



RW Fern Associates Inc. - AIA Architects

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December 28, 2020

Ms. Erica Vatsaas, Project Technician
Property and Facilities Management
City of Duluth
1532 West Michigan Street
Duluth, MN 55806

Additional Services
Renovation of Fourth Floor and Ground Floor – City Hall
City of Duluth

We are pleased to submit this proposal for additional mechanical and electrical engineering services for this project. This request is due to an increase in the scope of work for the M/E engineers as follows:

- Adding mechanical/electrical engineering for 3rd Floor HR Department Renovation.
- Revisions to A/C and ventilation systems in 4th Floor Administration and Mayor's Reception Room.

Attached is the proposal for additional services from Gausman & Moore dated 12/28/20 in the amount of \$25,500. We request that our contract be amended to include these services.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Robert Fern', is written over the word 'Sincerely,'.


Robert Fern, AIA
Architect

Encl.

MEMORANDUM

PROJECT: City of Duluth City Hall 4th and Ground Floor Remodel
G&M Project No. 87458.01

TO: Robert Fern, RW Fern Associates

FROM: Daniel Fox 

RE: Additional Services Authorization #1 – 3rd Floor Remodel

DATE: December 28, 2020

We have been directed to provide the following services on the referenced project. It is our view that these services are in addition to our present contractual obligations.

DESCRIPTION OF SERVICES

1. Prepare and complete certified MEP drawing package for 4,070 sf of 3rd floor remodel to be added to the base proposal of ground floor and 4th floor.
2. 3rd floor remodel to include ductwork revisions to facility office reconfiguration, addition of transfer fans to utilize operable windows for ventilation for interior office spaces, plumbing for sinks and fire protection performance specification. Electrical scope includes new LED lighting and associated controls, power, fire alarm, and provisions for voice/data, card reader and audio/visual systems.
3. Beyond the original scope of ground floor and 4th floor, cooling will be added to parking services on ground floor and cooling will be added to remodeled areas on 3rd floor as well as on 4th floor. Cooling units will consist of split DX cooling units with either cassettes or refrigerant fan coils being added while the existing heating will remain and be reused. Operable windows will be reused for ventilation.
4. Provide shop drawing and RFI review and associated responses.

ASSUMPTIONS

1. Existing radiators are to remain, drawings to reflect replacing controls as necessary.
2. Project will be constructed in phases, Gausman & Moore will provide one set of construction documents including general direction for contractor to bid project and complete work in phases identified by and coordinated with the owner.

The foregoing services will be provided for a fixed fee of \$25,500 in accordance with our contract.

We are prepared to proceed immediately upon receipt of your acceptance of this additional service request. Our schedule to complete this work along with the original scope is 6 weeks after authorization to proceed. Please sign and return a copy of this memo indicating your acceptance of our request.

Your acceptance of this request assumes that you agree to pay for these additional services and is not contingent upon payment from your client.

ACCEPTED BY: _____
Name Date

Authorized Representative of: _____
Company

[Receipt of a signed copy via email is acceptable.]

St. Paul, MN ■ Duluth, MN ■ Santa Clarita, CA