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November 1, 2023

Brian Helminger  
District Director  
Heart of the Valley MSD/WWTF  
801 Thilmany Rd.  
Kaukauna, WI 54130

Re: Change Order 01

Brian:

Attached is Change Order 01 to the CD Smith construction contract for the HOV MSD WWTF Effluent Filtration Improvements project. Starting with this change order, we will provide you with a brief change order summary letter that generally describes the change order items grouped by common circumstances for the changes, and a perspective on the change order item cost negotiations.

After your review of Change Order 01 and this summary letter, please feel free to contact me if you require further discussion or background information related to this change order. Please note that for the most part, many if not all of the items in this change order have been previously discussed with you to obtain your input and acceptance.

### Summary of the Change Order Items

Change Order 01 consists of 15 items. Ten of the items were Requests for Proposals (RFPs) and the remaining five were Work Change Directives (WCDs). The following is a list of the 15 items:

- 1 RFP 001 Provide Double Wall Tanks
- 2 Tank Scale Size Change Relating to RFP001
- 3 RFP 002 Str 60 Filter Chemical Storage Foundation Insulation Changes
- 4 RFP 003 Str 60 Boiler Room MAU
- 5 RFP 004 Control Panels (SCC Panels 6 & 7 remove, modify SCC 1 (now SCC 8))
- 6 RFP 005 PRC Tanks
- 7 RFP 008 Thickener and Filter Room Floor
- 8 RFP 009 Relocate Disc Filter Area 1 1/2" W3 Line
- 9 RFP 010 Provide 2x2 Lay-in Ceiling Tile in Additional Rooms
- 10 RFP 012 Filter Splitter Box Parking Area
- 11 WCD 04 Locker Room Walls
- 12 WCD 06 Chemical Feed Room W3 and Dechlorination Room SBS
- 13 WCD 07 Northside Str 60 Site Hydrant Replacement
- 14 WCD 08 Contaminated Soils Removed on Southside of Structure 60
- 15 WCD 09 FRP Grating for Filter Area (South of Thickeners)

The following this letter is Attachment A that provides a summary list of all 15 items and associated added or deducted cost to the project.

### **Change Order Cost Negotiations**

For the majority of items included in change orders, Donohue provides a detailed request for proposal that the contractor and their subcontractors use to prepare detailed cost proposals. We require the contractor to include level of effort labor estimates, material and equipment identification and related costs, supplier invoicing, and any other costs related to the work. If the contractor will need to use subcontractors to complete a work item, we require the contractor to have their subcontractors provide the same level of detail.

In some instances, because of the urgency of keeping the construction moving forward, Work Change Directives (WCD) are issued that define the work and establish an upper limit on the eventual cost of the work. Work done under a WCD is usually done time-and-material verified by Donohue, and the resulting cost is used as a basis of payment in a future change order.

When Donohue receives the contractor's cost proposal, we do an in-depth analysis of each cost to determine its "fairness." Our cost analysis includes input from our resident engineer in evaluating their proposed level of effort to complete work elements, and from our appropriate design engineers to evaluate the quantity and cost of material to be used in the work. Our design engineers evaluate the various costs using previous cost information we have gleaned from similar prior construction projects, information contained in various cost estimate guides (for example, from the Means Cost Estimate guides), and from direct calls to material vendors to confirm current material costs (examples are wiring, copper piping, PVC conduits—commodity items where the cost frequently fluctuates).

After our independent cost analysis of each proposed change order item, and identify costs that we agree with and costs we don't agree with, we go back to the contractor with a list of questions identifying the cost areas in disagreement; which includes our reasons for the disagreements, and asking for further clarification. After a series of negotiating discussions, we come to a common agreement on what the fair value is for each of the work items. Each negotiated cost is then used in the change order. Understanding that at times cost proposals are fair as submitted.

### **Change Order Cost History**


Included as part of our invoice is a graphic that shows the change order cost history for the project. At this time, through this change order, the net change order amount is an increase of \$199,944.46. A Change Order Summary identifying items included in each change order is also attached for reference.

Please let me know if you have any further questions related to Change Order 01, or if you require further change order detail in future change order summary letters. Please note, that we maintain a paper trail of all the documentation generated during the processing of change order items that is included in our project electronic files, in addition to the documentation being processed through the eComm and ProCore (via CD Smith) project web portal.

In closing, subsequent change orders will be smaller in size to allow for ease of review and transferring of files electronically.

Change Order 01  
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Sincerely,

A handwritten signature in black ink, appearing to read "Scott S Hermsen". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Scott S Hermsen  
Resident Project Representative & Contract Administrator

Enclosures: As noted

Copy: Donohue file

**Heart of the Valley  
Metropolitan Sewerage District  
Wastewater Treatment Facility  
Effluent Filtration Improvements**

**Attachment A  
Change Order No. 01  
November 1, 2023**

**Item 1 (RFP 001): Double-Walled ACS Chemical Batch Tanks.**

In order to meet the requirements for secondary containment of the chemical system an update from single-walled tanks currently specified to double-walled containment tanks was made. The Contractor provided double-walled containment for ACS chemical batch tanks (Muriatic Acid Batch Tank (060-T-0751) and Sodium Hypochlorite Batch Tank (060-T-0752). The tanks conformed to Specification Section 43 41 43 and the following:

- Provide double-walled storage tanks constructed of materials suitable for the chemical contained. Double-walled tanks shall be flat bottomed and consist of one cylindrical closed top inner primary tank and one cylindrical open top outer containment tank. The tanks shall be designed for above-ground, vertical installation to store approved chemicals at atmospheric pressure.
- On dual wall tanks bottom fittings must be designed to maintain 110% secondary containment integrity. All secondary containment fittings and hardware shall be resistant to chemical fume corrosion.

A description of the required work is provided in Request for Proposal (RFP) 001, dated June 27, 2022, a copy of which is included in Appendix 1 to this change order. Additionally, a copy of the contractor's cost proposal, dated August 1, 2022, is also included in Appendix 1.

All other requirements as stated in the appropriate technical specifications for these items shall be complied with.

**Add to Contract Amount:                      \$5,299.32**

**Item 2 (RFP 001): Tank Scale Size Change Relating to RFP 001.**

Contractor to furnish and install scale decks that are large enough to accommodate the double-walled requested in the first part (Item 1) of RFP 001.

A more detailed description of the required work is provided in RFP 001, a copy of which is included in Appendix 2 to this change order. Additionally, a copy of the contractor's cost proposal, dated May 31, 2023, is also included in Appendix 2

**Add to Contract Amount:                      \$ 10,111.87**

**Item 3 (RFP 002): Structure 60 Filter Chemical Storage Foundation Insulation Changes.**

Contractor to change the location of the perimeter insulation from the interior of the Structure 060 Filter Chemical Storage foundation wall to the exterior of the foundation wall to provide insulation continuity. The 2-inch thick interior foundation perimeter insulation on the interior side of the foundation walls is no longer needed. The external perimeter insulation shall be 2 inches thick. Cover the insulation with 0.050-inch stainless steel flashing for UV protection and protection from damage from the exterior maintenance. The flashing shall cover the insulation and extend 6 inches below grade. The Contractor cost proposal included the cost to provide the exterior perimeter insulation and flashing as well as a credit for the elimination of interior insulation.

A more detailed description of the required work is provided in Request for Proposal (RFP) 002, dated June 27, 2022, a copy of which is included in Appendix 3 to this change order. Additionally, a copy of the contractor's cost proposal, dated September 9, 2022, is also included in Appendix 3.

**Add to Contract Amount:                      \$ 1,402.22**

**Item 4 (RFP 003): Structure 60 Boiler Room Make-Up Air Unit (MAU).**

Contractor to change the originally proposed boiler room air handling unit (060-AHU-1) without heat and provide a natural gas-fired make-up air unit (060-MAU-3).

A more detailed description of the deleted work is provided in Request for Proposal (RFP) 017, dated August 19, 2022, a copy of which is included in Appendix 4 to this change order. A copy of the contractor's cost proposal, dated September 30, 2022, is also included in Appendix 4.

**Add to Contract Amount:                      \$10,810.74**

**Item 5 (RFP 004): Control Panels.**

Contractor to removed the existing control panels in Structure 60, identified as SCC-6 and SCC-7. These two control panels were identified in drawings. Additionally, the Contractor is to modify control panel 62-SCC-1 (also identified as SCC-8) as described in the detailed description attached.

A more detailed description of the deleted work is provided in Request for Proposal (RFP) 004, dated September 22, 2022, a copy of which is included in Appendix 5 to this change order. A copy of the contractor's cost proposal, dated November 14, 2022, is also included in Appendix 5.

**Add to Contract Amount:                      \$18,905.19**

**Item 6 (RFP 005): Phosphorus Removal Chemical (PRC) Tanks.**

Contractor to remove the drain connection from PRC tanks and provide a tank drain on the 3-in. PRC pipe in Structure 60, Rm 122, Filter Chemical Storage Room. PRC tank will not have a drain connection integral to the tank. The PRC Tank outlet will act as drain when needed for maintenance by HOV staff. Contractor to provide a hose connection for draining the PRC tanks on the 3-in. PRC tank IMFO outlet piping. Lastly, the Contractor to provide a 3-in. tee connection downstream of the PRC tanks valve and flexible connector. Coordination with owner for hose connection type.

A more detailed description of the required work is provided in Request for Proposal (RFP) 005, dated October 26, 2022, a copy of which is included in Appendix 6 to this change order. A copy of the contractor's cost proposal, dated November 21, 2022, is also included in Appendix 6.

**Deduct from Contract Amount: (\$ 1,155.00)**

**Item 7: Thickener and Filter Room Floor.**

Contractor to provide high-build epoxy flooring around Flotation Thickener 1 and 2 in the Sludge Handling and Filtration Building (Structure 060) to match the new high build epoxy flooring being installed in the Thickener and Filter Room. The high build epoxy application should be applied such that the entire area is consistent. Provide coating to precast concrete double tee ceiling, beams, columns and CMU Walls at and around Flotation Thickener 1 and 2.

A more detailed description of the required work is provided in Request for Proposal (RFP) 008, dated December 16, 2022, a copy of which is included in Appendix 7 to this change order. A copy of the contractor's cost proposal, dated April 27, 2023, is also included in Appendix 7.

**Add to Contract Amount: \$74,959.32**

**Item 8 (RFP 009): Relocate Disc Filter Area 1 ½-in. W3 Line.**

Contractor to relocate the 1 ½-in. W3 pipe, valve and hose connection just west of the disc filter bays in the Disc Filter Room, Structure 060. This existing W3 pipe needs to be relocated to the nearest structural column just north of its existing location. Exact location will be coordinated with Owner and Engineer. A new core through the floor to the pipe gallery room below will be needed. The W3 pipe coming through the floor to be rigid (Stainless) and the existing valve and hose connection can be reused. Remove and demo existing W3 pipe below the floor in the Pipe Gallery of Structure 060.

A more detailed description of the required work is provided in Request for Proposal (RFP) 009, dated April 18, 2023, a copy of which is included in Appendix 8 to this change order. A copy of the contractor's cost proposal, dated April 28, 2023, is also included in Appendix 8.

**Add to Contract Amount: \$4,260.67**

**Item 9 (RFP 010): Provide 2 x 2 Lay-in Ceiling Tile in Rooms 101, 103, 104 and 106.**

Contractor to remove the existing ceiling tile and grid system and install a new 2 x 2 tegular type Lay-in Ceiling Tile in the following areas: Rm 101-Vestibule, Rm 103 Lobby, Rm 104 Hallway and Rm 106 Lunch Room in Structure 60. The lighting in these areas/rooms remains at the existing layout.

A more detailed description of the required work is provided in Request for Proposal (RFP) 010, dated June 29, 2023, a copy of which is included in Appendix 9 to this change order. A copy of the contractor's cost proposal, dated July 13, 2023, is also included in Appendix 9.

**Add to Contract Amount: \$9,435.31**

**Item 10 (RFP 012): Filter Splitter Box Parking Area.**

Contractor to provide a parking area with 6 parking stalls for HOV staff located off the south roadway just south of the new Filter Splitter Box of Structure 60.

A more detailed description of the required work is provided in the Request for Proposal (RFP) 012, dated July 31, 2023, a copy of which is included in Appendix 10 to this change order. A copy of the contractor's cost proposal, dated August 3, 2023, is also included in Appendix 10.

**Add to Contract Amount:                   \$5,543.23**

**Item 11 (WCD 04): Women's Locker Room and Lactation Room Walls.**

Contractor to remove wall tile scheduled for Women's Locker Room 125 and Lactation Room 126. Provide 5/8" water resistant gypsum board with Level 5 gypsum board finish at Women's Locker Room 125, Lactation Room 126 and North wall of Future Gender Neutral Locker Room 127. Provide interior latex primer and two coats of interior latex semi-gloss paint finish. The resinous floor and base shall remain as scheduled.

A more detailed description of the required work is provided in the Work Change Directive (WCD) 04, dated December 16, 2022, a copy of which is included in Appendix 11 to this change order. A copy of the contractor's Potential Change Item (PCI) #COR006, dated January 16, 2023, is also included in Appendix 11.

**Deduct from Contract Amount:                   (\$12,501.30)**

**Item 12 (WCD 06): Chemical Feed Room W3 and Dechlorination Room SBS.**

Due to the location of a proposed exhaust fan and Chemical Feed Room containment wall the Contractor to Relocate the 1 ½-in. W3 pipe in the Chemical Feed Room 123, Structure 060, that feeds into Structure 124, Dechlorination Building. Additionally, add a 1 ½-in. SBS pipe from Structure 124 Dechlorination Building to Manhole MH14A. Contractor to provide heat trace and insulate both pipes. Work to be completed prior to the start of disinfection season.

A more detailed description of the required work is provided in the Work Change Directive (WCD) 06, dated April 14, 2023, a copy of which is included in Appendix 12 to this change order. A copy of the contractor's Potential Change Item (PCI) #COR016, dated July 21, 2023, is also included in Appendix 12.

**Add to Contract Amount:                   \$10,016.42**

**Item 13 (WCD 07): Northside Structure 60 Hydrant Replacement.**

The site potable water line was shutdown for the replacement of a section of the 8-in. line, a new tie-in line to Structure 60 and the replacement of the hydrant lines on the south side of Structure 60 (Drawing 002-CP-2). After this work was completed and the waterline brought back up to system pressure it was

noticed that on the northside of Structure 60 there was leaking at the hydrant. The northside hydrant was excavated and checked out to determine what or where it was leaking. It was discovered that the hydrant itself had deteriorated at the bottom and was leaking. A new 6-ft. bury depth, Watrous Hydrant was installed in the place of the leaking hydrant. This Work Change Directive is for the work associated with excavating, removing and replacement of the hydrant and site restoration work to fill back in where this hydrant was located. The changes needed to be expedited due to the leaking of the hydrant and the need for the facility and Structure 60 to have the potable water service be placed back online.

A more detailed description of the required work is provided in the Work Change Directive (WCD) 07, dated May 17, 2023, a copy of which is included in Appendix 13 to this change order. A copy of the contractor's Potential Change Item (PCI) #COR014, dated June 21, 2023, is also included in Appendix 13.

**Add to Contract Amount:                      \$8,227.36**

**Item 14 (WCD 08): Contaminated Soils Removed on Southside of Structure 60.**

Contaminated soils were discovered on the southside of Structure 60 during the excavation of the Filter Splitter Box and the two 42-in. Secondary Effluent lines that run out of the Filter Splitter Box to the south. The soils were discovered first during the Fall of 2022 during the initial excavation of the Splitter Box Structure. Then again in the Spring of 2023, during the installation of the two 42-in. SE lines that come out of the Splitter Box the remaining contaminated soil was removed. During both excavations the soils were sampled and analyzed to determine the type of contamination. All contaminated soils were hauled and disposed of at the Waste Management Ridgeview RDF facility in Whitelaw, Wisconsin.

A more detailed description of the required work is provided in the Work Change Directive (WCD) 08, dated August 1, 2023, a copy of which is included in Appendix 14 to this change order. A copy of the contractor's Potential Change Item (PCI) #COR007, dated July 21, 2023, is also included in Appendix 14, which shows all cost associated with the testing and disposal of the material for the project.

**Add to Contract Amount:                      \$52,149.31**

**Item 15 (WCD 09): Additional FRP Grating for Filter Area.**

It was requested after an incident onsite which caused an injury to a construction worker. Contractor to provide additional FRP grating at the south end of the filter area thickeners in Structure 60. The current metal grating is not sized properly and is a safety hazard. The existing grating allows for too much movement and the hazard of dropping into the backwash vent channel below.

A more detailed description of the required work is provided in the Work Change Directive (WCD) 09, dated August 3, 2023, a copy of which is included in Appendix 15 to this change order. A copy of the contractor's Potential Change Item (PCI) #COR017, dated July 25, 2023, is also included in Appendix 15, which shows all cost associated with the testing and disposal of the material for the project.

**Add to Contract Amount:                      \$2,479.80**

**Final Net Add to Contract for Change Order No. 01:                      \$199,944.46**



