



TO: Members, Board of Directors

THROUGH: Mr. Matthew Degner, Superintendent

THROUGH: Dr. Chace Ramey, Deputy Superintendent

FROM: Mr. Curt Pratt, Chief Operating Officer

DEPARTMENT: Facilities Management

DATE: 2/10/2026

SUBJECT: Appendix 9 Approval Request

PROJECT: Horn ES Classroom Addition & HVAC Upgrade

PROJECT DESCRIPTION: FMP 2.0 Project

BUDGET: \$8,500,000.00

PROJECT STATUS: On time and on budget

SUB PROJECT: 2022 Classroom Addition

DESCRIPTION: The scope of the project includes new additions to the existing elementary school, with complete HVAC replacement and some existing remodeling.

PLANNED START: 6/1/2022 **PLANNED COMPLETE:** 8/1/2024

NOTE: Change Order #10

ATTACHMENTS: Architect's Recommendation and Change Order #10

RECOMMENDATION: Recommend approval of Change Order #10

Appendix 9, Step 1

Approval Date: 12/14/2021

Pending? No

Note:

Appendix 9, Step 2

Approval Date: 4/12/2022

Pending? No

Contract: Design Contract

Firm: FEH Design

Amount \$384,800.00

Funding: SAVE

Note: FEH Design of Dubuque, Iowa submitted a design proposal for the Horn Elementary classroom addition and HVAC upgrade in the amount of \$384,800 (7.4%).

Appendix 9, Step 3

Approval Date: 8/23/2022

Pending? No

Op. Cost: \$0.00

Op. Cost Impact:

Note:

Appendix 9, Step 4

Approval Date: 11/15/2022

Pending? No

Op. Cost: \$0.00

Op. Cost Impact:

Note:

Appendix 9, Step 5

Approval Date: 1/31/2023

Pending? No

Op. Cost: \$0.00

Op. Cost Impact:

Note:

Appendix 9, Step 6

Approval Date: 1/10/2023

Pending? No

Publication Date: 1/11/2023

Public Hearing Date: 1/31/2023

Publication Name: Press Citizen

Note:

Appendix 9, Step 7

Approval Date: 2/28/2023

Pending? No

Bid Date/Time: 2/24/2023 2:00 PM

Bid Location: Facilities Office

Contract Description: Construction Contract

Contractor: Portzen Construction Inc

Amount \$13,370,000.00

Funding Source: SAVE

Note: Award of Contract - On February 24th the district received 4 bids for the Horn Elementary Addition project. The base bids ranged from \$13,370,000 to \$14,440,000, and Portzen Construction was the apparent low bidder.

Appendix 9, Step 9

Approval Date: 11/12/2024

Pending? No

Retainage Release: \$0.00

Note: The project has been declared substantially completed.

Contract

Description: Design Contract

Contract with: FEH Design

Funding source: SAVE

Initial contract amount: \$384,800.00

Current contract amount: \$993,880.00

Change Authorization Request

Approval Date: 4/11/2023

Pending? No

Number: 1

Date: 4/3/2023

Subject: Design Amendment #1

Description: The construction budget was increased significantly upon the additional scope added to the project that included a new cafeteria, kitchen, and playground modifications. The budget was increased from the original amount of \$7M to Stecker Harmsen’s estimate of \$12M. The hard construction cost is \$13,370,000 per the accepted bid by Portzen Construction, and the total design fee is 7.4% of that construction cost.

Reason	Amount
District Request	\$604,580.00
TOTAL	\$604,580.00

Change Authorization Request

Approval Date: 5/14/2024

Pending? No

Number: 2

Date: 4/15/2024

Subject: Design Amendment #2

Description: This Design Amendment request is for the extra interior design work requested by the District.

Reason	Amount
District Request	\$4,500.00
TOTAL	\$4,500.00

Payments

Date	Doc. #	Amount	% Cmpl	Period To
6/14/2022	112612	\$17,316.00	5%	5/31/2022
7/12/2022	112712	\$31,746.00	13%	6/30/2022
8/9/2022	112768	\$37,518.00	23%	7/22/2022
9/13/2022	112811	\$11,544.00	26%	8/31/2022
10/11/2022	112880	\$46,176.00	38%	9/1/2022
11/15/2022	113011	\$34,632.00	47%	9/30/2022
12/22/2022	113063	\$103,896.00	74%	11/30/2022
2/14/2023	113181	\$5,772.00	75%	1/31/2023
3/14/2023	113213	\$19,240.00	80%	2/28/2023
4/11/2023	113273	\$444,085.80	76%	3/31/2023
5/9/2023	113366	\$9,893.80	77%	3/31/2023
6/13/2023	113486	\$9,896.80	77%	5/31/2023
6/28/2023	113520	\$9,893.75	78%	5/31/2023
8/8/2023	113605	\$9,893.85	80%	6/30/2023
9/12/2023	113681	\$9,893.80	81%	8/15/2023
10/10/2023	113826	\$19,787.60	83%	8/31/2023
11/14/2023	113856	\$19,787.60	85%	10/1/2023
3/12/2024	114138	\$19,787.60	89%	1/31/2024
4/9/2024	114188	\$9,893.80	90%	3/22/2024
6/11/2024	114359	\$13,268.80	92%	5/31/2024
7/9/2024	114422	\$11,018.80	93%	5/31/2024
7/23/2024	114252	\$9,893.80		6/30/2024
8/13/2024	114475	\$9,893.80		7/31/2024
10/8/2024	114651	\$20,776.98		9/30/2024
11/12/2024	114717	\$16,819.46		10/31/2024
1/14/2025	114873	\$13,356.63		12/20/2024
3/11/2025	114994	\$2,473.45		1/31/2025
4/22/2025	115171	\$2,794.20	99%	3/31/2025
6/26/2025	115354	\$2,473.45	99%	6/19/2025
11/11/2025	115684	\$668.63	100%	9/30/2025
		\$974,092.40		

Contract**Description:** Commissioning Services**Contract with:** System Works LLC**Funding source:** SAVE**Initial contract amount:** \$55,770.00**Current contract amount:** \$95,680.00

Change Authorization Request

Approval Date: 2/28/2023

Pending? No

Number: 1

Date: 2/16/2023

Subject: Amendment

Description: This Contract Amendment is being submitted for the increase in scope of the Horn Elementary project.

Reason	Amount
District Request	\$39,910.00
TOTAL	\$39,910.00

Payments

Date	Doc. #	Amount	% Cmpl	Period To
12/22/2022	11023	\$2,600.00		11/30/2022
6/13/2023	11229	\$2,600.00		4/30/2023
9/26/2023	11400	\$5,130.00		8/31/2023
11/28/2023	11488	\$4,940.00		10/31/2023
7/9/2024	5	\$6,110.00		5/31/2024
3/11/2025	12219	\$2,430.00		1/31/2025
7/22/2025	12442	\$14,680.00		6/30/2025
		\$38,490.00		

Contract

Description: Geotechnical

Contract with: Terracon

Funding source: SAVE

Initial contract amount: \$10,000.00

Current contract amount: \$10,000.00

Change Authorization Request

Approval Date:

Pending? No

Number:

Date:

Subject:

Description:

Reason	Amount
TOTAL	

Payments

Date	Doc. #	Amount	% Cmpl	Period To
11/29/2022	TH61495	\$7,758.25		10/31/2022
12/22/2022	TH73882	\$2,355.00		12/3/2022
		\$10,113.25		

Contract

Description: Construction Contract

Contract with: Portzen Construction Inc

Funding source: SAVE

Initial contract amount: \$13,370,000.00

Current contract amount: \$13,900,703.89

Change Authorization Request

Approval Date: 6/27/2023

Pending? No

Number: 1

Date: 6/12/2023

Subject: Change Order Request #1

Description: This change order is for VRF training and a deduct for glazing changes.

Reason	Amount
District Request	\$6,829.52
District Request	(\$29,171.50)
TOTAL	(\$22,341.98)

Change Authorization Request

Approval Date: 8/22/2023

Pending? No

Number: 2

Date: 7/20/2023

Subject: Change Order Request #2

Description: This change order is for moving sanitary waste lines that were in conflict with the footings, changes to a restroom and moving ductwork. There is also a credit given for less civil work being performed.

Reason	Amount
District Request	(\$5,382.28)
Unforeseen Conditions	\$279.36
Unforeseen Conditions	\$19,952.63
District Request	\$4,638.39
TOTAL	\$19,488.10

Change Authorization Request

Approval Date: 10/10/2023

Pending? No

Number: 3

Date: 10/2/2023

Subject: Change Order #3

Description: This Change Order is for modifications to door hardware, removing and reinstalling technology, repairing a CMU wall and exterior faucet changes, all at the owner's request. It also is for added strobe lights and lowering electrical.

Reason	Amount
Unforeseen Conditions	\$1,555.20
Unforeseen Conditions	\$2,920.67
District Request	\$1,780.35
Unforeseen Conditions	\$1,573.95
Code Requests	\$4,929.89
District Request	\$1,211.95
District Request	\$959.13
District Request	\$3,809.40
Unforeseen Conditions	\$1,927.99
Unforeseen Conditions	\$23,261.70
TOTAL	\$43,930.23

Change Authorization Request

Approval Date: 1/23/2024

Pending? No

Number: 4

Date: 1/11/2024

Subject: Change Order #4

Description: This change order is for wall modifications in the MPR, a temp drive off of Benton St., a third geothermal well and rerouting the water lines - all unforeseen conditions. Carpeting several classrooms was also added and building a retaining wall at the District's request. There is also a deduct for eliminating a gate.

Reason	Amount
Unforeseen Conditions	\$2,111.41
Unforeseen Conditions	\$6,736.14
District Request	(\$8,113.71)
Unforeseen Conditions	\$3,806.34
District Request	\$58,014.60
Unforeseen Conditions	\$37,416.75
District Request	\$70,251.80
TOTAL	\$170,223.33

Change Authorization Request

Approval Date: 4/23/2024

Pending? No

Number: 5

Date: 4/15/2024

Subject: Change Order #5

Description: This Change Order is for site revisions requested by the City, winter conditions, and adding a soffit in the MPR.

Reason	Amount
District Request	\$4,459.35
Unforeseen Conditions	\$25,332.90
Code Requests	(\$58,301.47)
TOTAL	(\$28,509.22)

Change Authorization Request

Approval Date: 7/23/2024

Pending? No

Number: 6

Date: 6/25/2024

Subject: Change Order #6

Description: This Change Order is for upgrading a sink, adding a drop slot and installing a water cooler at the District's request, and for unforeseen grading.

Reason	Amount
District Request	\$653.40
District Request	\$3,961.55
Unforeseen Conditions	\$9,697.61
District Request	\$1,355.78
TOTAL	\$15,668.34

Change Authorization Request

Approval Date: 9/24/2024

Pending? No

Number: 7

Date: 9/11/2024

Subject: Change Order #7

Description: This Change Order includes new doors and hardware, casework changes, District requested revisions to the playground, and credits for fire hydrant revisions and brick mock-ups.

Reason	Amount
District Request	\$22,230.90
Code Requests	\$2,267.12
District Request	\$2,566.20
District Request	\$1,905.95
Unforeseen Conditions	\$1,421.93
Code Requests	\$587.53
District Request	\$2,863.20
District Request	(\$1,500.00)

Code Requests	(\$3,982.75)
District Request	\$14,305.20
District Request	\$3,106.40
TOTAL	\$45,771.68

Change Authorization Request

Approval Date: 12/10/2024 **Pending?** No
Number: 8 **Date:** 12/2/2024
Subject: Change Order #8

Description: This Change Order is for adding walk off carpet in the vestibules, work done to conceal HVAC systems and changing to sod from seeding.

Reason	Amount
Code Requests	\$37,605.05
District Request	\$11,428.20
District Request	\$2,013.38
District Request	\$4,207.20
Code Requests	\$1,101.45
TOTAL	\$56,355.28

Change Authorization Request

Approval Date: 3/11/2025 **Pending?** No
Number: 9 **Date:** 2/24/2025
Subject: Change Order #9

Description: This Change Order includes the addition of a domestic water makeup for the Geothermal System, to help maintain the heat pump water supply temperature, and ensure efficient performance of the HVAC system.

Reason	Amount
Unforeseen Conditions	\$55,332.13
TOTAL	\$55,332.13

Change Authorization Request

Approval Date: 2/10/2026 **Pending?** Yes
Number: 10 **Date:** 2/3/2026
Subject: Change Order #10

Description: This Change Order includes costs to remove/replace windows & frames that incurred damage due to brick washing operations. The District has received an insurance payment from the sub-contractor to cover this replacement.

Reason	Amount
District Request	\$174,786.00

TOTAL	\$174,786.00
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Payments

Date	Doc. #	Amount	% Cmplt	Period To
6/13/2023	1	\$144,400.00	1%	4/30/2023
6/27/2023	2	\$812,477.05	7%	5/31/2023
7/18/2023	3	\$980,350.60	15%	6/30/2023
8/22/2023	4	\$1,551,046.00	26%	7/31/2023
9/12/2023	5	\$1,221,580.97	35%	8/31/2023
10/10/2023	5	\$1,351,432.00	45%	9/30/2023
11/14/2023	7	\$786,240.95	51%	10/31/2023
12/12/2023	7	\$552,027.14	55%	11/30/2023
1/23/2024	9	\$585,675.00	60%	12/31/2023
2/13/2024	10	\$569,947.81	63%	1/31/2024
3/13/2024	11	\$622,445.12	68%	2/29/2024
4/9/2024	12	\$572,375.00	72%	3/31/2024
5/14/2024	13	\$482,591.24	76%	4/30/2024
6/11/2024	14	\$574,750.00	80%	5/31/2024
7/9/2024	15	\$701,812.50	85%	6/30/2024
8/13/2024	16	\$726,434.92	90%	7/31/2024
9/10/2024	17	\$522,266.56	94%	8/30/2024
10/22/2024	18	\$142,196.74	95%	9/30/2024
11/12/2024	19	\$21,119.36	95%	10/31/2024
12/18/2024	20	\$58,287.51	95%	12/16/2024
4/22/2025	21	\$386,129.29	98%	3/31/2025
9/23/2025	22	\$52,565.52	99%	8/31/2025
12/9/2025	23	\$57,766.61	99%	11/30/2025
		\$13,475,917.89		

Contract

Description: Construction Observation

Contract with: Terracon

Funding source: SAVE

Initial contract amount: \$20,000.00

Current contract amount: \$20,000.00

Change Authorization Request

Approval Date:

Pending? No

Number:

Date:

Subject:

Description:

Reason	Amount

TOTAL	
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Payments

Date	Doc. #	Amount	% Cmplt	Period To
6/28/2023	TJ54100	\$2,520.00		6/10/2023
8/8/2023	TJ67573	\$5,473.75		6/30/2023
9/12/2023	TJ82114	\$6,935.00		8/5/2023
9/26/2023	TJ95888	\$9,317.50		9/2/2023
10/24/2023	TK10513	\$5,665.00		9/30/2023
11/28/2023	TK24480	\$5,080.00		10/28/2023
12/12/2023	TK37709	\$6,117.50		11/25/2023
1/23/2024	TK52604	\$4,282.00		12/23/2023
2/13/2024	TK65731	\$787.50		1/20/2024
3/13/2024	TK77840	\$2,250.00		2/17/2024
4/9/2024	TK90217	\$3,380.00		3/16/2024
5/14/2024	TL02085	\$980.00		4/13/2024
6/11/2024	TM04208	\$1,040.00		5/11/2024
7/9/2024	TM17143	\$1,293.75		6/8/2024
8/13/2024	TM31677	\$1,922.50		7/6/2024
8/27/2024	TM47512	\$3,262.50		8/3/2024
9/24/2024	TM62404	\$5,342.50		8/31/2024
11/26/2024	TM91486	\$700.00		11/3/2024
		\$66,349.50		

Contract

Description: Testing & Balancing

Contract with: System Works LLC

Funding source: SAVE

Initial contract amount: \$42,360.00

Current contract amount: \$42,360.00

Change Authorization Request

Approval Date:

Pending? No

Number:

Date:

Subject:

Description:

Reason	Amount
TOTAL	

Payments

Date	Doc. #	Amount	% Cmpl	Period To
7/9/2024	1	\$3,720.00		5/31/2024
3/11/2025	12218	\$1,890.00		1/31/2025
		\$5,610.00		



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Change Order

PROJECT: *(Name and address)*
Iowa City CSD - Horn Elementary
600 Koser Ave. Iowa City IA. 52246

CONTRACT INFORMATION:
Contract For: General Construction
Date: 03-07-2023

CHANGE ORDER INFORMATION:
Change Order Number: 010
Date: 02-03-2026

OWNER: *(Name and address)*
Iowa City Community School District
1725 North Dodge Street Suite 100
Iowa City, IA 52245

ARCHITECT: *(Name and address)*
FEH DESIGN
604 E. Grand Ave.
Des Moines, IA 50309

CONTRACTOR: *(Name and address)*
Portzen Construction, Inc.
205 Stone Valley Drive
Dubuque, IA 52003

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Scope of Work:

Remove and replace damaged exterior aluminum window and door frame systems: AL1, AL3, AL4, (2) AL5, (2) AL6, , AL9, (4) AL10, (3)AL11. Provide new warranty for new frames, warranty period length per specifications section 08 4313.

Glazing in units; existing glazing shall be salvaged and re-used. If damaged during removal and replacement process, glazing units shall be replaced.

Remove and replace all joint sealant around aluminum frames, color and sealant type to match existing.

Remove and reinstall door hardware, thresholds, auto operators and low voltage access control wiring.

Touch up interior paint as required following window re-installation. Remove and replace wall base as required.

See attachment: 3 Pages - Portzen Construction scope of services dated January 14, 2026.

Work shall be complete during the summer of 2026.

The original Contract Sum was	\$ 13,370,000.00
The net change by previously authorized Change Orders	\$ 355,917.89
The Contract Sum prior to this Change Order was	\$ 13,725,917.89
The Contract Sum will be increased by this Change Order in the amount of	\$ 174,786.00
The new Contract Sum including this Change Order will be	\$ 13,900,703.89

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be 08-23-2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

FEH DESIGN  

ARCHITECT *(Signature)* **CONTRACTOR** *(Signature)*

OWNER *(Signature)*

BY: Yolanda Vetsch, Project Manager

(Printed name, title, and license number if required)

BY: Ben Mumm, Project Manager

(Printed name and title)

BY: Ruthina Malone, Board President

(Printed name and title)

02-03-2026

Date

02/03/2026

Date

Date



205 STONE VALLEY DRIVE • DUBUQUE, IOWA 52003 • (563) 557-7642 • Fax (563) 557-9048

1/14/2026

Horn Elementary

Project: Replacement Aluminum Window & Storefront Systems

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Removal & replacement of exterior aluminum door & window systems. Replacement is necessary due loss of warranty from damaged caused by brick washing operations

- Remove and replace the following systems (as highlighted on attached print)
 - o AL1, AL3, AL4, (2) AL5, (2) AL 6, AL 9, (4) AL10, (3) AL11
- This proposal assumes that the existing glazing can be salvaged and re-used.
- Dispose in Portzen provided dumpster
- Remove and reinstall window blinds as needed
- Remove and reinstall auto operators, including necessary low voltage wiring disconnection and reconnection
- Excludes new hardware at all openings. Existing hardware to be re-used

The above work will be performed and completed in a substantial workmanlike manner for the sum of: **one hundred seventy-four thousand seven hundred eighty six dollars. \$174,786.00.**

Please feel free call with any questions.

Sincerely,

Ben Mumm
Sr Project Manager

Acceptance Of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date: _____