

## AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission  
FROM: Steven J. Kingsbury, MBA, CPFA, MiCPT  
Acting City Manager, Treasurer, Finance and Technology Director  
DATE: September 29, 2016  
RE: Contract Change Order (Completion Date) - Crawford Contracting

For the Agenda of October 3, 2016

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**Background:** By adoption of Resolution 2016-105 the City Commission approved the bids received for the necessary site work described below at the City's new South Multi-Purpose Recreational and Youth Sports Complex and awarded the contract to Crawford Contracting. The scope of the work to be completed within this contract includes:

- Equipment Mobilization.
- Clearing, Grubbing, Tree Removal and Stripping/Stockpiling of Topsoil along the southern edge of the property and portions of the eastern and western edges.
- Grading of the trail around the perimeter of the complex.
- Installation of a Six-Foot Wide Afton Stone Pathway.

The above work was originally planned to be completed by September 30th in anticipation of seeding the complex yet this fall. However, intermittent and fairly significant amounts of rain were experienced during September which delayed the start of the earth work. This delay does not harm or delay the overall project as a determination was made subsequent the awarding of the above work to delay the seeding of the complex until next spring so the September 30th deadline was no longer needed.

With the weather delays Crawford Contracting has submitted a change order request to extend the work completion date to October 31st from September 30th.

**Issues & Questions:** Should the City Commission approve the change order?

**Alternatives:**

1. Approve the change order.
2. Don't approve the change order.
3. Set the decision aside to a subsequently scheduled public meeting.

**Financial Impact:** The contractor has moved their equipment to the work site but has made little or no progress in completing the contracted work due to the weather. Approval of the change order has no effect upon the previously approved cost.

**Recommendation:** It is recommend that the change order be approved by adoption of Resolution 2016-119.

**Attachments:**

1. Recreational Complex Bid Consideration Agenda Report
2. Resolution 2016-105 Approving the Recreational Complex Bids and Awarding the work to Crawford Contracting.
3. Crawford Contracting Change Order One (Completion Date).
4. Resolution 2016-119.

## AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission  
FROM: Ken Hibl, City Manager  
DATE: September 6, 2016  
RE: Recreation Complex Bids

For the Agenda of September 6, 2016

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**Background:** In order to ensure that we have soccer fields available for the City's soccer program next year, it is imperative that we plant grass seed on the newly prepared fields this year (by end-September) to allow the grass to take root and mature sufficiently to allow use next summer and fall. Consequently, we solicited bids to clear the peripheral area around the fields for the recreation trail system at the new complex (must be completed prior to planting the seed to preclude damaging the fields once grass has germinated); for preparing the fields for seeding; for seeding the fields; and for removing top soil from the parking, playground, concession, & restroom area, and redistributing the clay that was removed to prepare the recreation fields.

We received two bids (*see copy of att'd GFA Letter & Bid Sheet*) for these work items on the project. As reflected on the bid sheet, we requested line-item bids to allow us to segregate the work to continue work on the project while allowing ourselves latitude to attempt to find alternatives for those work items we felt were too costly or that we could do separately. As reflected in the GFA letter, we are recommending that the City Commission approve the bids and award the work to Crawford Contracting for four items of work: mobilization; clearing, grubbing, tree removal, & topsoil removal; trail grading; and complete the stone trail. We will then formulate alternatives and present them to the City Commission at the Sep 19<sup>th</sup> meeting for seeding the fields and other work that needs to be accomplished this year.

**Issues & Questions Specified:** Should the City Commission approve the bids and award the work for the four line item work tasks reflected above to Crawford Contracting?

**Alternatives:**

1. Approve the bids and award the four line item work tasks to Crawford Contracting.
2. Approve the bids and award the four line item work tasks to Robbin Harsh Excavating.
3. Direct solicitation of new bids.
4. Set aside decision regarding this matter to a later date.

**Financial Impact:** The cost of completing the four tasks is \$54,650; we have bond proceeds in the amount of \$350K that must be used for this project.

**Recommendation:** I recommend that the City Commission approve the bids and award the work for the four line item work tasks reflected above to Crawford Contracting by adoption of Resolution 2016-105 (*copy attached*).

**Attachments:**

1. GFA Letter
2. Resolution 2016-105.

**RESOLUTION 2016-105**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE BIDS AND AWARDING THE WORK FOR A PORTION OF THE NEW RECREATION SPORTS COMPLEX.**

**WHEREAS**, the City is in the process of constructing a new 26-acre sports complex; and

**WHEREAS**, a significant amount (valued in excess of \$500,000) of the earth excavation and sports complex athletic complex fields preparatory work were donated by Operator's Union 324 of Howell, Michigan this past summer; and

**WHEREAS**, the remainder of the work is beyond the capability of the City's crews, thus bids were solicited to complete the work necessary to seed the athletic fields of the complex this year to ensure they are available to use for the 2017 athletic season; and

**WHEREAS**, two bids were received; and

**WHEREAS**, said bids were solicited on a line item work task format to allow the City to select those items that were considered essential and necessary to complete for a reasonable cost in 2016; and

**WHEREAS**, Gourdie-Fraser, the City's engineer for this project, recommended that the City approve the bids and select four of the line item work tasks (mobilization; clearing, grubbing, tree removal, & topsoil removal; trail grading; and complete the stone trail) by awarding this work to Crawford Contracting, the significantly lower bidder of said project; and

**WHEREAS**, the City Commission has considered said recommendation and deems it reasonable and prudent to accept said recommendation.

**NOW THEREFORE BE IT RESOLVED THAT**, the Clare City Commission hereby approves the bids and awards the work to complete four of the line item work tasks (mobilization; clearing, grubbing, tree removal, & topsoil removal; trail grading; and complete the stone trail) to Crawford Contracting.

**ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.**

The Resolution was introduced by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_. The Resolution declared adopted by the following roll call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 6<sup>th</sup> day of September 2016.

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Diane Lyon, Clare City Clerk

## CONTRACT CHANGE ORDER #1 SUMMARY

DATE OF ISSUANCE: September 20, 2016  
 OWNER: City of Clare  
 CONTRACTOR: Crawford Contracting, Inc.  
 Project Name: Grading Trail, Seed & Mulch for Clare Recreation Complex (Items 1-3)  
 Project No: 14253  
 ENGINEER: GFA

You are directed to make the following changes in the Contract Documents:

Description: Adjusted completion date since seeding and mulching was revised from original scope.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:  <b>\$54,650.00</b>	Original Contract Times: Substantial Completion: <u>09/30/2016</u> Ready for Final Payment: <u>09/30/2016</u> (days or dates)
Net Increase (Decrease) from Previous: Change Orders _____ To _____	Contract Times prior to this Change Order: Substantial Completion: <u>09/30/2016</u> Ready for Final Payment: <u>09/30/2016</u> (days or dates)
Contract Price Prior to this Change Order:	Net Increase this Change Order: Substantial Completion: <u>10/30/2016</u> Ready for Final Payment: <u>10/30/2016</u> (days or dates)
Net Increase (Decrease) of this Change Order:	Contract Times with all Approved Change Orders: Substantial Completion: <u>10/30/2016</u> Ready for Final Payment: <u>10/30/2016</u> (days or dates)
Contract Price with all Approved Change Order:  <b>\$54,650.00</b>	

RECOMMENDED:  
By: [Signature]

ENGINEER (Authorized Signature)  
Date: 09/22/2016

APPROVED:  
By: \_\_\_\_\_

OWNER (Authorized Signature)  
Date: \_\_\_\_\_

APPROVED:

By: \_\_\_\_\_

CO-OWNER (Authorized Signature)  
Date: \_\_\_\_\_

ACCEPTED:  
By: [Signature]

CONTRACTOR (Authorized Signature)  
Date: \_\_\_\_\_

**RESOLUTION 2016-119**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING CHANGE ORDER NUMBER ONE FROM CRAWFORD CONTRACTING FOR THE SOUTH MULTI-PURPOSE RECREATIONAL AND YOUTH SPORTS COMPLEX PHASE ONE SITE WORK.**

**WHEREAS**, the City of Clare has been working towards the creation of a new multi-purpose recreational and youth sports complex for several years; and

**WHEREAS**, in 2012 the City purchased 26 acres of property and began the process to develop the new park; and

**WHEREAS**, during the late spring and summer months of 2016 Operator's Union 324 of Howell, Michigan donated significant manpower and use of their heavy earth moving equipment to complete a significant portion of the required earthwork at an estimated value in excess of \$500,000; and

**WHEREAS**, prior to completion of the earthwork the Operator's Union needed to move their equipment and personnel to another location leaving some perimeter earthwork to be completed; and

**WHEREAS**, the City solicited and received bids to complete portions of the earthwork necessary to be completed prior to the seeding of the complex and awarded the work to Crawford Contracting; and

**WHEREAS**, the Clare area has experienced a fairly significant amount of rain since the awarding of the contract with Crawford Contract and as a result they have requested an extension of the completion date to October 31st by the submission of Change Order Number One to their contract with the City.

**NOW THEREFORE BE IT RESOLVED THAT**, the Clare City Commission hereby approves Change Order Number One requested by Crawford Contracting for this work extending the project completion date to October 31, 2016.

**ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.**

**The Resolution was introduced by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ . The Resolution declared adopted by the following roll call vote:**

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 3<sup>rd</sup> day of October 2016.

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Diane Lyon, Clare City Clerk