

City Administrator Report to Mayor & City Council

December 9, 2016, Edition No. 248

WEEKLY UPDATE:

- CSO: Attached please find the November 2016 West Hill Projects progress report provided by Karmen Heim, P.E., Senior Environmental Engineer, Stanley Consultants.
- HNI: The HNI Community Center and Musser Public Library property closing took place this week. Possession and utilities will begin on January 6th.
- CP: The CP is slated to provide a revised/draft funding agreement for Mississippi Drive by tomorrow (Friday, December 9, 2016). I hope to have this on for council review next week.
- Parks & Recreation: Please note that P&R has a need for volunteers - What a better way to get in the holiday spirit than to volunteer at Muscatine Parks and Recreation Departments Elves Workshop! The Elves Workshop is next Saturday, December 17th at Muscatine Mall Center Court from 1:00-3:00 p.m.! This is a free event open to everyone. If you have a few hours available, from 12:30 p.m.-3:30 p.m., we would love to have your help! If you or anyone you know would be interested in volunteering a few hours, please let me know. Karen Thie, Program Supervisor, Muscatine Parks and Recreation Department (563-263-0241).
- Parks & Recreation: Per Director Klimes, attached you will find the 2016 Snow Clearing Schedule. The only real changes to the schedule for this year is that Parks & Recreation will be doing the new section on Mulberry.
- Police Department: Please see the following note from Officer Pena: Just wanted to thank everyone for your participation in the Holiday Stroll on Friday. It went over so well and we had everything on our table gone by 6:30. Between our booth and Search and rescue's booth we went through 700 cups of hot chocolate. A special thanks to everyone's wives that baked goodies. I also put out Two Police boots to raise extra money for Shop with a Cop and we made around \$375.00. It was overall a great event and I wanted to share with you a Facebook message that we received from a mother. Her daughter received a free bike while at the stroll.

"Four years ago, my granddaughter Riley (6yrs old at the time) was diagnosed with an aggressive brain cancer. Three days before her scheduled surgery, she suffered a brain bleed. Before being airlifted to the University of Iowa Hospital, we were told by the local attending physician to say our good-byes, just in case. Riley was put into an induced coma, a tube in her head for drainage. Despite the swelling, the surgeon decided to go ahead with the surgery as planned. She made it. Then she endured about 15 months of chemo, the first of which caused kidney problems. She recovered. Then late this summer, we got the dreaded news that it was back. Riley just finished radiation treatment before Thanksgiving. It has been a rough journey,

emotionally, physically, & financially for all of the family members, let alone the pain and frustration of a little girl who can't understand why she had to get cancer. Then last night, Riley went walking with her grandpa at the stroll, stopping to talk near the corner of 2nd and Sycamore. She came back to her dad's store with a brand new bike! There is a Santa Claus! And he wears a uniform. Borrowing from the lyrics of "Believe" from the Polar Express movie, "When it seems that we have lost our way We find ourselves again on Christmas Day." Last night was "Christmas Day" for many of us. Thank you for making us "believe" again." Ann Wieskamp Collier

That is why we do what we do. I know we aren't thanked on a regular basis but its times like this when we see the good in everyone!

Additional Information

Art Center

Please find attached the Monthly Update for the Muscatine Art Center/Museum HVAC Replacement and Miscellaneous Window Renovation Project. If you have any questions, contact me. R. Hill



PROJECT STATUS REPORT

Project Name: City of Muscatine - West Hill Sewer Separation **Month:** November 2016

Prepared By: Stanley Consultants **Project Number:** SCI: 17660: 30.02, 40.00, 41.00

"PHASE" refers to Design Package/Construction Contract

Progress for Last Month (November 2016):

PHASE 3 (Phase 3A, 3B, 3C):

Phase 3A/3B – Construction:

- Attended Phase 3B progress meetings
- Attended 11-14-16 City meeting to discuss Hagerty claim
- Wrote letter regarding approaching Phase 3B substantial completion milestone (Nov 18)

PHASE 4 Planning:

- Walked 7th street project area and took photos while utility paint marks were visible.

PHASE 4 Survey – Martin and Whitacre:

- All fieldwork along 8th is completed through and including the Linn St. intersection, including all side street work to the north. This includes underground utilities and MH measurements.

Work Items for Coming Month (December 2016):

PHASE 3 (3A, 3B, 3C) - Construction:

- Address any Phase 3B construction coordination topics
- Attend future contractor/city coordination meetings
- Assist as requested with Phase 3A contractor closeout and 3A remaining topics.

PHASE 4 – Planning:

- Martin Whitacre continues with Phase 4 survey.
 - Field work is anticipated to be complete at the end of December
 - Office work is anticipated to be complete at the end of January. Survey data may be ready for Stanley Consultants use by early February.
- Stanley Consultants to walk the Phase 4 (8th Street) survey area while utility paint marks are visible and take photos – this fall.
- Anticipate seeking authorization to proceed with Concept Design of Phase 4 in January – February 2017.
- Schedule for Phase 4
 - Authorized Phase 4 for Survey – Aug 23, 2016
 - Survey Phase – September 2016 – March 2017
 - Concept Design and Estimate – March 2017-June 2017
 - Final Design – June 2017 – February 2018
 - Bid and Construction – 2018

Key Issues & Information Required:

- Continued City updates on Phase 3A outstanding topics.
- Authorization to proceed with Phase 4 concept design (Anticipated – January – March 2017)

Critical Information:

- Substantial Completion of Milestone Phase 3B has expired (Nov 18, 2016) – Contractor is working to finish up remaining items.
- Contract Phase 3B ready for final payment date is December 23, 2016.

SNOW REMOVAL SCHEDULE

Parks & Rec

Truck Plow #1 942

Weed Park Street
Weed Shop Lot
Fuller Parking
Greenbelt Parking
Cannon Parking Lot
Mark Twain Parking Lot

Parks & Rec

Truck Plow #2 New Truck

Art Center Sidewalks
Art Center Emp. Parking
Eversmeyer Sidewalk
Oak Park Sidewalk
Oak Park Parking
Boat ramps
Art Center back lot

Parks & Rec

Gator Route

Weed Park Sidewalk
Cedar St Sidewalk
Cedar St Trail
Fuller Park Trail
Kent Stein Trail
Musser Trail
Riverfront Trail to Solomon
Riverfront Crossings

Parks & Rec

Riverfront Tractor

Sidewalks:
City Hall Parking Lot
Journal Parking Lot
Miss. Drive Parking Lot
Pine street Parking Lot
Chestnut Parking Lot
Restroom Parking lot
Riverview
Pearl City Station
Fountain/Statue
Harbor
Library Sidewalks

Parks & Rec

Cemetery Tractor/ Truck

Cemetery Sidewalks
Lucas Park Sidewalk
8th to Main Sidewalk
Hershey lots
Carver Corner
Grandview Lots
Cemetery Streets

Parks & Rec

Sidewalk Route #3 943

4th Street sidewalk
Cedar Hills Bus Stop
Fareway Bus Stop
Goodwill Bus Stop
Harmony Lane Bus Stop
WFO Bus stop
1111 Nebraska sidewalk
1202 Indiana sidewalk
Musser Parking
Skate Park Parking

Parks & Rec

Sidewalk Route #1

First Avenue Sidewalk
Culver Bus Stop
Pizza Hut Bus Stop
Clay Street Bridge
Issett Bridge
Hershey Manor Bus Stop
5th Street Bus Stop
Tower Apartment Bus Stop
Mulberry Sidewalk

Parks & Rec

Sidewalk Route #2

2nd Street Crosswalks
8th & Cedar
Iowa Field
Longview Park
Hawkeye Sidewalk
Mark Twain Sidewalk/Steps
Brook St. Lots
2nd Street Bridge
Washington Bridge

Buildings & Grounds

City Hall
Library
Public Works Sidewalks
5th Street Sidewalk

Housing

Sunset Housing
Clark House
Hershey Manor

Riley, two time survivor of brain cancer,
and proud owner of a brand new bicycle!
Thank you MPD



MUSCATINE ART CENTER/MUSEUM HVAC REPLACEMENT AND MISCELLANEOUS WINDOW RENOVATION PROJECT

I. Project Contract Award

- A. Contractor: Crawford Company
- B. Contract Amount: \$1,590,520
Change Orders : \$ 198,575
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- \$1,789,095
- C. City Council Award: April 7, 2016
- D. Notice to Proceed: May 25, 2016
- E. Funding Sources:
 - (1) General Obligation Bonds
 - (2) Roy J. Carver Charitable Trust
 - (3) Muscatine Art Center Support foundation

II. Schedule

- A. Completion Date: February 28, 2017
- B. Crawford Co. has completed **84%** of the base contract work and 25% of change order work that was approved in July 2016 as of **November 21, 2016** (based on Pay Application #6).
- C. Crawford Co. is ahead of schedule:
 - (1) Work in the Musser Museum is Substantially Completed (September 2016). Testing remains.
 - (2) Crawford Co. continues work on Phase II – Linkage and Stanley Gallery
 - (3) Replacement of Storefront Windows in the Linkage is essentially completed.
 - (4) The GeoThermal system has been filled and is operational. Landscaping has been completed.
 - (5) Electrical service by Muscatine Power & Water and Bickle (subcontractor) is completed
 - (6) HVAC work on the Carriage House continues.
 - (7) Repair of Carriage House windows and frames continues
 - (8) Landscaping repaired and excavation area seeded with new grass seed.
 - (9) Ductwork in the Stanley Gallery **has been cleaned.**
 - (10) **Roof Top Air Handling Unit was set above the Linkage.**
 - (11) **Roofing Contractor completed the new roof over the Linkage**
- D. There are NO outstanding issues at this time that could change the schedule

III. Job Performance

- A. Communication among the entire construction team, consultant, construction administration and Muscatine Art Center staff has been excellent.
- B. Bi-weekly project meetings with the contractor, subcontractors and consultant are held on Tuesday afternoons.

IV. Budget

- A. This project is considered within budget at this time.
- B. Change Orders:
 - (1) Change Order #2 (\$147,074.25):
Acceptance of alternates 2A, 2B, 2C and 4 as submitted in the original Crawford bid. Work includes window repair/replacement, HVAC system replacement and control system upgrades in the Carriage House and plaster repair in the Music Room.
 - (2) Change Order #1 (\$51,500.75):
Revisions of geothermal loop, deletion of variable refrigerant flow unit ventilators and upgrade of electrical items
- C. Instructions to Contractors (ITC) to provide new track lighting, more lighting in the Musser Museum basement equipment room, needed upgrade to the Musser Museum electrical system grounding have been issued. Contractor has submitted Change Authorization Requests (CAR) for these three ITC's which are being reviewed by A&J Associates and Art Center staff. These change requests are projected to be part of Change Order #3 when and if they are accepted by the Art Center staff.
- D. The Change Order request to add "track lighting" in the Musser Museum has been rejected by the Museum and City staff.

V. Comments

It has been noted at the bi-weekly project progress meetings by the contractor and subcontractors that this project has been a good example of professional, project management. Meetings keep everyone focused on their tasks; identify goals for the next two weeks; and resolve any/all questions regarding contractor/subcontractor performance and the responsibility and expectations from the owner – Art Center and Public Works Building & Grounds personnel.

#201310.01 MUSCATINE ART CENTER

PROJECT PROGRESS REPORT - November 28th, 2016

GEOTHERMAL LOOP FIELD

1. GEOTHERMAL LOOP FIELD INSTALLATION - 100% COMPLETE
2. LANDSCAPE REPAIR - 100% COMPLETE

MUSSEY HOUSE

1. HVAC - 100% COMPLETE
2. ELECTRICAL - 100% COMPLETE
3. ROOF WORK - 0% COMPLETE
4. TUCK POINT WORK - 0% COMPLETE
5. PAINTING - 0% COMPLETE

LINKAGE

1. HVAC - 60% COMPLETE
2. ELECTRICAL - 60% COMPLETE
3. ROOF REPLACEMENT - 90% COMPLETE
4. WINDOW REPLACEMENT - 100% COMPLETE

STANLEY GALLERY

1. HVAC - 60% COMPLETE
2. ELECTRICAL - 60% COMPLETE
3. ROOF WORK - 40% COMPLETE
4. WINDOW REPLACEMENT - 100% COMPLETE

CARRIAGE HOUSE

1. HVAC - 20% COMPLETE
2. ELECTRICAL - 40% COMPLETE
3. WINDOW REPLACEMENT - 70% COMPLETE
4. PAINTING - 0% COMPLETE



PROJECT LOCATION
SCALE: NO SCALE