


## Memorandum

**To:** Ms. Jill Lofald / School Board Chair  
Ms. Simone Zunich / CFO Executive Director of Business Services

**From:** Dave Spooner   
Manager of Facilities

**Date:** December 27, 2022

**Re:** CHANGE ORDER #2 - Congdon Park ES Masonry & Window Restoration – MRJ Consultants LLC.

**\*School Board Approved LTFM FY21-22 Project\***

Attached is Change Order #2 for Congdon Park ES Masonry & Window Restoration Project – MRJ Consultants LLC.

The original contract sum for this work as defined was **\$32,400.00**. Change order #1 resulted in a new contract sum of **\$47,070.00**. Change order #2, which was related to the long timeframe for the project due to COVID delays and many additional trips for site observation is a sum of **\$4,680.00**, which will result in a new contract amount of **\$51,750.00**.

**Recommendation:**

I am recommending that Ms. Jill Lofald, School Board Chair, approve and sign Change Order #2 on behalf of the School Board with MRJ Consultants LLC., as authorized at the regular School Board Meeting on January 17, 2023.

The new contract sum for the work defined in the agreement with MRJ Consultants LLC., is **\$51,750.00**.

Attachments

# MRJ Consultants, LLC

Roof and Building Exterior Solutions

December 28,2022

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

RE: 2020/2021/2022 Window and Masonry Restoration Project- Consultant request for additional fees #2. Bid #1293 LTFM 21-22

Dave,

As discussed, we are submitting this request for change order #2 to our professional services contract for the 2020/2021/2022 Window and Masonry Restoration Project at Congdon Park School.

On August 8,2019, MRJ Consultants provided a proposal to the District for Consultant design and construction observation services for the 2020 Masonry and Window Restoration Project for Congdon Park Elementary. The project proceeded smoothly during the 2020 Masonry tuckpointing phase of the project all work was fully completed prior to the start of the 2020/2021 school year. In March 2020, the COVID pandemic started, and it was decided to delay the Window replacement phase of the project until spring of 2021. As the pandemic continued and caused significant material and shipping delays, the project was delayed until the new windows arrived in February of 2022. There were also approval issues due to changes in the building permit process, code changes and approval delays.

The Window project was finally started in June 2022 with an anticipated completion date of August 30,2022. At the start of the project, St. Germain's Glass indicated that they would staff the project with a crew of 6 plus installers. As the project progressed throughout the summer, the contractor was only able to staff the project with 2 and on occasion, 3 personnel. Due to labor shortages in the industry. They also struggled with material delays and shortages with the sheet metal that was needed for fabricating the window flashings and trim. These issues resulted in the project to surpass the August 30,2022 completion date and essential window installation was not completed until November 29,2022. At this time, we have been informed that the Contractor will be installing the remaining 2 service doors during the week of December 26,2022. Due to the winter conditions, The Contractor will have to return in the

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spring of 2023 to complete any remaining punch list items and restore the grounds and lawn damaged during the project.

Because of the extended delays during the 2021/2022/2023 window phase of the project, MRJ Consultants was required to provide additional services above and beyond our original 2019 proposed service fees in the form of meetings, project administration and site observations. At this time, we are requesting that our contract for Construction Observation and Project Administrative services be increased by \$4680.00 for the additional time we have provided to date and will be required to provide spring 2023 to fully complete and close the project.

Total amount of Consultants CO#2 \$4,680.00 (Final Change Order)

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

Respectfully,

Mike Johnston RRC  
MRJ Consultants, LLC  
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Shoreview, MN 55126  
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