------|----------------------------------|------|----------|
| Project Management | (3 days x 2 hr/day x \$85.00/hr) | = \$ | 510.00 |
| Superintendent | (3 days x 3 hr/day x \$75.00/hr) | = \$ | 675.00 |
| General Conditions | (0.15 month x \$2,400/month) | = \$ | 360.00 |
| | Subtotal | = \$ | 1,545.00 |
| | Mark-Up (15%) | = \$ | 231.75 |
| | Bond (2%) | = \$ | 35.54 |
| | Subtotal | = \$ | 1,812.29 |

Subcontractors:

| | | | |
|-----------------------------------------------|--------------|----------|----------|
| Fowler Construction (Additional gypsum board) | | | |
| (verbal quote: 2,746 sf x \$3.00/sf) | = \$ | 8,238.00 | |
| | Mark-Up (5%) | = \$ | 411.90 |
| | Bond (2%) | = \$ | 173.00 |
| | Subtotal | = \$ | 8,822.90 |

TOTAL = \$ 10,635.19

NOTE: This additional work will **add 3 days** to our construction schedule.

RESOLUTION NO. 20-25

Library Board of Trustees

RESOLUTION APPROVING CHANGE ORDER #24

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #24 eliminating (1) garbage disposal in the main floor community center, with a decrease of \$278.35, and

WHEREAS, the Library Board of Trustees respectfully request the city council of the City of Hiawatha authorize additional funding for said project, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #24 for the Hiawatha Public Library Renovation and Expansion Project with a total decrease in contract amount of \$278.35. Total project contract amount of \$4,078,554.65.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 12th day of May 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. 024

Date Tuesday, April 28, 2020

Project: Hiawatha Library

Change order for additional electrical rough-in for the lower level break room garbage disposal, and the elimination of the garbage disposal and the electrical rough-in for it in the main level kitchen as per RFI #043.

| # | Description | Type | Qty | Rate | Expense Amount | MarkUp | Cost |
|-------|-------------------|------|-----|------|----------------|--------|------------|
| 00023 | Bowker Mechanical | | | | -293.000 | | (\$278.35) |
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PROPOSAL SUMMARY

(\$278.35)

Net Costs

(\$278.35)

Proposal Total

(\$ 278.35)

~~✗~~ PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER ~~✗~~

Architect: x _____ **Date:** _____

Fusion Architects

Owner: x _____ **Date:** _____

Kendall Meyerman

05/01/20

PM: ☒ _____ Date: _____
Kendall R Meyeraan, Project Manager



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion
04-15-20
COR 024

Garbage Disposal Changes:

To incorporate into our scope of work for this project the additional electrical rough-in for the lower level break room garbage disposal, and the elimination of the garbage disposal and the electrical rough-in for it in the main level kitchen as per RFI #043:

Garling Construction:

N/A = \$ 0.00

Subcontractors:

Bowker Mechanical (Deduct) = (\$ 293.00)

Justice Electric (Adding one garbage disposal rough-in and deleting one garbage disposal rough-in is a No Cost Change) = \$ 0.00

Deduct Subtotal = (\$ 293.00)

Mark-Up (5%) = \$ 14.65

TOTAL (DEDUCT) = (\$ 278.35)

BOWKER MECHANICAL CONTRACTORS, LLC.



RFI PRICING SUMMARY

FROM:**MR. KENDALL MEYERAAN****JEFF WENZEL**

COMPANY:**GARLING CONSTRUCTION CO.
CEDAR RAPIDS, IA**

DATE:**APRIL 15, 2020**

RE: RFI #43

PROJECT:**Hiawatha Public Library
Hiawatha, IA**

DESCRIPTION:**DELETE GARBAGE DISPOSAL AT MAIN
FLOOR KITCHEN SINK, KITCHEN 105.**

WE HAVE RECEIVED AND REVIEWED RFI No. 43 FOR THE ABOVE REFERENCED PROJECT AND
PROVIDE A COST CREDIT OF \$ (293.00).

PLEASE ADVISE OF ANY ACTION ON THIS PROPOSAL.

Kendall Meyeraan

From: joe@justiceelectric.com
Sent: Thursday, March 12, 2020 2:33 PM
To: Kendall Meyeraan
Subject: [External] RE: 54095-Hiawatha Library RFI 043 response.

This would be a no cost change.

Joe Justice

Joe Justice, President

Justice Electric Co.
312 – 7th Ave SE
Cedar Rapids, IA 52401
319-366-1546 office
319-366-8804 fax

RESOLUTION NO. 20-26

Library Board of Trustees

RESOLUTION APPROVING CHANGE ORDER #25

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #25 adding a 2" conduit for data cables not included in specifications, with an increase of \$2,369.91, and

WHEREAS, the Library Board of Trustees respectfully request the city council of the City of Hiawatha authorize additional funding for said project, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #25 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$2,369.61. The Library Board of Trustees additionally request additional funding for said project above the original approval authorized by the city council. Total project contract amount of \$4,080,924.26.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 12th day of May 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. 025

Date Tuesday, April 28, 2020

Project: Hiawatha Library

Change order to incorporate the rough-in of the additional 2" diameter conduite for the data cables; teh tentative plan is for this conduit to enter the north side of the building (in the vicinity of where the new addition meets the existing building), extending up above the ceiling, then run south until it is turned to the west and into the shaft area. Where it will then extend down to the lower level and will then be routed above the ceiling to the #L007 IT room. In response to RFI's #049 and #053

This will add 1 day to the construction schedule.

| # | Description | Type | Qty | Rate | Expense Amount | MarkUp | Cost |
|-------|-------------------------|---------------|-----|-------|----------------|---------|------------|
| 00024 | Bond 2% | Other Expense | | 0.000 | 46.470 | 0.0000 | \$46.47 |
| 00024 | Garling Project Manager | Labor Expense | | 0.000 | 127.500 | 15.0000 | \$146.63 |
| 00024 | Garling SuperIntendant | Labor Expense | | 0.000 | 187.500 | 15.0000 | \$215.63 |
| 00024 | General Conditions | Other Expense | | 0.000 | 120.000 | 15.0000 | \$138.00 |
| 00024 | Justice Electric | | | | 1736.080 | 5.0000 | \$1,822.88 |
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PROPOSAL SUMMARY

Other Expense \$184.47
 Labor Expense \$362.26
 \$1,822.88
Net Costs \$2,369.61

Proposal Total \$2,369.61

☒ PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER ☒

Architect: ☒ _____ **Date:** _____
 Fusion Architects

Owner: x _____ Date: _____

Kendall Meyeraan

PM: x _____ Date: **05/01/20**
Kendall R Meyeraan, Project Manager



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion
04-17-20
COR 025

Add Data Conduit Rough-In:

To incorporate into our scope of work for this project the rough-in of the additional 2" diameter conduit for the data cables; the tentative plan is for this conduit to enter the north side of the building (in the vicinity of where the new addition meets the existing building), extend up above the ceiling, then run south until it is turned to the west and into the shaft area, where it will then extend down to the lower level, and will then be routed above the ceiling to the #L007 IT room; and in response to RFI's #049 and #053:

Garling Construction:

| | | | |
|--------------------|------------------------------|-------------|-------------|
| Project Management | (1.5 hr x \$85.00/hr) | = \$ 127.50 | |
| Superintendent | (2.5 hr x \$75.00/hr) | = \$ 187.50 | |
| General Conditions | (0.05 month x \$2,400/month) | = \$ 120.00 | |
| | Subtotal | = \$ 435.00 | |
| | Mark-Up (15%) | = \$ 65.25 | |
| | Bond (2%) | = \$ 10.01 | |
| | Subtotal | = \$ 510.51 | = \$ 510.51 |

Subcontractors:

| | | | |
|------------------|--------------|---------------|---------------|
| Justice Electric | | = \$ 1,736.08 | |
| | Mark-Up (5%) | = \$ 86.80 | |
| | Bond (2%) | = \$ 36.46 | |
| | Subtotal | = \$ 1,859.34 | = \$ 1,859.34 |

TOTAL = \$ 2,369.85

NOTE: This additional work will **ADD 1 day** to the construction schedule.

Justice Electric Co.

"Who Says There's No Justice"

312 – 7th Avenue SE Cedar Rapids, IA 52401

(319) 366-1546

4/16/2020

RFI-049

Garling - Hiawatha Library

RFI-049: Install j-box with 2" ENT from IMON D-marc to IT closet.

[illegible]

RESOLUTION NO. 20-27

Library Board of Trustees

RESOLUTION DECLINING CHANGE ORDER #26

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect does not recommend Change Order #26 for unnecessary wiring, breakers, conduits for cabinet heaters in the amount of \$1,871.96, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, declines Change Order #26 for the Hiawatha Public Library Renovation and Expansion Project with the remaining total project contract amount of \$4,080,924.26.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 12th day of May 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. 026

Date Wednesday, April 29, 2020

Project: Hiawatha Library

Change order to incorporate additional and/or revised conduits, electrical wiring, breakers, etc..for the cabinet heaters (CUH-1, CUH-2, CUH-3, CUH-4, CUH-5) and the elevator pit sump pump (SP-1) and in response to the clarifications provided for these items in the previously submitted ASI #003.

| # | Description | Type | Qty | Rate | Expense Amount | MarkUp | Cost |
|-------|-------------------------|---------------|-----|-------|----------------|---------|------------|
| 00025 | Bond 2% | Other Expense | | 0.000 | 36.700 | 0.0000 | \$36.70 |
| 00025 | Garling Project Manager | Labor Expense | | 0.000 | 85.000 | 15.0000 | \$97.75 |
| 00025 | Garling SuperIntendant | Labor Expense | | 0.000 | 112.500 | 15.0000 | \$129.38 |
| 00025 | Justice Electric | | | | 1531.550 | | \$1,608.13 |
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PROPOSAL SUMMARY

Other Expense \$36.70
Labor Expense \$227.13
 \$1,608.13
Net Costs \$1,871.96

Proposal Total \$1,871.96

PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER

Architect: x _____ **Date:** _____
 Fusion Architects
Owner: x _____ **Date:** _____

Kendall Meyeraan

PM:

x

Kendall R Meyeraan, Project Manager

Date: **05/1/20**



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion
04-17-20
COR 026

Add Data Conduit Rough-In:

To incorporate into our scope of work for this project the additional and/or revised conduits, electrical wiring, breakers, etc., for the cabinet unit heaters (CUH-1, CUH-2, CUH-3, CUH-4, and CUH-5) and the elevator pit sump pump (SP-1); and in response to the clarifications provided for these items in the previously submitted ASI #003:

Garling Construction:

| | | |
|----------------------------------------|-------------|-------------|
| Project Management (1 hr x \$85.00/hr) | = \$ 85.00 | |
| Superintendent (1.5 hr x \$75.00/hr) | = \$ 112.50 | |
| Subtotal | = \$ 197.50 | |
| Mark-Up (15%) | = \$ 29.63 | |
| Bond (2%) | = \$ 4.54 | |
| Subtotal | = \$ 231.67 | = \$ 231.67 |

Subcontractors:

| | | |
|------------------|---------------|---------------|
| Justice Electric | = \$ 1,531.55 | |
| Mark-Up (5%) | = \$ 76.58 | |
| Bond (2%) | = \$ 32.16 | |
| Subtotal | = \$ 1,640.29 | = \$ 1,640.29 |

TOTAL = \$ 1,871.96

Justice Electric Co.

"Who Says There's No Justice"

312 - 7th Avenue SE Cedar Rapids, IA 52401

(319) 366-1546

4/16/2020

ASI-003

Garling - Hiawatha Library

ASI-003: Change breakers from 20a to 30a. Install power and hook-up CUH3 and CUH4.

[illegible]

RESOLUTION NO. 20-28

Library Board of Trustees

RESOLUTION DECLINING CHANGE ORDER #27

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect does not recommend Change Order #27 to revise a ceiling plan change that is not required in the amount of \$8,931.35, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, declines Change Order #27 for the Hiawatha Public Library Renovation and Expansion Project with the remaining total project contract amount of \$4,080,924.26.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 12th day of May 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. 027

| |
|------------------------------------------------------------------------------------------------------------------------------|
| Date Wednesday, April 29, 2020 |
| Project: Hiawatha Library |
| Change order for the revisions to the reflected ceiling plan per the ASI #019 (attached) and in response to RFI #041. |

| # | Description | Type | Qty | Rate | Expense Amount | MarkUp | Cost |
|-------|--------------------------|------------------|-----|-------|----------------|---------|------------|
| 00026 | Bond 2% | Other Expense | | 0.000 | 175.120 | 0.0000 | \$175.12 |
| 00026 | Garling Project Manager | Labor Expense | | 0.000 | 680.000 | 15.0000 | \$782.00 |
| 00026 | Garling SuperIntendent | Labor Expense | | 0.000 | 900.000 | 15.0000 | \$1,035.00 |
| 00026 | General Conditions | Other Expense | | 0.000 | 720.000 | 15.0000 | \$828.00 |
| 00026 | Garling Labor | Labor Expense | | 0.000 | 2784.000 | 15.0000 | \$3,201.60 |
| 00026 | Garling Material | Material Expense | | 0.000 | 300.000 | 15.0000 | \$345.00 |
| 00026 | Visions of Marion/Fowler | SUB LABOR | | 0.000 | 1592.500 | 5.0000 | \$1,672.13 |
| 00026 | Sticks on Stilts | | | | 300.000 | | \$315.00 |
| 00026 | Dvorak Painting | | | | 550.000 | | \$577.50 |
| | | | | | | | |
| | | | | | | | |

| PROPOSAL SUMMARY | |
|------------------|-------------------|
| Other Expense | \$1,003.12 |
| Labor Expense | \$5,018.60 |
| Material Expense | \$345.00 |
| SUB LABOR | \$1,672.13 |
| | \$892.50 |
| Net Costs | \$8,931.35 |

Proposal Total **\$8,931.35**

PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER

| | |
|---------------------------|--------------------|
| Architect: x _____ | Date: _____ |
| Fusion Architects | |
| Owner: x _____ | Date: _____ |

Kendall Meyeraan

PM:

x

Kendall R Meyeraan, Project Manager

Date: 05/01/20



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion
04-27-20
COR 027

Revise Lower Level Ceilings per ASI #019:

To incorporate into our scope of work for this project the revisions to the reflected ceiling plan, per the ASI #019 (attached) and in response to RFI #041:

Garling Construction:

| | | | | |
|--------------------|--------------------------------|------|----------|---------------|
| Project Management | (8 hr x \$85.00/hr) | = \$ | 680.00 | |
| Superintendent | (12 hr x \$75.00/hr) | = \$ | 900.00 | |
| General Conditions | (0.3 month x \$2,400.00/month) | = \$ | 720.00 | |
| Labor: | (2 men x 24 hr x \$58.00/hr) | = \$ | 2,784.00 | |
| Materials: | | | | |
| Lumber (Change) | | = \$ | 300.00 | |
| | Subtotal | = \$ | 5,384.00 | |
| | Mark-Up (15%) | = \$ | 807.60 | |
| | Bond (2%) | = \$ | 123.83 | |
| | Subtotal | = \$ | 6,315.43 | = \$ 6,315.43 |

Subcontractors:

| | | | | |
|-------------------------------------------------|--------------|----------|----------|---------------|
| Fowler Construction (Additional gypsum board) | | | | |
| (verbal quote; 490 sf x \$3.25/sf) | = \$ | 1,592.50 | | |
| Sticks on Stilts (Suspended Acoustical Ceiling) | = \$ | 300.00 | | |
| Dvorak Painting (Additional Painting) | = \$ | 550.00 | | |
| | Subtotal | = \$ | 2,442.50 | |
| | Mark-Up (5%) | = \$ | 122.13 | |
| | Bond (2%) | = \$ | 51.29 | |
| | Subtotal | = \$ | 2,615.92 | = \$ 2,615.92 |

TOTAL = \$ 8,931.35

NOTE: This additional work will **ADD 6 days** to the construction schedule.

Architect's Supplemental Instructions

Issue Date: March 12, 2020
Project: Hiawatha Library Expansion and Renovation
Project Number: 1713400
Architect: Fusion Architects, Inc.
1950 Boyson Rd.
Hiawatha, Iowa 52233
To: Garling Construction
5210 20th Ave SW
Cedar Rapids, Iowa 52404

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates acknowledgement that there will be no change in the Contract Sum or Contract Time.

Description: Revision to Lower Level Ceiling Height

Attachments: Sheet A400

CHANGES TO SPECIFICATIONS:

N/A

CHANGES TO DRAWINGS:

1. SHEET A400– LOWER LEVEL RFP PLAN
 - A. Refer to plan 1/LOWER LEVEL REFLECTED CEILING PLAN.
 - 1) Revise ceiling heights bubbled.
 - B. Refer to detail 3/KNEE WALL CEILING TRANSITION.
 - 1) Revise Dimension bubbled
 - C. Refer to detail 4/NEW BULKHEAD DETAIL.
 - 1) Added detail for new bulkheads in rooms L002 & L006.

Issued by Fusion Architects, Inc.



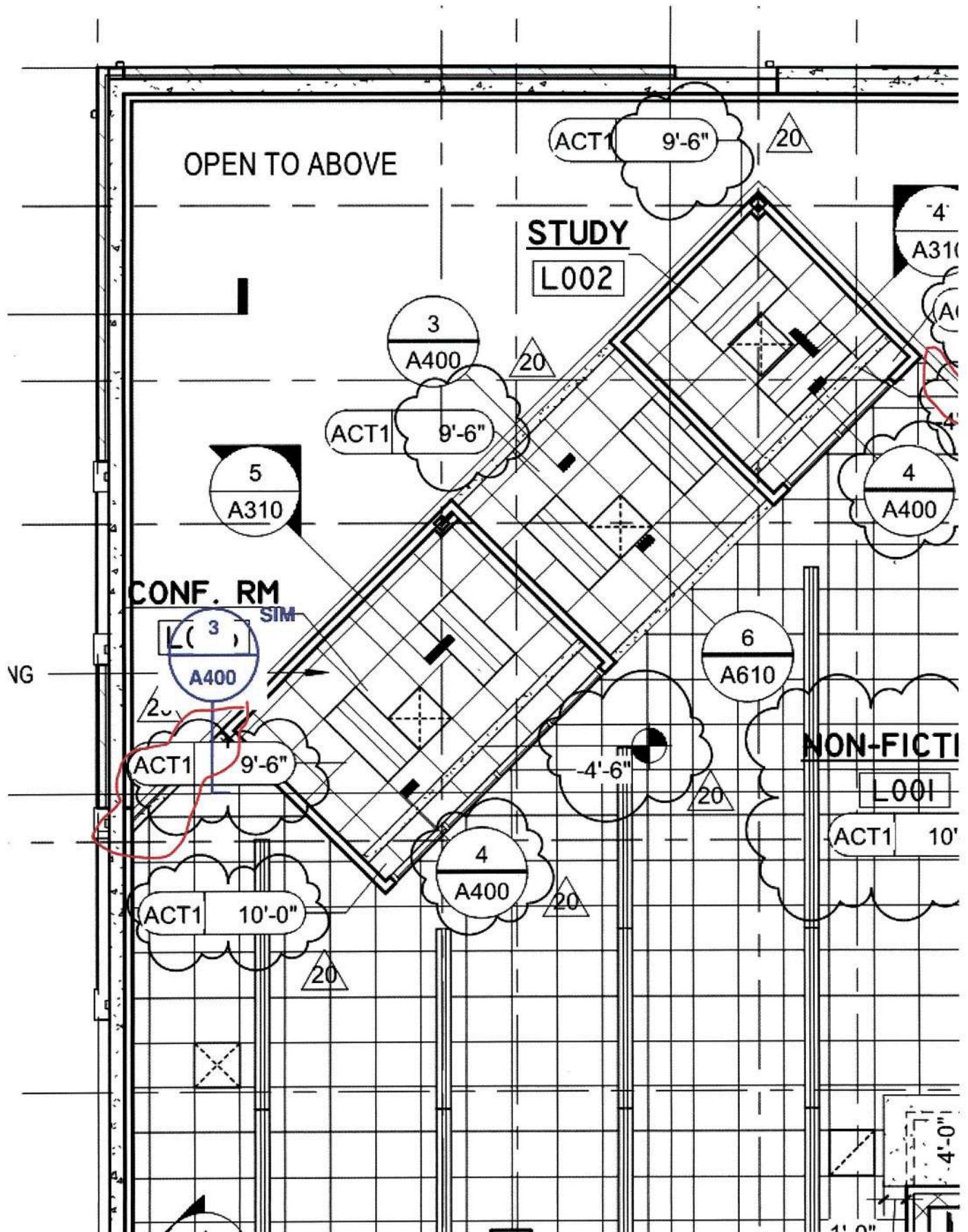
Wade R. Squiers, AIA

Kendall Meyeraan

From: Anton Lutz <alutz@fusion-architects.com>
Sent: Tuesday, April 07, 2020 9:57 AM
To: Kendall Meyeraan; Wade Squiers
Subject: [External] RE: Hiawatha Library - ASI #019

Kendall.

The detail 3/A400 should be continued on both sides you mentioned. Like you said the dimension would only be 1'-0" instead of 1'-6".



Anton J. Lutz

BIM Technician



1950 Boyson Road
Hiawatha, IA 52233
alutz@fusion-architects.com
www.fusion-architects.com

Direct: 319-200-8121
Office: 319-393-9011 ext. 121
Fax: 319-395-7933

From: Kendall Meyeraan <kmeyeraan@garlingconstruction.com>

Sent: Friday, April 3, 2020 10:28 AM

To: Wade Squiers <wsquiers@fusion-architects.com>; Anton Lutz <alutz@fusion-architects.com>

Subject: Hiawatha Library - ASI #019

Wade and/or Anton,

For this Hiawatha Library project, please referenced back to ASI #019 in which we are to lower the lower level ceilings to fit the ductwork issues we were experiencing. When lowering the Non-Fiction #L001 ceiling from 11'-0" to 10'-0", are we to incorporate the detail 3/A400 (with the offset wall below the 11'-0" elevation, and the 1" 'F' reveal at that offset) along the northeast edge of this ceiling and the very northwest corner of this room so this reveal is similar to that portion of wall which is located between the Study #L002 and Conference Room #L006? (The difference would be that these other locations would only extend down 1'-0" in lieu of the 1'-6" as shown on detail 3/A400.) Or, to save some cost, can these northeast and northwest locations of wall just extend straight down to the 10'-0" height? Please review and reply at your earliest opportunity. Thank you.

Kendall Meyeraan
Garling Construction, Inc.
Cell: 319-444-6671
Office: 319-444-3409
Fax: 319-444-2437
E-mail: kmeyeraan@garlingconstruction.com

**Builders First Source
Change Order Form**

Contractor: Garling Construction
Project: Hiawatha Public Library

Change Order Number: #002
Description: ASI #019

Amount: ~~\$201.16~~
\$300.00

NOTE: This price did not include additional bulkhead to be added outside doors #L020 for ceiling height change for return air grille into Storage HVAC room, so rounded this pricing up to **\$300.00**.

Details of Extra's: Ceiling Height & Bulkhead Misc. Changes

Sticks on Stilts, Inc.

Acoustical Ceiling Contractor

sticksonstilts@gmail.com

Jeff's Cell: 319.430.8931 (construction)
Joellen's Cell: 319.530.8931 (office)

1681 – 170th Street
Mt. Pleasant, IA
52641

DATE: April 15, 2020
TO: Kendall Meyeraan @ Garling Construction
FROM: Jeff Jepson (319)430-8931 and/or Joellen Jepson 319(530-8931)

RE: Hiawatha Library – revised lower level ceilings – ASI 019

The cost to change ceiling heights to a bi-level ceiling separated by bulkhead in rooms L002 Study and L006 Conference is an added ~~\$250.~~

\$300.00

There is no cost for lowering the ceiling height in L001 Non-Fiction nor in the room between L002/L006.

Thank you.

Submitted by Jeff Jepson
Sticks on Stilts, Inc.

NOTE: This price did not include additional bulkhead to be added outside doors #L020 for ceiling height change for return air grille into Storage HVAC room, so rounded this pricing up to \$300.00.

Kendall Meyeraan

From: Lesley Peterson
Sent: Wednesday, March 18, 2020 7:15 AM
To: Kendall Meyeraan
Subject: FW: [External] Re: FW: [External] FW: Hiawatha Library - RFI #048
Attachments: [External] Re: FW: [External] FW: Hiawatha Library - RFI #048

Good morning

Please see below and attached. Not sure why he sent two emails or if there is a change in price or not?

Thank you

Lesley

From: Roger Dvorak <dvorak.roger@gmail.com>
Sent: Tuesday, March 17, 2020 3:56 PM
To: Lesley Peterson <lesleyp@garlingconstruction.com>
Subject: [External] Re: FW: [External] FW: Hiawatha Library - RFI #048

Hey Lesley, Talked to Doug this morning regard AFI-19.

| | |
|--------------------------------|----------|
| Labor 6 hours @62.00 | \$372.00 |
| Materials: 2 gallons @ \$24.00 | \$ 48.00 |
| 15% overhead and Profit | \$ 63.00 |

Total add

~~\$ 483.00~~

\$550.00

NOTE: This price did not include additional bulkhead to be added outside doors #L020 for ceiling height change for return air grille into Storage HVAC room, so rounded this pricing up to **\$550.00**.

RESOLUTION NO. 20-29

Library Board of Trustees

RESOLUTION APPROVING CHANGE ORDER #28

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #28 revising a section of the ceiling plan not included in specifications, with an increase of \$16,633.98, and

WHEREAS, the Library Board of Trustees respectfully request the city council of the City of Hiawatha authorize additional funding for said project, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #28 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$16,633.98. The Library Board of Trustees additionally requested additional funding for said project above the original approval authorized by the city council. Total project contract amount of \$4,097,558.24.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 12th day of May 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretar



General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. 028

Date Thursday, April 30, 2020

Project: Hiawatha Library

Change order for revisions to the reflected ceiling plan, per the ASI #022 (attached) and in response to RFI #046. This will add 5 days to the construction schedule.

| # | Description | Type | Qty | Rate | Expense Amount | MarkUp | Cost |
|-------|-------------------------|------------------|-----|-------|----------------|---------|------------|
| 00027 | Bond 2% | Other Expense | | 0.000 | 326.170 | 0.0000 | \$326.17 |
| 00027 | Garling Project Manager | Labor Expense | | 0.000 | 850.000 | 15.0000 | \$977.50 |
| 00027 | Garling SuperIntendent | Labor Expense | | 0.000 | 1500.000 | 15.0000 | \$1,725.00 |
| 00027 | General Conditions | Other Expense | | 0.000 | 600.000 | 15.0000 | \$690.00 |
| 00027 | Garling Labor | Labor Expense | | 0.000 | 464.000 | 15.0000 | \$533.60 |
| 00027 | Garling Material | Material Expense | | 0.000 | 50.000 | 15.0000 | \$57.50 |
| 00027 | DCL Consultants | SUB LABOR | | 0.000 | 300.000 | 5.0000 | \$315.00 |
| 00027 | Iowa Fire | | | | 4840.000 | 5.0000 | \$5,082.00 |
| 00027 | Bowker Mechanical | | | | 6597.340 | 5.0000 | \$6,927.21 |
| | | | | | | | |
| | | | | | | | |

PROPOSAL SUMMARY

| | |
|------------------|--------------------|
| Other Expense | \$1,016.17 |
| Labor Expense | \$3,236.10 |
| Material Expense | \$57.50 |
| SUB LABOR | \$315.00 |
| | \$12,009.21 |
| Net Costs | \$16,633.98 |

Proposal Total **\$16,633.98**

✍ PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER ✍

Architect: ☒ _____ **Date:** _____

Fusion Architects

Owner: ☒ _____ **Date:** _____

Kendall Meyeraan

PM:

x

Kendall Meyeraan, Project Manager

Date: 05/01/20



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion
04-29-20
COR 028

Revise Main Level Ductwork and Ceilings per ASI #022:

To incorporate into our scope of work for this project the revisions to the reflected ceiling plan, per the ASI #022 (attached) and in response to RFI #046:

Garling Construction:

| | | |
|----------------------------------------------------|------|------------------------|
| Project Management (10 hrs x \$85.00/hr) | = \$ | 850.00 |
| Superintendent (20 hrs x \$75.00/hr) | = \$ | 1,500.00 |
| General Conditions (0.25 month x \$2,400.00/month) | = \$ | 600.00 |
| Labor: (Modify Truss = 2 men x 4 hr x \$58.00/hr) | = \$ | 464.00 |
| Materials: | | |
| Lumber (Modify Truss, estimated) | = \$ | 50.00 |
| Subtotal | = \$ | 3,464.00 |
| Mark-Up (15%) | = \$ | 519.60 |
| Bond (2%) | = \$ | 79.67 |
| Subtotal | = \$ | 4,063.27 = \$ 4,063.27 |

Subcontractors:

| | | |
|----------------------------------------------|------|--------------------------|
| DCL Consultants, LLC (Modified Truss Design) | = \$ | 300.00 |
| Iowa Fire Protection | = \$ | 4,840.00 |
| Bowker Mechanical | = \$ | 6,597.34 |
| Subtotal | = \$ | 11,737.34 |
| Mark-Up (5%) | = \$ | 586.87 |
| Bond (2%) | = \$ | 246.48 |
| Subtotal | = \$ | 12,570.69 = \$ 12,570.69 |

TOTAL = \$ 16,633.96

NOTE: This additional work will **ADD 5 days** to the construction schedule.



Architect's Supplemental Instructions

Issue Date: April 9, 2020 (match with SD's)
Project: Hiawatha Library Expansion and Renovation
Project Number: 1713400
Architect: Fusion Architects, Inc.
1950 Boyson Rd.
Hiawatha, Iowa 52233
To: Garling Construction
5210 20th Ave SW
Cedar Rapids, Iowa 52404

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates acknowledgement that there will be no change in the Contract Sum or Contract Time.

Description: Revision to Main Level Reflected Ceiling Plan

Attachments: SD-001

CHANGES TO SPECIFICATIONS:

N/A

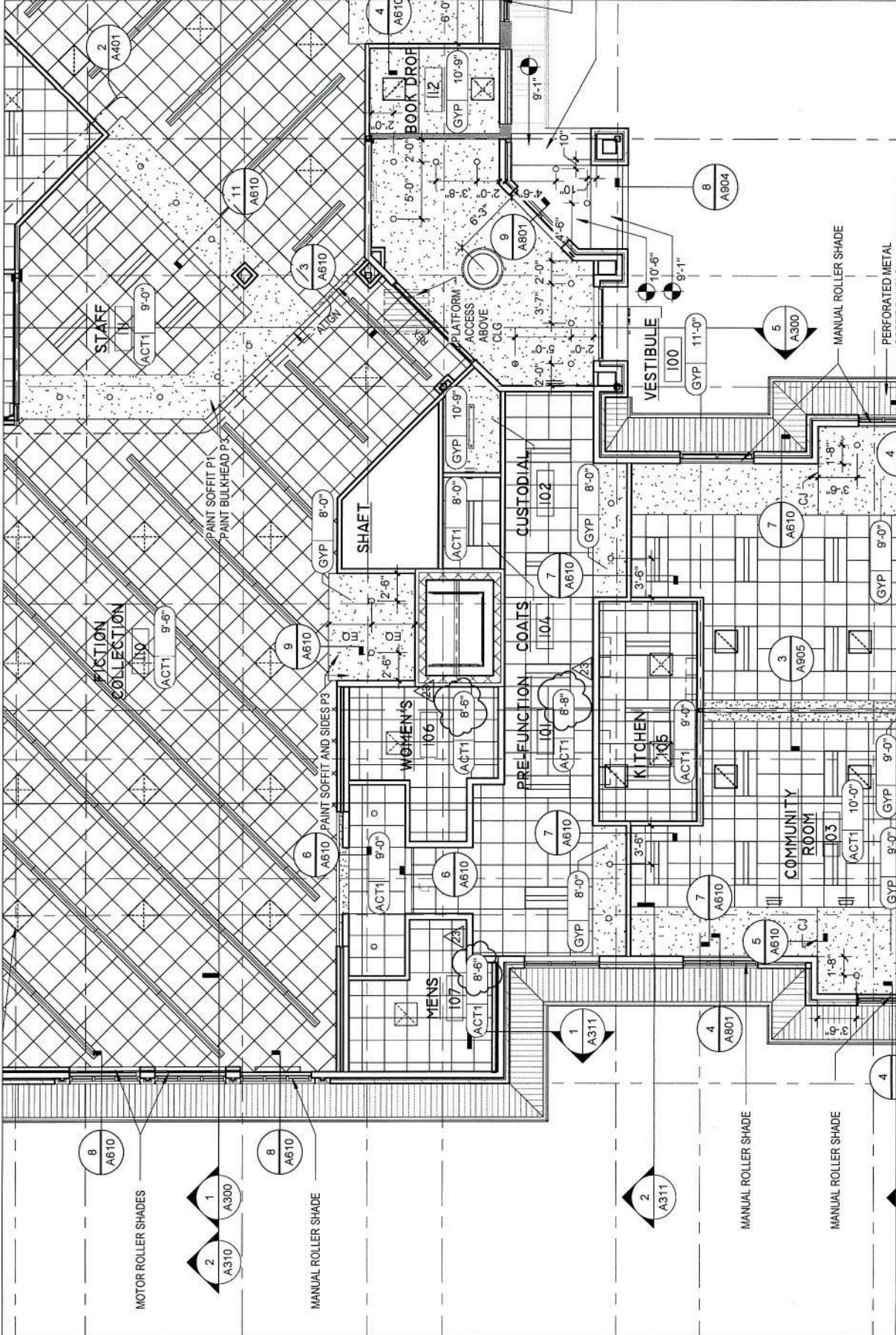
CHANGES TO DRAWINGS:

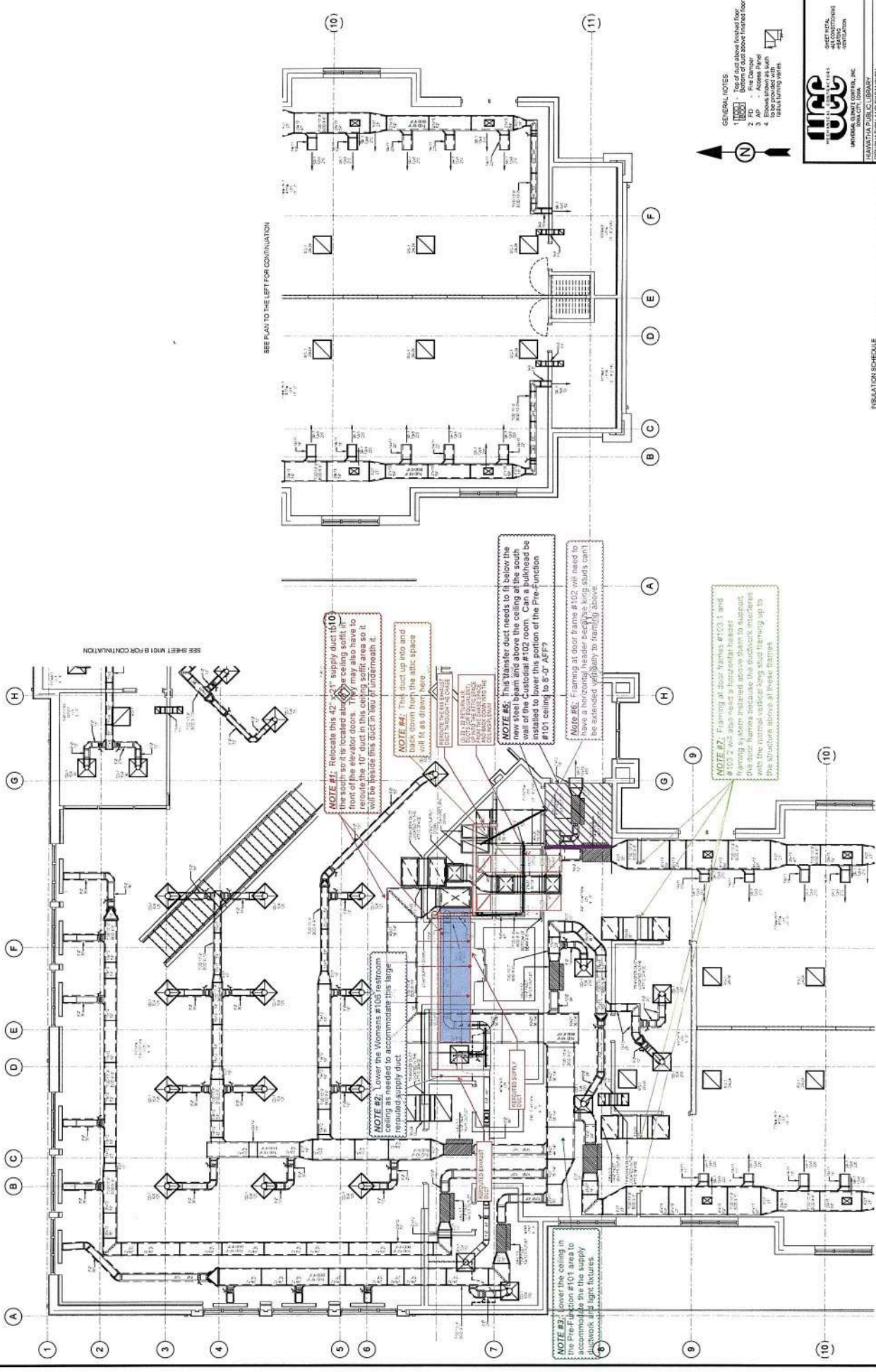
1. SHEET A401– MAIN LEVEL REFLECTED CEILING PLAN
 - A. Refer to 3/MAIN LEVEL REFLECTED CEILING PLAN.
 - 1) Revise ceiling heights in rooms MENS 107 & WOMENS 106 to 8'-6".
 - 2) Revise ceiling height in room PRE-FUNCTION 101 to 8'-8"

Issued by Fusion Architects, Inc.

A handwritten signature in dark ink, appearing to read "Wade R. Squiers", is written over a horizontal line.

Wade R. Squiers, AIA





SEE PLAN TO THE LEFT FOR CONTINUATION

SEE PLAN TO THE RIGHT FOR CONTINUATION

- GENERAL NOTES**
1. Top of duct above finished floor
 2. Top of duct above finished floor
 3. Top of duct above finished floor
 4. Top of duct above finished floor



INSULATION SCHEDULE

| ITEM | DESCRIPTION | THICKNESS | U-VALUE |
|------|----------------|-----------|---------|
| 1 | 1" DUCT LINER | 1" | 0.04 |
| 2 | 2" DUCT LINER | 2" | 0.08 |
| 3 | 3" DUCT LINER | 3" | 0.12 |
| 4 | 4" DUCT LINER | 4" | 0.16 |
| 5 | 5" DUCT LINER | 5" | 0.20 |
| 6 | 6" DUCT LINER | 6" | 0.24 |
| 7 | 7" DUCT LINER | 7" | 0.28 |
| 8 | 8" DUCT LINER | 8" | 0.32 |
| 9 | 9" DUCT LINER | 9" | 0.36 |
| 10 | 10" DUCT LINER | 10" | 0.40 |
| 11 | 11" DUCT LINER | 11" | 0.44 |
| 12 | 12" DUCT LINER | 12" | 0.48 |
| 13 | 13" DUCT LINER | 13" | 0.52 |
| 14 | 14" DUCT LINER | 14" | 0.56 |
| 15 | 15" DUCT LINER | 15" | 0.60 |
| 16 | 16" DUCT LINER | 16" | 0.64 |
| 17 | 17" DUCT LINER | 17" | 0.68 |
| 18 | 18" DUCT LINER | 18" | 0.72 |
| 19 | 19" DUCT LINER | 19" | 0.76 |
| 20 | 20" DUCT LINER | 20" | 0.80 |

GENERAL NOTES

1. Top of duct above finished floor
2. Top of duct above finished floor
3. Top of duct above finished floor
4. Top of duct above finished floor

GENERAL NOTES

1. Top of duct above finished floor
2. Top of duct above finished floor
3. Top of duct above finished floor
4. Top of duct above finished floor

GENERAL NOTES

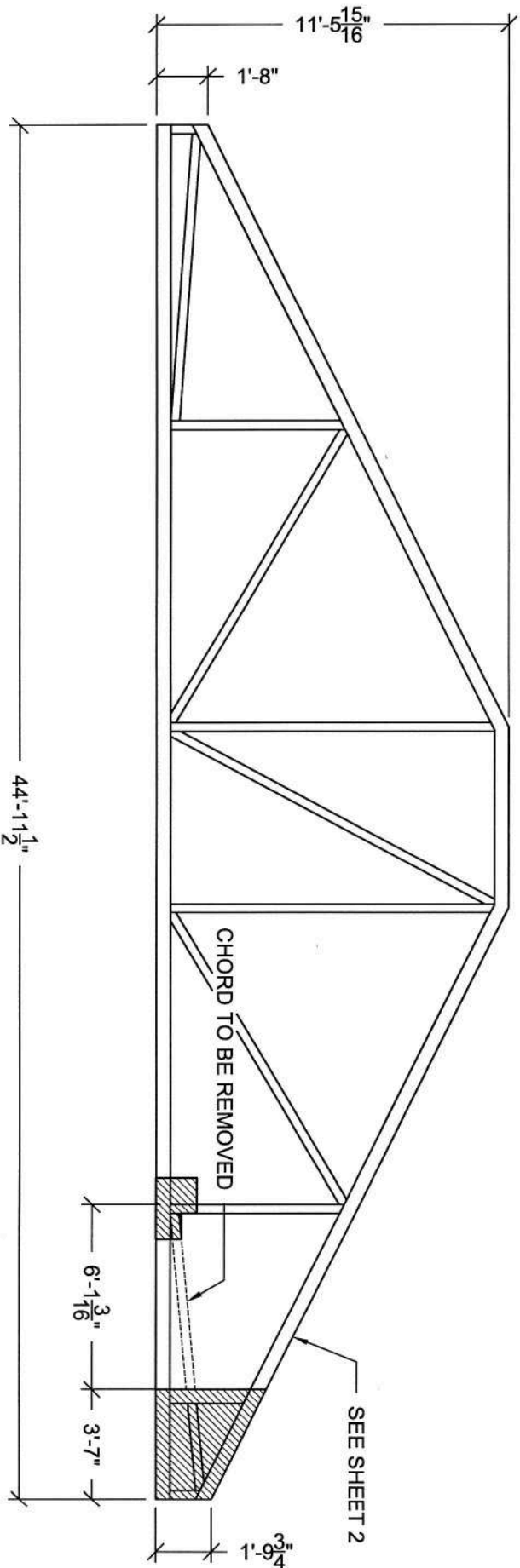
1. Top of duct above finished floor
2. Top of duct above finished floor
3. Top of duct above finished floor
4. Top of duct above finished floor

GENERAL NOTES

1. Top of duct above finished floor
2. Top of duct above finished floor
3. Top of duct above finished floor
4. Top of duct above finished floor

GENERAL NOTES

1. Top of duct above finished floor
2. Top of duct above finished floor
3. Top of duct above finished floor
4. Top of duct above finished floor

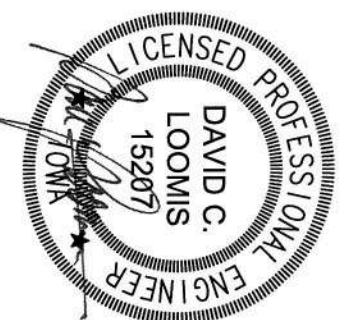


TRUSS PROFILE - T43

3/16" = 1'-0"

NOTE:

The modifications contained herein are intended to maintain the original design load capacity of this truss. Responsibility for all other design parameters of this project remains with the original design professionals.



DGL
 Consultants, LLC

P.O. Box 8695
 Cedar Rapids, IA 52408
 Phone (319) 533-5444
 Fax (319) 363-0135
 dave@ddiconsultants.com

TRUSS MODIFICATION SPECIFICATIONS:

Attach gussets using 3/4" 48/24 APA rated sheathing nailed to both faces of truss. See drawing for gusset sizes.

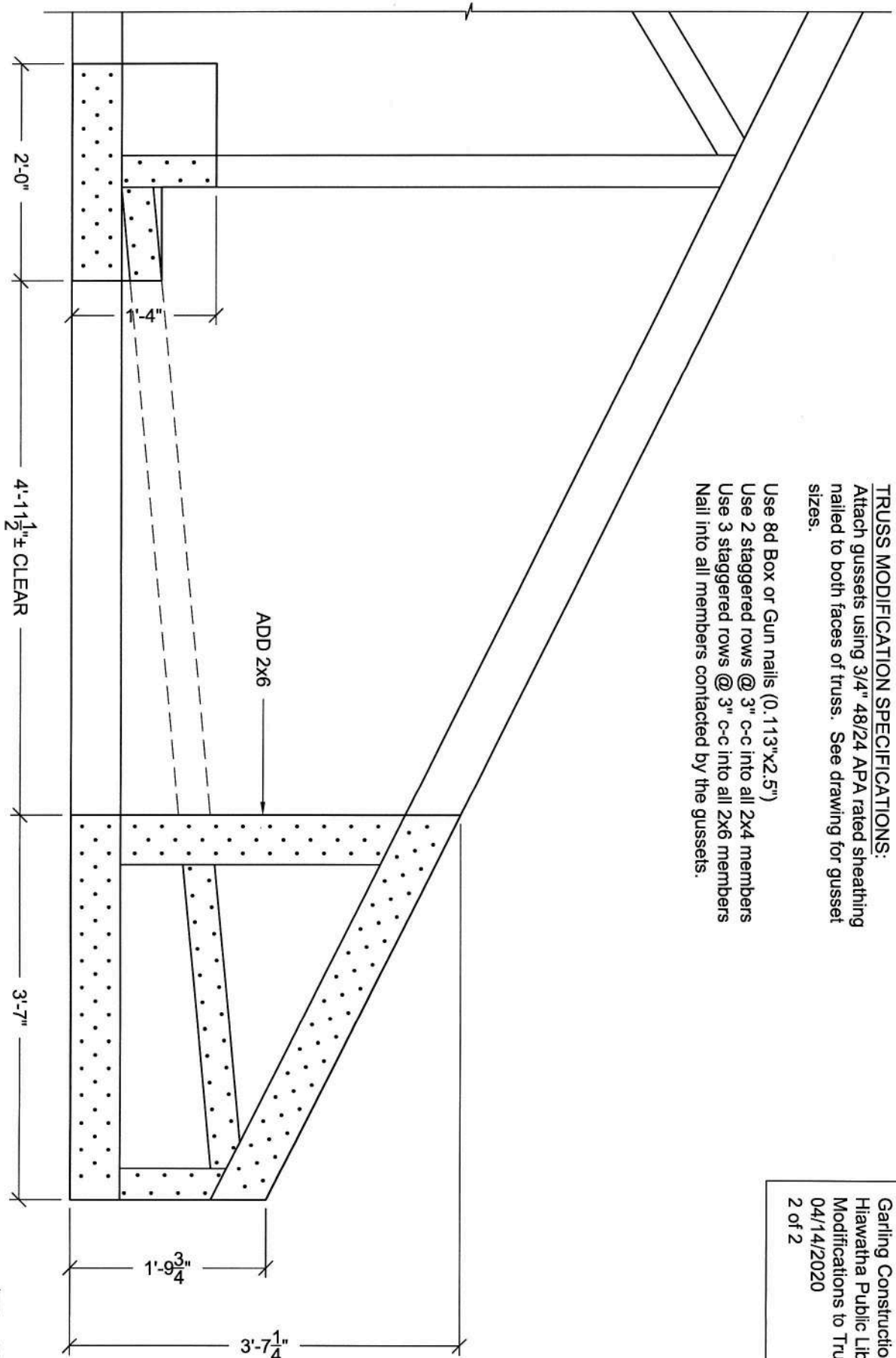
Use 8d Box or Gun nails (0.113"x2.5")

Use 2 staggered rows @ 3" c-c into all 2x4 members

Use 3 staggered rows @ 3" c-c into all 2x6 members

Nail into all members contacted by the gussets.

Garling Construction
Hiawatha Public Library
Modifications to Truss T43
04/14/2020
2 of 2



TRUSS MODIFICATIONS - T43

3/4" = 1'-0"

DCL
Consultants, LLC

P.O. Box 8595
Cedar Rapids, IA 52408
Phone (319) 533-5444
Fax (319) 363-0135
dave@dclconsultants.com

Kendall Meyeraan

From: Dave Loomis <dave@dclconsultants.com>
Sent: Monday, April 27, 2020 6:17 PM
To: Kendall Meyeraan
Subject: [External] Re: Hiawatha Library

Kendall -

Please include \$300.00 for engineering. I'll send an invoice later this week.

Thanks,

Dave Loomis
DCL Consultants

Iowa Fire Protection

735 Robins Rd.

Hiawatha, Iowa 52233

TEL. (319) 378-0820

FAX (319) 378-1312

April 28, 2020

Garling Construction, Inc.
1120 11th Street
Belle Plaine, Iowa 52208
Phone 319-444-3409
Fax 319-444-2437
E-mail = kmeyeraan@garlingconstruction.com

Attention: Kendall Meyeraan

Subject: Hiawatha Library Expansion and Renovation
Project Number: 1712400
Hiawatha, Iowa 52233
Subject: Revised Ductwork and Ceilings at Main Level
Quote # R-20066

We are pleased to quote our change order price of FOUR THOUSAND EIGHT HUNDRED FORTY AND NO/100 DOLLARS (\$4,840.00) to provide necessary design and material changes to accommodate the above subject changes.

Work Included:

- Redesign sprinkler piping to accommodate duct work and ceiling changes.
- All local hauling and handling of tools and material, installation drawings, shop fabrication expense, installation labor, freight and insurance.

Work Not Included, or to be Provided for by Others:

- Non-regular working hours.

Our Proposal is Based on the Following Information and/or Requirements:

- All work to be performed Monday-Friday, 7:00 a.m. to 3:30 p.m.
- Payment to be made monthly as work progresses to the value of 95% of all work complete and material on job site. The entire amount of contract to be paid within 30 days after completion of project.
- This proposal becomes part of contract.
- The price as stated above is in effect for 30 days.

Hiawatha Library – Hiawatha, Iowa

April 28, 2020

Thank you for the opportunity of estimating these changes work for you.

Very Truly Yours,

Russ D Kadolph

Russ D Kadolph

Design/Sales

Iowa Fire Protection, Inc

Iowa Fire Protection, Inc Is an Equal Opportunity Employer

Please date and sign the following Acceptance of Proposal and return a signed copy to our office.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____ Signature _____
Title _____ Printed Name _____

BOWKER MECHANICAL CONTRACTORS, LLC.



RFI PRICING SUMMARY

| | | |
|----------------------------|----------------------------------------------|-------------------------------|
| FROM: | MR. KENDALL MEYERAAN | JEFF WENZEL |
| COMPANY: | GARLING CONSTRUCTION CO. CEDAR RAPIDS, IA | DATE: APRIL 8, 2020 |
| RE: RFI #46 – Rev 1 | | |

| | |
|------------------------------------------------------------|-----------------------------------------------|
| PROJECT: Hiawatha Public Library Hiawatha, IA | DESCRIPTION: DUCT ROUTING REVISIONS |
|------------------------------------------------------------|-----------------------------------------------|

WE HAVE RECEIVED AND REVIEWED RFI No. 46 FOR THE ABOVE REFERENCED PROJECT AND PROVIDE THE FOLLOWING UPDATED ADDITIONAL COST INFORMATION:

| | |
|---------------------------|-------------|
| SUBCONTRACTORS: | |
| Universal Climate Control | \$ 6,283.18 |
| OVERHEAD & FEE (5%) | 314.16 |
| TOTAL: | \$ 6,597.34 |

WE HAVE ATTACHED COPY OF OUR SUBCONTRACTOR'S PROPOSAL WITH PROPOSED DUCT ROUTING DRAWING FOR YOUR REFERENCE.

PLEASE ADVISE OF ANY ACTION ON THIS PROPOSAL.



MECHANICAL CONTRACTORS

Universal Climate Control Inc.

107 10th Ave. S., P.O. Box 5561, Coralville, IA 52241 (319) 354-1636
FAX (319) 354-8728

April 7, 2020

Bowker Mechanical
PO Box 1273
Cedar Rapids, IA 52406

Attn; Jeff Wenzel
RE: Hiawatha Library, UCC #5200
RFI-46 Revision 1

Jeff,

To revise the HVAC system per RFI-46 for the above referenced project is as follows:

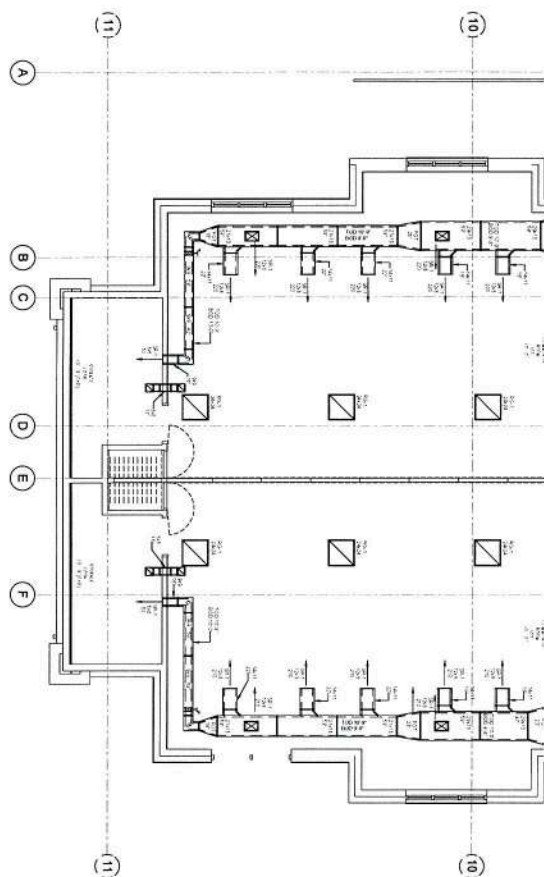
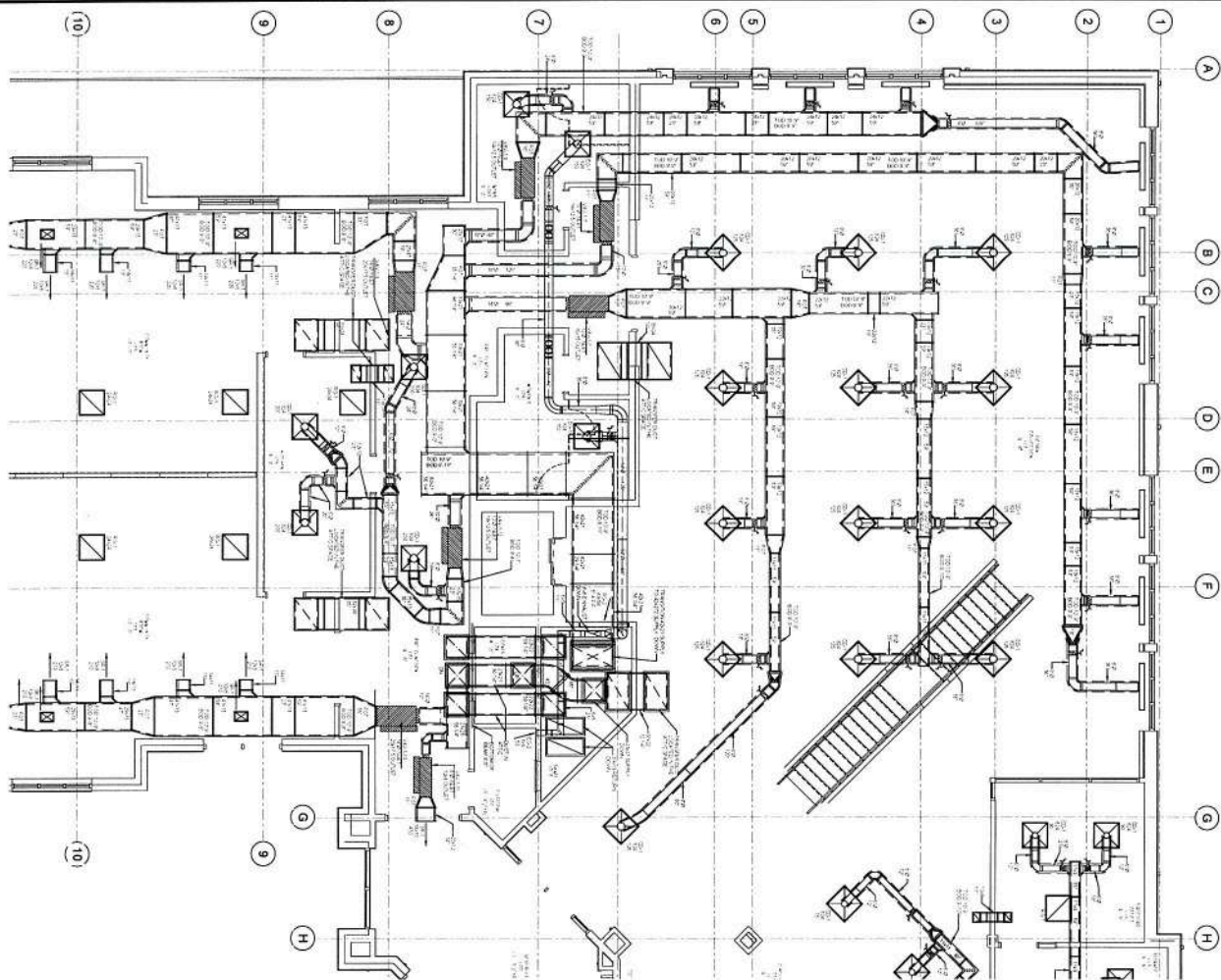
| | |
|-----------------------------------------|--------------------|
| Deduct Galv Metal (152#) | (\$ 220.40) |
| Deduct 1.5" Liner (64 sq ft) | (\$ 138.24) |
| Deduct Field Labor (J)(6 hrs @ \$89.61) | (\$ 537.66) |
| Deduct Shop Labor (J)(4 hrs @ \$89.61) | (\$ 358.44) |
| Add Galv Metal (512#) | \$ 745.40 |
| Add 1.5" Liner (360 sqft) | \$ 777.60 |
| Add shop Labor (J) (17 hrs. @ \$89.61) | \$1,523.37 |
| Add Field Labor (J)(28 hrs @ \$89.61) | \$2,509.08 |
| Add Field Labor (GF)(6 hrs @ \$96.91) | \$ 581.46 |
| Add CAD Labor (GF)(6 hrs @ \$96.91) | \$ 581.46 |
| | <u>\$ 5,463.63</u> |
| 15% OH&P | <u>\$ 819.55</u> |
| | \$ 6,283.18 |

Total RFI-46 Rev 1: ADD \$ 6,283.18

Please contact me if any questions regarding this quotation.

Respectfully Submitted,
Universal Climate Control

Scot Geisler
President



GENERAL NOTES

1. **TOP** - Top of duct above finished floor
2. **FD** - Fire Damper
3. **AD** - Access Panel
4. **Elbows** shown as such to be provided with radial turning vanes



The diagram shows a cross-section of a duct elbow. It is a 90-degree turn. Inside the elbow, there are four radial turning vanes. The vanes are labeled '4' and are shown as curved lines connecting the inner and outer walls of the duct. The duct is shown in a perspective view, with the elbow at the bottom right.

3

2



ISSUED CLIMATE CONTROL,
JONAS CITY, IOWA

ION AND EXPANSI
EL PUAN

Date _____

| | |
|---------------|-----------------|
| TO AVOID BEAM | DRUMS BY FRM |
|---------------|-----------------|

Page 11 of 11



JGC
MECHANICAL CONTRACTORS

UNIVERSAL AIRPORT CONTROLLER,
JONES CITY, IOWA

RENOVATION AND EXPANSION
MAIN LEVEL PLAN

| | |
|-------|-------|
| 7.3.0 | 7.3.0 |
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52200

ENVIRONMENTAL

SHIELD METAL
ARC CONDITIONERS
HEATING
VENTILATION

Source: *Author's calculations*.

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| Year | Value |
|------|-------|
| 1990 | 1.0 |
| 1991 | 1.0 |
| 1992 | 1.0 |
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11

RESOLUTION NO. 20-30

Library Board of Trustees

RESOLUTION DECLINING CHANGE ORDER #29

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect does not recommend Change Order #29 for installation of IT Communications Data Technology cabling because it can be done at less cost by IT Communications Data Technology vendor, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, declines Change Order #29 for the Hiawatha Public Library Renovation and Expansion Project with a remaining total project contract amount of \$4,097,558.24.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 12th day of May 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Sectary



General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. 029

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date Thursday, April 30, 2020 |
| Project: Hiawatha Library Change order for the installation of the IT Communications Data Technology Package cabling which was requested our electrician via the architects' emails of 4.20.20. This will add 7 days to the construction schedule. |

| # | Description | Type | Qty | Rate | Expense Amount | MarkUp | Cost |
|-------|-------------------------|---------------|-----|-------|----------------|---------|-------------|
| 00028 | Bond 2% | Other Expense | | 0.000 | 958.760 | 0.0000 | \$958.76 |
| 00028 | Garling Project Manager | Labor Expense | | 0.000 | 1190.000 | 15.0000 | \$1,368.50 |
| 00028 | Garling SuperIntendent | Labor Expense | | 0.000 | 4200.000 | 15.0000 | \$4,830.00 |
| 00028 | General Conditions | Other Expense | | 0.000 | 840.000 | 15.0000 | \$966.00 |
| 00028 | Justice Electric | | | | 38832.000 | 5.0000 | \$40,773.60 |
| | | | | | | | |
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PROPOSAL SUMMARY

| | |
|------------------|--------------------|
| Other Expense | \$1,924.76 |
| Labor Expense | \$6,198.50 |
| | \$40,773.60 |
| Net Costs | \$48,896.86 |

Proposal Total \$48,896.86

☒ PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER ☒

| | |
|----------------------------------------------------------------------------------------------------------|--------------------|
| Architect: x _____ <div style="text-align: right; margin-right: 50px;">Fusion Architects</div> | Date: _____ |
| Owner: x _____ | Date: _____ |

Kendall Meyeraan

PM:

x

Kendall R Meyeraan, Project Manager

Date: **05/01/20**



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion
04-29-20
COR 029

Add IT Data Cabling:

To incorporate into our scope of work for this project the installation of the IT Communications Data Technology Package cabling which was requested of our electrician via the architects' e-mails of 4/20/20:

Garling Construction:

| | | |
|--------------------|----------------------------------|-----------------------------|
| Project Management | (2 hr/day x 7 days x \$85.00/hr) | = \$ 1,190.00 |
| Superintendent | (8 hr/day x 7 days x \$75.00/hr) | = \$ 4,200.00 |
| General Conditions | (0.35 month x \$2,400/month) | = \$ 840.00 |
| | Subtotal | = \$ 6,230.00 |
| | Mark-Up (15%) | = \$ 934.50 |
| | Bond (2%) | = \$ 143.29 |
| | Subtotal | = \$ 7,307.79 = \$ 7,307.79 |

Subcontractors:

| | | |
|------------------|--------------|-------------------------------|
| Justice Electric | | = \$ 38,832.00 |
| | Mark-Up (5%) | = \$ 1,941.60 |
| | Bond (2%) | = \$ 815.47 |
| | Subtotal | = \$ 41,589.07 = \$ 41,589.07 |

TOTAL = \$ 48,896.86

NOTE: This additional work will **ADD 7 days** to the construction schedule.

Justice, / Electric Co.

"Who Says 'There's No Justice'"

312 - 7th Avenue SE

Cedar Rapids, IA 52401

(319) 366-1546

April 21, 2020

ITC-IT

Garling Construction
Attn: Kendall
1120 11th St
Belle Plaine, IA 52208

Re: Hiawatha Public Library - IT

We propose to furnish electrical work and material as follows:

- Wire IT cabling per plans
- Includes data jacks, patch panels, 2-post rack, cable tray
- Includes termination and testing

For a total cost of\$38,832.00

Billing would be monthly, 90% of completed work, balance upon completion, with payment due 10 days from date of invoice. This proposal is good for thirty (30) days.

If you have any questions, please feel free to call.

Thank you,

Joe Justice

Joe Justice
President

ACCEPTANCE OF PROPOSAL - The above specifications, prices and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of acceptance

RESOLUTION NO. 20-31

Library Board of Trustees

RESOLUTION DECLINING CHANGE ORDER #30

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect does not recommend Change Order #30 for installation of the additional audio video work because it can be done for less cost by AV vendor, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, declines Change Order #30 for the Hiawatha Public Library Renovation and Expansion Project with a remaining total project contract amount of \$4,097,558.24.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 12th day of May 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. 030

Date Monday, May 4, 2020

Project: Hiawatha Library

**Change order for installation of the additional Audio Video work per the recently submitted (and attached) ASI 023.
This will add 1 day to the Construction schedule.**

| # | Description | Type | Qty | Rate | Expense Amount | MarkUp | Cost |
|-------|---------------------|------------------|-----|-------|----------------|---------|----------|
| 00029 | Bond 2% | Other Expense | | 0.000 | 24.010 | 0.0000 | \$24.01 |
| 00029 | Project Manager | Labor Expense | | 0.000 | 85.000 | 15.0000 | \$97.75 |
| 00029 | Job Supervision | Labor Expense | | 0.000 | 75.000 | 15.0000 | \$86.25 |
| 00029 | General Requirement | Other Expense | | 0.000 | 120.000 | 15.0000 | \$138.00 |
| 00029 | Garling Labor | Labor Expense | | 0.000 | 116.000 | 15.0000 | \$133.40 |
| 00029 | Garling Material | Material Expense | | 0.000 | 40.000 | 15.0000 | \$46.00 |
| 00029 | Justice Electric | | | | 665.620 | 5.0000 | \$698.90 |
| | | | | | | | |
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PROPOSAL SUMMARY

| | |
|------------------|-------------------|
| Other Expense | \$162.01 |
| Labor Expense | \$317.40 |
| Material Expense | \$46.00 |
| | \$698.90 |
| Net Costs | \$1,224.31 |

Proposal Total \$1,224.31

PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER

| | |
|------------------------------------------------------|-------------|
| Architect: <input checked="" type="checkbox"/> _____ | Date: _____ |
| Fusion Architects | |
| Owner: <input checked="" type="checkbox"/> _____ | Date: _____ |

Kendall Meyeraan

PM:

x

Kendall Meyeraan, Project Manager

Date: **05/04/2020**



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion
05-01-20
COR 030

Added AV at Community Room:

To incorporate into our scope of work for this project the installation of the additional Audio/Video work as per the recently submitted (and attached) ASI #023:

Garling Construction:

| | | | |
|-----------------------------------------------|------|--------|-------------|
| Project Management (1 hr x \$85.00/hr) | = \$ | 85.00 | |
| Superintendent (1 hr x \$75.00/hr) | = \$ | 75.00 | |
| General Cond. (0.05 month x \$2,400/month) | = \$ | 120.00 | |
| Labor (Install backing for monitor brackets): | | | |
| (1 man x 2 hrs x \$58.00/hr) | = \$ | 116.00 | |
| Materials (Backing for monitor brackets): | | | |
| (3/4" plywood, misc. fasteners) | = \$ | 40.00 | |
| Subtotal | = \$ | 436.00 | |
| Mark-Up (15%) | = \$ | 65.40 | |
| Bond (2%) | = \$ | 10.03 | |
| Subtotal | = \$ | 511.43 | = \$ 511.43 |

Subcontractors:

| | | | |
|------------------|------|--------|-------------|
| Justice Electric | = \$ | 665.62 | |
| Mark-Up (5%) | = \$ | 33.28 | |
| Bond (2%) | = \$ | 13.98 | |
| Subtotal | = \$ | 712.88 | = \$ 712.88 |

TOTAL = \$ 1,224.31

NOTE: This additional work will **ADD 1 day** to the construction schedule.



Architect's Supplemental Instructions

Issue Date: April 27, 2020
Project: Hiawatha Library Expansion and Renovation
Project Number: 1713400
Architect: Fusion Architects, Inc.
1950 Boyson Rd.
Hiawatha, Iowa 52233
To: Garling Construction
5210 20th Ave SW
Cedar Rapids, Iowa 52404

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates acknowledgement that there will be no change in the Contract Sum or Contract Time.

Description: Revision to Community Room South Elevation

Attachments: SD-001

CHANGES TO SPECIFICATIONS:

1. Add section 27-4100

CHANGES TO DRAWINGS:

1. SHEET A703– INTERIOR ELEVATIONS
 - A. Refer to 11/COMMUNITY RM 103 SOUTH.
 - 1) Revise to include information bubbled.

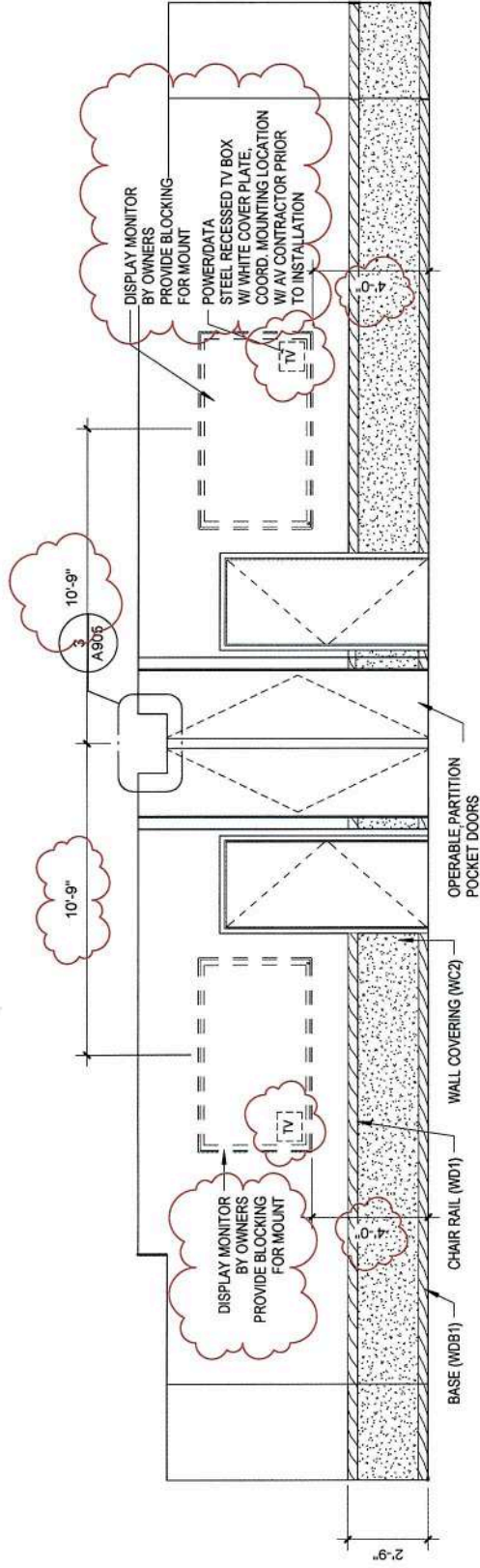
Issued by Fusion Architects, Inc.

A handwritten signature in black ink, appearing to read "Wade R. Squiers", is written over a horizontal line.

Wade R. Squiers, AIA

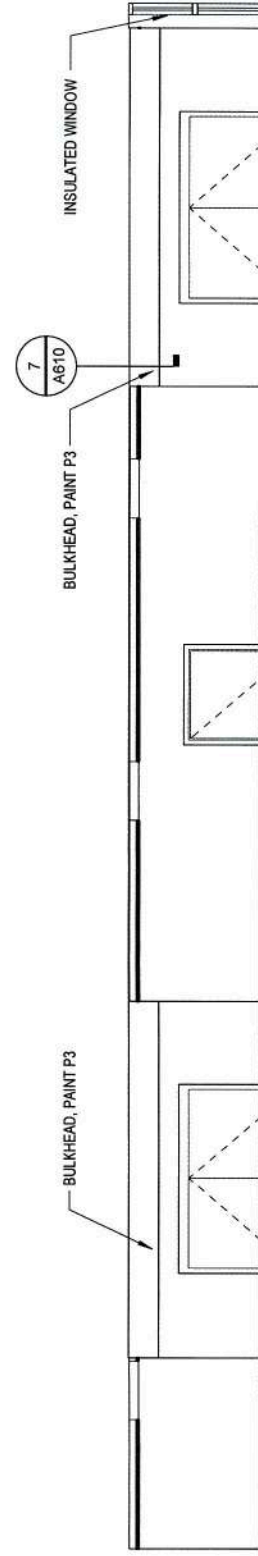
13 COMMUNITY RM 103 NORTH

1/4" = 1'-0"



11 COMMUNITY RM 103 SOUTH

1/4" = 1'-0"



Sheet Title: INTERIOR ELEVATIONS

Sheet Number: A703

Date: 04/27/2020
ASI Number: ASI-023
SD Number: SD-001

Project: HIWATHA PUBLIC LIBRARY RENOVATION AND EXPANSION
Project Number: 17-13400

FUSION ARCHITECTS, INC.

SECTION 274100 - AUDIO VIDEO SYSTEMS

PART 1 - GENERAL

1.1 SCOPE

- A. Perform all Work required to provide and install the required AV equipment and cabling indicated by the Contract Documents with supplementary items necessary for proper installation.
- B. Types of AV systems included in this Section
 - 1. Extra Large Divisible Conference Room
- C. Work included in other Sections
 - 1. Empty conduit, junction boxes, wall boxes, ceiling boxes, floor boxes, fittings, etc. These items will be provided and installed by the Electrical Contractor.
 - 2. Power and power wiring to all A/V equipment. This will be provided and installed by the Electrical Contractor.
 - 3. Refer to the plans for a Responsibility Matrix for division of work.

1.2 CONTRACTOR'S RESPONSIBILITY

- A. Thoroughly review the Contract Drawings and Specifications with regard to the work specified in this Section to insure its completeness. If there are questions or if the AV Contractor notes any discrepancies in the contract documents, notify the Engineer in writing a minimum of five (5) days prior to bid submission.
- B. The AV Contractor shall visit the site prior to submitting a bid. If there are any existing conditions that will prevent or impede the work as specified, notify the Engineer in writing a minimum of five (5) days prior to bid submission.
- C. Field verify all dimensions affecting the work. The AV Contractor will be responsible for any dimensional variances between the contract documents and actual field conditions.
- D. Coordinate all work with other trades to avoid project delays.

1.3 SHOP DRAWINGS

- A. Shop Drawings shall be submitted to the Engineer for approval in accordance with the requirements of the Contract Documents.
- B. Provide the following before installation of any equipment
 - 1. Functional schematics of each system

2. Mounting methods
3. Detailed dimensioned drawings for all custom fabricated material
4. Details of any deviations from Contract Documents
5. Manufacturer's specification sheets
6. Lists of equipment for approval
7. Dimensioned plans showing locations of all equipment provided by the AV Contractor.
8. Contractor to provide touch panel Graphical User Interface design for the Engineer and Owner's approval. If Owner has panel design standards, Contractor shall coordinate to implement into final product.

1.4 QUALITY ASSURANCE

- A. Offers will be considered only from a Contractor who has at least five (5) years of experience in the furnishing and installation of similar Systems; the contractor shall submit names of three (3) similar sized projects installed by him within the past five (5) years. The Contractor shall be an authorized dealer of all major equipment components supplied. In addition, the Contractor must employ competent electronics technicians to fabricate, install and test such equipment in a manner that clearly indicates that the technicians are knowledgeable in the complexities of the A/V systems.
- B. The Contractor shall supply to the Owner certification that the satisfactory operation of installed systems shall be guaranteed and warranted for a period of one (1) year from date of final acceptance by the Owner. The warranty includes all replacement parts, adjustments and service required to ensure continual satisfactory performance of all the Systems.
- C. Substitutions: The AV Contractor will obtain approval for alternative equipment and materials in writing from the engineer a minimum of ten (10) days prior to the bid date.

1.5 RECORD DOCUMENTS

- A. After substantial completion of the specified systems and before final acceptance of these systems by the Owner or his representative, the Contractor shall furnish the Owner the following:
 1. Systems operation manuals, equipment operation manuals, maintenance data, descriptive literature and other information that is pertinent to the operation and performance of the Systems.
 2. Manufacturer's guarantees and warranties and Contractor's guarantee as previously called for in Paragraph 1.4 – B.
 3. Point-to-point wiring diagrams showing interconnection of all equipment.
 4. Complete functional schematics describing the inter-relationship of all active and passive components.

1.6 BID SUBMITTAL

- A. Bids submitted by Contractor must be in complete compliance with the terms and requirements of the Specification describing the equipment, functions, and performance. Any exceptions to, omissions from, and modifications to the Specification, that are contained in the Bid Submittal, will be considered unacceptable to the Owner.
- B. Pricing shall be all-inclusive for a turn-key, fully functional A/V system. Pricing shall include all costs, including but not limited to: material, labor (including installation and programming), travel expenses, taxes, warranties, licensing fees, etc.
- C. Contractor shall provide as a separate attachment an annual service agreement proposal that would take effect after the initial warranty period. Provide terms and conditions, including labor rates and service level options.
- D. In addition to the Bid Submittal requirements described the Instruction to Bidders, the AV Contractor will include the following information:
 - 1. Itemized material list with complete make and model numbers of all equipment and material for each type of room. Provide summary pricing in the format shown below:

Example:

Large conference room

- a. System price (Base bid - Creston AV Control System)
- b. System price (Alternate bid - Extron AV Control System)
- c. Voluntary alternate pricing

1.7 ALTERNATES

1.8 FUNCTIONAL REQUIREMENTS

- 1. Extra Large Divisible Conference Room
 - a. General Requirements: The A/V system for these conference rooms will consist of the following items:
 - 1) One (1) Audio/Visual equipment cabinet (AV-1) By Others. Located outside of room.
 - 2) One (2) television monitors (by others)
 - 3) One (2) HDMI port and (1) USB-C for laptop and computer interface (MPWP-1).
 - 4) One (2) A/V Control Touch Panel (MPC-1)
 - 5) Ceiling mounted audio speakers
 - 6) Wireless ayouit and quantity to be determined by A/V Contractor).
 - 7) One (1) scaler located in equipment rack (AV-2).
 - b. System Operation:
 - 1) Basic Operation: The system will be centrally controlled via the media presentation controller MPC-1. Video content can be shown on the television monitors. Audio content will be heard through the ceiling mounted speakers. Content will be provided by any of the following sources:

- a) A presenter's laptop computer via any of the HDMI or VGA interfaces (MPWP-1).
- b) Microphones
- 2) The system shall be designed so that the end user can easily configure the system for any combination of input and output.
- c. Audio System - Provide and install an Audio Amplifier within AV-1. This audio amplifier will drive the speakers in the area. Signal source for the amplifier will be the A/V Matrix Switch. Audio sources will include but will not be limited to: Audio from presenter laptops/computers and table top microphones in the audio conference equipment. Provide and install ceiling mounted audio speakers. A preliminary layout is shown on the plans; the A/V Contractor will design the audio system and provide a final layout with specific speaker locations and quantities to support. The microphones and audio sources will be routed to an Audio Conferencing Codec that will allow echo cancellation, feedback elimination and system equalization. The Codec will be capable of using a digital phone system or VoIP system input for audio conferencing.

PART 2 - PRODUCTS

- A. Equipment Selection: Equipment covered by these Specifications is identified by manufacturer and model number. The performance data and part number provided herein are for the purpose of establishing equality of performance and function of equipment and are not intended to be restrictive. However, equipment bid as an alternate or equal shall have laboratory-measured data equal to that of the specified equipment in terms of quality, performance and function. The Owner shall determine the acceptability of proposed substitutions.
- B. Equipment Lists: The following sections describe the functions and requirements applicable to each of the designated Systems. These are submitted to express the purpose, operation, and satisfactory performance of the system. The components, material and workmanship required to achieve these functions, while not explicitly stated in this Section, are, nonetheless, implied and shall be furnished and installed by the Contractor. Where more than one (1) man/model number is listed, the features and functions of the first listed is representative of the component requirements. Equipment quantities shall be determined by the Contractor from the drawings and jobsite conditions.
 - 1. AV-1 (Audio/Visual Equipment Cabinet)
 - a. Provided by Others
 - 2. MPC-1 (Media Presentation Controller)
 - a. Room control will be through a wall mounted touch panel. The touch panel will have Ethernet connectivity to allow remote monitoring and control of the room functions. Control buttons will turn the projector on/off; control the projector screen, and control audio conference functions including volume. Ethernet connectivity will allow event scheduling to allow projectors and screen to be turned off at certain times to save lamp life, or have the room ready for meetings prior to arrival. It will also allow remote technical support such as device status, power state, and remote room setup.
 - b. Atolona AT-VTP-800-BL 8" touch panel (Basis of Design)
 - c. Or Approved equal

3. MPWP-1 (Media Presentation Wall Plate):
 - a. Decora style faceplates for media interface. These face plates will provide the interface to the ceiling mounted projectors and video monitors via the AV Matrix Switch. The electrical contractor will provide suitable pathways from the floor box to the projectors or televisions. This interface will consist of one (1) HDMI connector and one (1) display port adaptor. The AV Contractor will be responsible for providing and installing HDMI ports with display port adaptors and VGA ports.
 - b. HDMI and USB-C: Atlona AT-HDVS-210-U-TX-WP
 - c. HDMI Cables (no plan mark)
 - 1) Less than 9 feet – Extron 26-663-06
 - 2) 9 feet or more – Extron 26-663-09
4. (No Plan Mark – installed in AV-1 Mixer/Power Amplifier
 - a. Crown – 2 Channel 70V Audio Amplifier – CTS-2000
5. “S” - Ceiling Loudspeaker – 6”
 - a. Tannoy CVS 6 (Basis of Design)
 - b. JBL Control
 - c. TOA
6. (No plan mark – stored in lectern) Wireless Lavalier Microphone System – UHF System
 - a. Shure QLXD 124/85(Basis of Design)
 - b. Lavalier devices Shure WL185
 - c. Or approved equal
7. (No plan mark) AV Digital Media Matrix Switch / Control Software
 - a. (Installed in AV-1) Atlona SW510W
 - b. Control Software: Atlona Velocity VGW-250 Gateway
8. (No Plan Mark – installed adjacent to each TV-1 television monitor) Digital Media Transmitter
 - a. Atlona HDVS-210U-TX-WP x 2
 - b. Or approved equal
9. (No plan mark) Receiver/Controller
 - a. Atlona HDVS-210U-TX-WP x 2 (Wall Plate Inputs)
 - b. Or approved equal
- C. Cables and Connectors – West Penn or equal by Belden or Liberty
 1. Digital Media High Bandwidth Cable DM-CBL-P-SP500 (Plenum)
 2. Digital Media Connectors DM-CONN-20
 3. Microphone cable – West Penn 25292 (Plenum)

4. Low Voltage control cable – West Penn 253114 (Plenum)
5. Loudspeaker cable – West Penn 25225 (Plenum)
6. Low Voltage power cable – West Penn 25224 (Plenum)
7. Remote Control cable (RS232) – West Penn D252406 (Plenum)
8. Line level Audio cable – West Penn 25293 (Plenum)
9. Audio Connectors – RCA and XLR type
10. Video Connectors – BNC and F type
11. Data/Telephone Connectors – RJ11, RJ12, RJ45 type

PART 3 - EXECUTION

3.1 EQUIPMENT SELECTION

- A. All equipment components supplied shall be current models, not obsolete or discontinued models. All equipment components, except as herein called for, shall be new, not used, nor re-manufactured except for equipment provided by Owner.
- B. If alternate manufacturers are proposed, provide itemized list of proposed substitutions, including cut sheets, specifications, and other material necessary for approval as an equal product. There are no alternates on Crestron Digital Media System.
- C. A/V integrator shall coordinate with the owner the logo on the touch screen device and menus on the touch panels. After all work is completed and system is commissioned with the owner, AV integrator shall hand over all owner manuals, wiring diagrams, cut sheets of equipment and the passwords needed to the owner to make future changes to the system.

3.2 WORKMANSHIP

- A. All equipment and associated hardware shall be fabricated and installed in accordance with the manufacturer's specific recommendations and in a manner that is consistent with practices and standards generally accepted by the professional audio and video industry. All wiring, connections and necessary termination identifications shall be accomplished expertly within the rack cabinet. Tag all cables and terminal strips.
- B. Location of grounding points shall be determined carefully to ensure minimization of system hum and elimination of ground loops. In addition, all connections of shields and conductors to equipment shall be in accordance with manufacturer's instructions.

3.3 PROOF OF PERFORMANCE REQUIREMENTS

- A. This section is to be performed by the A/V system Contractor.

- B. The satisfactory performance of the A/V systems shall be determined by specific tests and adjustments after substantial completion of the installation has been accomplished. The systems shall meet the following requirements, based upon available data and manufacturer's published Specifications.
1. Better than 60 dB S/N ratio as measured at the power amplifier output, and audio recording output.
 2. Less than 1.0% harmonic distortion in the 100 – 15,000 Hz frequency range as measured at maximum power amplifier output.
 3. Uniformity of coverage throughout the audience seating area shall be +/- 2 dBA using pink noise as the sound source.
 4. Check all circuits for continuity and proper phasing.
 5. The data/video projector shall be verified for compliance with manufacturer's specification in terms of light output in lumens, adjustment to specified image size, projection geometry, adjustments, proper picture adjustments, proper focus, etc.
 6. All audio and video sources shall be verified for proper operations and that all field adjustments to this equipment have been performed.
 7. Provide technical support during system tuning and adjustment phases.

3.4 PROGRAMMING

- A. The audio visual integrator shall provide all programming passwords to the owner at the time when owner manuals are turned over to the Owner. The Owner shall be able in the future make any changes to the system at their discretion and not be forced to use a specific installer based on the system architecture. Provide Code "Compiled/Uncompiled" to the Owner for future changes.

3.5 TRAINING

- A. Contractor shall provide and coordinate detailed training on each different rooms A/V system. Provide hands-on training and cheat sheet of how to use the system.

END OF SECTION 274100

Justice Electric Co.

"Who Says There's No Justice"

312 – 7th Avenue SE Cedar Rapids, IA 52401

(319) 366-1546

4/28/2020

ASI-023

Garling - Hiawatha Library

ASI-023: Add TV boxes.

[illegible]

RESOLUTION NO. 20-32

Library Board of Trustees

RESOLUTION APPROVING CHANGE ORDER #1

Hiawatha Public Library Renovation and Expansion Project IT, DATA, and Technology Communications

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Inteconnex of Cedar Rapids, Iowa, and

WHEREAS, the principal architect of Fusion Architect has reviewed project specifications and determined the IT, DATA, and Technology Communication wiring was not within the specifications and appropriate to increase Inteconnex's contract adding the necessary materials outline in Change Order #1 with an increase of \$17,706.28, and

WHEREAS, the Library Board of Trustees respectfully request the city council of the City of Hiawatha authorize additional funding for said project, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #1 for the Hiawatha Public Library Renovation and Expansion Project for IT, DATA, and Technology Communications with a total increase in contract amount of \$17,706.28. The Library Board of Trustees additionally request additional funding for said project above the original approval authorized by the city council. Total communications project contract amount of \$35,818.78

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 12th day of May 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary

CHANGE ORDER NO. 1

PROJECT: Inteconnex Contract-Library Renovation and Expansion Project

DATE: May 7, 2020

CONTRACTOR: Inteconnex Integrated Enterprise Security
Cedar Rapids, Iowa

ORIGINAL CONTRACT AMOUNT: \$18,112.50

COMPLETION DATE: In coordination with the Library Prime Contractor

ITEM #1.1: ADD NEW ITEM- Add extra work and materials for the Library Renovation and Expansion Project to complete network expansion into the new library addition.

CHANGE ORDER No. 1 SUMMARY:

| Item No. | Description | Unit | Unit Price | Quantity | Total Amount |
|----------|-------------------------------------|------|-------------|----------|--------------|
| 1.1 | Increase cost for library expansion | EA | \$17,706.28 | 1 | \$17,706.28 |
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| | | | | | |
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| | | | | | \$17,706.28 |

Total Change Order No.1 Cost: \$17,706.28

Inteconnex Integrated Enterprise Security

Attest

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

City of Hiawatha, Iowa

By: _____

Title: _____

Date: _____



319-631.8075

QUOTE

Number LUORQ1216

Date Apr 16, 2020

P:

Sold To

City of Hiawatha

101 Emmons Street
Hiawatha, IA 52233

Terms

Net 30

Job Name

5909-Hiawatha Library Network

| Qty | Part Number | Description | Ext. Price |
|-----|------------------------|---------------------------|------------|
| | Network Cable (Per Ft) | Network Cable for Network | \$8,806.00 |
| 1 | | Total Labor | \$8,685.00 |
| | Hardware | Installation hardware | \$215.28 |

Thanks for giving Inteconnex the opportunity to earn your business. This Quote is subject to and conditioned upon your acceptance of acceptance. No amendment of such terms is permitted without the express, written agreement by Inteconnex. Any applicable Sales Tax not included.

| | | | | |
|---------|--------|------------------------------------------------------------|----------|-------------|
| Phone # | E-Mail | Web Site | SubTotal | \$17,706.28 |
| | | www.inteconnex.com | Total | \$17,706.28 |

Signature
Printed Name
Date
PO Number

Kim Downs
KIM DOWNS