



City of Waukesha
 201 Delafield Street
 Waukesha, WI 53188
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 waukesha-wi.gov

City of Waukesha Cover Sheet

Committee: Board of Public Works	BPW Meeting Date: April 23, 2026
ID Number: 26-03490	Ordinance/Resolution Number (if applicable): N/A
Department Submitting: Department of Public Works	Council Meeting Date: May 5, 2026
Agenda Item Title: Review and possible action on Contract Change Order No. 1 with Lee Mechanical, Inc., for the Library HVAC Replacement project.	

Issue Before the Council:	
The Contract Change Order details for work to be completed by Lee Mechanical, Inc., at the request of the City:	
1. Additional damper scope added to the project to address existing conditions not identified in the design documents. Existing system dampers are either not working or uncontrolled.	
<ul style="list-style-type: none"> Dampers: Large outside air dampers and controls to be replaced. Remaining dampers to have control replacements only. 	
Cost.....	\$11,425.00
2. Building relief hoods were not included in the design. Relief hoods were found to be non-functional with the potential to fail open, resulting in unintended outside air intrusion.	
<ul style="list-style-type: none"> Additional cost to install controls on existing dampers. 	
Cost.....	\$13,150.00
3. Park bathrooms were outside of original scope. During the project it was discovered the configuration was incorrect and needed to be addressed.	
<ul style="list-style-type: none"> Cap risers, modify transfer ductwork, install ceiling temp sensors and connect to Building Automation System (BAS) 	
Cost.....	\$4,915.00
4. Ceiling temperature monitoring and radiant panel controls above the Local History area were not identified in the original scope. These systems improve comfort and protect above ceiling piping.	
<ul style="list-style-type: none"> Furnish and install temp sensors, control valves, actuators and connect to BAS. Additional programming for schedule and alarm logic. 	
Cost.....	\$1,475.00
Total Change Order	<u>\$ 30,965.00</u>

Options & Alternatives:

1. Approve Change Order 1 in the amount of \$30,965.00.
2. Reject Change Order 1 and publicly bid the additional scope. This is likely to result in higher cost to the City and leaving the Library without a fully functioning mechanical system.

Additional Details:

Total Scope of work:

- Damper scope
- Building relief hoods
- Park bathroom reconfiguration
- Local History ceiling monitoring

Total Cost: \$30,965.00

What is the Strategic Plan Priority this item relates to:

N/A

What impact will this item have on the Strategic Plan Priority?

N/A

Financial Remarks:

PO# 250430/260141

Original Contract: \$394,621.00

Change Order 1: \$ 30,965.00

Total Contract after Change Order 1: \$425,586.00

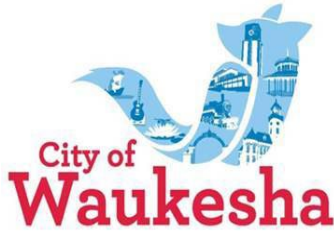
Budget Amount: \$394,261.00 (Budget amendment planned for review and action by the Finance Committee)

Recommended Motion:

Move to approve Contract Change Order No. 1 with Lee Mechanical, Inc., for the Library HVAC Replacement project pending budget amendment approval by the Finance Committee.

Reviewed By:

City Attorney Brian Running	Date Reviewed
Finance Director Joseph P. Ciarro	Date Reviewed
City Administrator Anthony W. Brown	Date Reviewed



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 Department of Public Works
 201 Delafield Street
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Contract Change Order

Form C107
 (Rev 01/22)

Project: Library HVAC Replacement

Date: 4/23/26

Contract Number: 5381
 Branch: Engineering Division
 Change Order Number: 1
 Contractor: Lee Mechanical, Inc.

Amount of Contract \$394,621.00
 Amount of Contract prior this Change Order \$394,621.00

Description of change:

The Contract Change Order details for work to be completed by Lee Mechanical, Inc., at the request of the City:

1. Additional damper scope added to the project to address existing conditions not identified in the design documents. Existing system dampers are either not working or uncontrolled.
 - Dampers: Large outside air dampers and controls to be replaced. Remaining dampers to have control replacements only.
 Cost.....\$11,425.00

2. Building relief hoods were not included in the design. Relief hoods were found to be non-functional with the potential to fail open, resulting in unintended outside air intrusion.
 - Additional cost to install controls on existing dampers.
 Cost.....\$13,150.00

3. Park bathrooms were outside of original scope. During the project it was discovered the configuration was incorrect and needed to be addressed.
 - Cap risers, modify transfer ductwork, install ceiling temp sensors and connect to Building Automation System (BAS)
 Cost.....\$4,915.00

4. Ceiling temperature monitoring and radiant panel controls above the Local History area were not identified in the original scope. These systems improve comfort and protect above ceiling piping.
 - Furnish and install temp sensors, control valves, actuators and connect to BAS. Additional programming for schedule and alarm logic.
 Cost.....\$1,475.00

Total Amount of this Change Order \$ 30,965.00

Net Contract Amount after this Change Order..... \$425,586.00

City of Waukesha
 Director of Public Works

Date

Contractor
 Lee Mechanical, Inc.

Date