



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Utilities	Utility Manager Neidermeier	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	AE2S Engineer Hanson City Administrator/Finance Director Flaherty	3.14 – Change Orders for Wellhouse 4 WTP Project

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
X	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:																																																										
City Staff are recommending that the Council approve five Change Order Requests for the Wellhouse No. 4 Water Treatment Plant (WTP) project.																																																										
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?																																																									
No	No																																																									
BACKGROUND/JUSTIFICATION:																																																										
<p>The building for the Wellhouse No. 4 Water Treatment Improvements project has been enclosed and furnishing within the building is progressing quickly. The Contract currently includes a Substantial Completion date of March 9, 2026. AE2S will continue to monitor the Contractor’s schedule closely as we get closer to this date.</p> <p>The following table summarizes the approved change orders to date related to the Wellhouse No. 4 Treatment Improvements project. Total approved change orders reflect an increase of \$127,081.49 to the Contractor’s original bid amount of \$6,840,000.00, representing a 1.86% increase in construction cost.</p>																																																										
<table border="1"> <thead> <tr> <th>Change Order Request #</th> <th>Status</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>001</td><td>Approved</td><td>\$40,872.65</td></tr> <tr><td>002</td><td>Approved</td><td>\$6,090.13</td></tr> <tr><td>003</td><td>Approved</td><td>\$6,546.03</td></tr> <tr><td>005</td><td>Approved</td><td>(\$4,802.27)</td></tr> <tr><td>007</td><td>Approved</td><td>\$2,312.56</td></tr> <tr><td>008</td><td>Approved</td><td>(\$5,086.14)</td></tr> <tr><td>009</td><td>Approved</td><td>\$41,262.85</td></tr> <tr><td>010</td><td>Approved</td><td>\$2,359.56</td></tr> <tr> <td colspan="2" style="text-align: center;">Total Approved Change Orders</td> <td style="text-align: right;">\$127,081.49</td> </tr> </tbody> </table>	Change Order Request #	Status	Amount	001	Approved	\$40,872.65	002	Approved	\$6,090.13	003	Approved	\$6,546.03	005	Approved	(\$4,802.27)	007	Approved	\$2,312.56	008	Approved	(\$5,086.14)	009	Approved	\$41,262.85	010	Approved	\$2,359.56	Total Approved Change Orders		\$127,081.49	<table border="1"> <thead> <tr> <th>Change Order Request #</th> <th>Status</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>011</td><td>Approved</td><td>\$26,783.27</td></tr> <tr><td>012</td><td>Approved</td><td>(\$917.68)</td></tr> <tr><td>013</td><td>Approved</td><td>\$3,982.69</td></tr> <tr><td>014</td><td>Approved</td><td>(\$9,788.08)</td></tr> <tr><td>015</td><td>Approved</td><td>\$18,914.39</td></tr> <tr><td>016</td><td>Approved</td><td>(\$5,266.14)</td></tr> <tr><td>021</td><td>Approved</td><td>\$3,817.67</td></tr> <tr> <td colspan="2" style="text-align: center;">Total Approved Change Orders</td> <td style="text-align: right;">\$127,081.49</td> </tr> </tbody> </table>	Change Order Request #	Status	Amount	011	Approved	\$26,783.27	012	Approved	(\$917.68)	013	Approved	\$3,982.69	014	Approved	(\$9,788.08)	015	Approved	\$18,914.39	016	Approved	(\$5,266.14)	021	Approved	\$3,817.67	Total Approved Change Orders		\$127,081.49
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The following table summarizes additional change orders being submitted for City Council consideration related to the Wellhouse No. 4 Treatment Improvements project. These change orders were reviewed by the Public Works Subcommittee on January 21, 2026. The total of the pending change orders reflects a net increase of \$12,378.37 to the Contractor's bid amount, representing a 0.18% increase in construction cost.

Change Order Request #	Description	Amount
023	Masonry Wall Height Discrepancy	\$3,432.64
024	Additional Layer of 2x12 Blocking at Top of CMU	\$2,183.57
025	Concrete Section Removal from BWT Sump Pits	(\$937.85)
026	Add Insulation Below Demolished Slab	\$4,978.72
027	Additional Fluid Applied Flooring Scope	\$2,721.29
Total Pending Change Orders:		\$12,378.37

COR 023 – Masonry Wall Height Discrepancy

It was discovered the existing masonry walls were 8” taller than expected. To create the intended transition between the existing building and the south expansion, an additional course of 8-inch block was needed. This proposal reflects an increase of \$3,432.64 to the Construction Contract for labor and materials required to add and paint the last course of block to the south expansion.

COR 024 – Additional Layer of 2x12 Blocking at top of CMU

It was discovered the existing trusses were supported by two layers of wood boards on top of the masonry walls as opposed to the single board that was indicated on the existing drawings. To match the existing, a second layer of boards were needed at the top of the walls in the south expansion. This proposal reflects an increase of \$2,183.57 to the Construction Contract for labor and materials required to add the second layer of boards to the south expansion.

COR 025 – Concrete Section Removal from BWT Sump Pits

Modifications to concrete sections in the backwash tank produced a decrease of \$937.85 to the construction contract for labor and materials.

COR 026 – Excavation, Vapor Barrier and Insulation per Response to RFI #42

A large section of the existing Wellhouse floor slab was demolished to install additional plumbing and to thicken the slab below the future electrical room walls. Insulation needed to be added to protect the replacement floor from moisture and vapor seeping through the slab and decrease heat loss through these areas of the slab. This proposal reflects an increase of \$4,978.72 and one (1) day to the Construction Contract for labor and materials required to install the additional insulation.

COR 027 – Additional Fluid Applied Flooring

After a review with the painting applicator, it was also decided that top surface of the backwash tank around the hatches should also receive the fluid-applied flooring. In addition, the Owner requested to add a 4-inch integral base to the fluid-applied flooring system that would extent up the wall to streamline the process of cleaning the chemical rooms. This proposal reflects an increase of \$2,721.29 to the Construction Contract for labor and materials associated with the additional fluid-applied flooring changes.

Construction Change Order requests for the Wellhouse No. 4 Treatment Improvements Project total \$12,378.37 and will increase the construction contract amount accordingly. In addition, City staff is reviewing a proposed amendment to the Engineering Services agreement in the amount of \$73,550. This amendment was reviewed by the Public Works Subcommittee at their January 21, 2026, meeting. The amendment is currently being finalized, will be reviewed by the City Attorney, and will be presented for City Council consideration in a future Council packet. When viewed together, the construction change orders and amended engineering services agreement currently increase the project costs by \$213,009.86, which represents approximately 62% of the project contingency in the financing package.

SUPPORTING DOCUMENTS ATTACHED:

- **Detailed proposals for Change Order Request 023, 024, 025, 026, 027**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve Change Order Proposals as indicated in the table above in the amount of \$12,378.37 to Market & Johnson.

BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 601 – Drinking Water Utility	Yes



Adding Value to Everything We Do

Market & Johnson, Inc. 2350 Galloway Street PO Box 630 Eau Claire, WI 54702-0630 Ph. 715.834.1213 Fax. 715.834.2331

CHANGE ORDER REQUEST (COR)

TO: Advanced Engineering and Environmental Services, LLC
6901 E Fish Lake Road Suite 184
Maple Grove, MN 55369

DATE: November 17, 2025

RE: Change Order Request (COR) #23
Otsego Wellhouse No. 4 Water Treatment Improvements
Otsego, MN

ATTN: Ryan Hanson

DESCRIPTION OF CHANGE: Masonry wall height discrepancy

REQUESTED BY WHOM:

COST OF WORK:

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	\$3,432.64
OVERALL CHANGE TO PROJECT	\$3,432.64

TIME: The Contract Time will be unchanged by zero days for this change.

COMMENTS / ADD'L NOTES

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Joey Koller
Assistant Project Manager

Enclosures
cc:

If you would like us to proceed with this work prior to a formal change order being processed, please check the accepted box, sign and return. If accepted, this will be included on a future change order.

Accepted **Not Accepted**

Signature _____ Date _____

Breakdown for Change Order Request (COR) #23
 Otsego Wellhouse No. 4 Water Treatment Improvements
 Otsego, MN

by Market & Johnson
 Dated: 11/17/2025

		M&J Contract	Tax Exempt Purchases	Owner Direct Purchases
SUBCONTRACTED WORK		SCOPE OF WORK		
Paramount Masonry		\$1,742.83		
Fresh Blast		\$1,466.00		
Subtotal of Subcontracted Work		\$3,208.83	\$0.00	\$0.00
SELF PERFORMED		QTY	U/M	UNIT COST
				\$0.00
				\$0.00
Subtotal of Self Performed Work				\$0.00
Additional G/L Insurance Required			0.71%	\$22.78
Additional Payment/Performance Bond				\$32.32
Mark-up on Self Performed Work			15.00%	\$8.27
Mark-up on Subcontracted Work			5.00%	\$160.44
Net Change				\$3,432.64
TOTAL OVERALL CHANGE TO PROJECT				\$3,432.64

M&J Project #3416

VENDOR BREAKDOWN

Company Name: Paramount Masonry Inc
 Completed By: Jesse Brekke (Name)
 _____ (Phone)
 _____ (Email)
 Agreement #: 3416-106

DATE: 11/14/2025
 PROJECT: 3416 Otsego Wellhouse #4
 M&J's COR #: _____ 1
 Vendor's # _____

DESCRIPTION OF WORK:

LABOR				
Trade	ST/OT/DT	RATE	# OF HOURS	TOTAL
Masonry - Bricklayer	ST	\$ 110.00	1.00	\$ 110.00
Masonry - Laborer	ST	\$ 97.00	1.00	\$ 97.00
Office	ST	\$ 150.00	0.75	\$ 112.50
Subtotal Hours & Labor Cost			2.75	\$ 319.50

MATERIALS & EQUIPMENT				
Items	UM	UNIT PRICE	QUANTITY	TOTAL
12" CMU	Each	\$ 4.40	94.00	\$ 413.60
Type S Mortar	Each	\$ 15.00	9.00	\$ 135.00
Durowall	LF	\$ 0.55	100.00	\$ 55.00
Rebar	LF	\$ 0.70	32.00	\$ 22.40
Corefill Grout	Each	\$ 10.00	47.00	\$ 470.00
Equipment / Hoisting	Each	\$ 100.00	1.00	\$ 100.00
Subtotal Materials & Equipment				\$ 1,196.00

SUBCONTRACTORS (attached their breakdown)		
Company	Sub's Scope of Work	TOTAL
Subtotal Subcontractors		\$ -

ADDITIONAL COSTS			
Overhead & Profit Labor, Materials, Equipment	Mark-up % =	15.00%	\$ 227.33
Overhead & Profit Subcontractors	Mark-up % =	5.00%	\$ -
Subtotal Additional Costs			\$ 227.33

	TOTAL COST	\$ 1,742.83
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Does this request require additional working days? No If Yes, # of working days? _____
 Does this change have lead-time dependent materials associated? No # of days? _____



Vendor to complete this form or submit similar breakdown on your letterhead
 Itemize adds and deducts for the proposed change.
 Attach all subcontractor quotes and their breakdowns.



Fresh Blast Inc.
11160 Hudson Blvd N, Ste 355
Lake Elmo, MN 55042

Office: 651-447-2218

Date: 1/20/2026

We are pleased to submit a proposal for the following project:

Otsego MN WH #4 water treatment improvements

For the following sections:

09 90 02 – painting additional course of block

Our Proposal is for:

One thousand, four hundred sixty-six dollars.

\$1,466.00

Plans dated: June 2024

Addenda: #1-#3

Unit Prices: None

Allowances: None

Alternates: None

OUR BASE BID INCLUDES:

1. Painting additional course of block throughout facility that was not originally identified in drawings as finish height of wall was 8” higher than originally indicated. System remains the same as submitted for other CMU block.
2. Labor, Materials, Equipment, Sales Tax, & Travel/Mobilization.
3. Prevailing wages of \$71.19 for painters.

OUR BASE BID DOES NOT INCLUDE:

1. Any bonds required by Owner or GC.
2. Temp heat—indirect, externally-vented temp heat to be provided by GC or Owner if needed.



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CHANGE ORDER REQUEST (COR)

TO: Advanced Engineering and Environmental Services, LLC
6901 E Fish Lake Road Suite 184
Maple Grove, MN 55369

DATE: November 20, 2025

RE: Change Order Request (COR) #24
Otsego Wellhouse No. 4 Water Treatment Improvements
Otsego, MN

ATTN: Ryan Hanson

DESCRIPTION OF CHANGE: Additional layer of 2x12 blocking at top of CMU

REQUESTED BY WHOM:

COST OF WORK:

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	<u>\$2,183.57</u>
OVERALL CHANGE TO PROJECT	\$2,183.57

TIME: The Contract Time will be unchanged by zero days for this change.

COMMENTS / ADD'L NOTES After pulling off the existing gable end truss it was discovered that the existing building has (2) layers of two by material for blocking under the truss. The construction documents only show one layer needed on top of new CMU walls. A second layer will be needed to match existing ceiling elevations.

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Joey Koller
Assistant Project Manager

Enclosures
cc:

If you would like us to proceed with this work prior to a formal change order being processed, please check the accepted box, sign and return. If accepted, this will be included on a future change order.

Accepted **Not Accepted**

Signature _____ Date _____

Breakdown for Change Order Request (COR) #24
 Otsego Wellhouse No. 4 Water Treatment Improvements
 Otsego, MN

by Market & Johnson
 Dated: 11/20/2025

		M&J Contract	Tax Exempt Purchases	Owner Direct Purchases
SUBCONTRACTED WORK		SCOPE OF WORK		
Subtotal of Subcontracted Work		\$0.00	\$0.00	\$0.00
SELF PERFORMED		QTY	U/M	UNIT COST
Market & Johnson				\$1,866.71
				\$0.00
Subtotal of Self Performed Work				\$1,866.71
Additional G/L Insurance Required			0.71%	\$13.25
Additional Payment/Performance Bond				\$18.80
Mark-up on Self Performed Work			15.00%	\$284.81
Mark-up on Subcontracted Work			5.00%	\$0.00
Net Change				\$2,183.57
TOTAL OVERALL CHANGE TO PROJECT				\$2,183.57

M&J Project #3416

VENDOR BREAKDOWN

Company Name: Market & Johnson
 Completed By: Joey Koller (Name)
 _____ (Phone)
 _____ (Email)
 Agreement #: N/A

DATE: 11.20.2025
 PROJECT: 3416 - Otsego Wellhouse #4
 M&J's COR #: _____
 Vendor's # N/A

DESCRIPTION OF WORK:

After pulling off the existing gable end truss it was discovered that the existing building has (2) layers of two by material for blocking under the truss. The construction documents only show one layer needed on top of new CMU walls. A second layer will be needed to match existing ceiling elevations.

LABOR				
Trade	ST/OT/DT	RATE	# OF HOURS	TOTAL
Carpenter	ST	\$ 107.49	11.00	\$ 1,182.39
Subtotal Hours & Labor Cost			11.00	\$ 1,182.39

MATERIALS & EQUIPMENT				
Items	UM	UNIT PRICE	QUANTITY	TOTAL
2x12 Lumber	LF	\$ 3.36	137.00	\$ 460.32
60' Boom Lift	Day	\$ 224.00	1.00	\$ 224.00
Subtotal Materials & Equipment				\$ 684.32

SUBCONTRACTORS (attached their breakdown)		
Company	Sub's Scope of Work	TOTAL
Subtotal Subcontractors		\$ -

ADDITIONAL COSTS			
Overhead & Profit Labor, Materials, Equipment	Mark-up % =		\$ -
Overhead & Profit Subcontractors	Mark-up % =		\$ -
Subtotal Additional Costs			\$ -

	TOTAL COST	\$ 1,866.71
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Does this request require additional working days? No If Yes, # of working days? _____
 Does this change have lead-time dependent materials associated? No # of days? _____



Vendor to complete this form or submit similar breakdown on your letterhead
 Itemize adds and deducts for the proposed change.
 Attach all subcontractor quotes and their breakdowns.



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CHANGE ORDER REQUEST (COR)

TO: Advanced Engineering and Environmental Services, LLC
6901 E Fish Lake Road Suite 184
Maple Grove, MN 55369

DATE: December 8, 2025

RE: Change Order Request (COR) #25
Otsego Wellhouse No. 4 Water Treatment Improvements
Otsego, MN

ATTN: Ryan Hanson

DESCRIPTION OF CHANGE: RFP #10 - Concrete Section Removal from BWT Sump Pits

REQUESTED BY WHOM:

COST OF WORK:

Changes to Market & Johnson's Scope of Work (see attached breakdown)..... (\$937.85)
OVERALL CHANGE TO PROJECT **(\$937.85)**

TIME: The Contract Time will be unchanged by zero days for this change.

COMMENTS / ADD'L NOTES

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Joey Koller
Assistant Project Manager

Enclosures
cc:

If you would like us to proceed with this work prior to a formal change order being processed, please check the accepted box, sign and return. If accepted, this will be included on a future change order.

Accepted **Not Accepted**

Signature _____ Date _____

Breakdown for Change Order Request (COR) #25
 Otsego Wellhouse No. 4 Water Treatment Improvements
 Otsego, MN

by Market & Johnson
 Dated: 12/08/2025

		M&J Contract	Tax Exempt Purchases	Owner Direct Purchases
SUBCONTRACTED WORK		SCOPE OF WORK		
Subtotal of Subcontracted Work		\$0.00	\$0.00	\$0.00
SELF PERFORMED		QTY	U/M	UNIT COST
Market & Johnson				(\$801.76)
Subtotal of Self Performed Work				(\$801.76)
Additional G/L Insurance Required			0.00%	(\$5.69)
Additional Payment/Performance Bond				(\$8.07)
Mark-up on Self Performed Work			0.00%	(\$122.33)
Mark-up on Subcontracted Work			0.00%	\$0.00
Net Change				(\$937.85)
TOTAL OVERALL CHANGE TO PROJECT				(\$937.85)

M&J Project #3416

VENDOR BREAKDOWN

Company Name: Market & Johnson
 Completed By: Joey Koller (Name)
 _____ (Phone)
 _____ (Email)
 Agreement #: N/A

DATE: 11.20.2025
 PROJECT: 3416 - Otsego Wellhouse #4
 M&J's COR #: _____
 Vendor's # N/A

DESCRIPTION OF WORK:

Removal of Infills inside the reclaim tank structure.

LABOR				
Trade	ST/OT/DT	RATE	# OF HOURS	TOTAL
Carpenter - Forming	ST	\$ (107.49)	2.00	\$ (214.98)
Carpenter - Pouring	ST	\$ (107.49)	2.00	\$ (214.98)
Subtotal Hours & Labor Cost			4.00	\$ (429.96)

MATERIALS & EQUIPMENT				
Items	UM	UNIT PRICE	QUANTITY	TOTAL
Concrete	CY	\$ (143.00)	2.60	\$ (371.80)
Subtotal Materials & Equipment				\$ (371.80)

SUBCONTRACTORS (attached their breakdown)		
Company	Sub's Scope of Work	TOTAL
Subtotal Subcontractors		\$ -

ADDITIONAL COSTS			
Overhead & Profit Labor, Materials, Equipment	Mark-up % =		\$ -
Overhead & Profit Subcontractors	Mark-up % =		\$ -
Subtotal Additional Costs			\$ -

TOTAL COST	\$ (801.76)
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Does this request require additional working days? No If Yes, # of working days? _____
 Does this change have lead-time dependent materials associated? No # of days? _____



Vendor to complete this form or submit similar breakdown on your letterhead
 Itemize adds and deducts for the proposed change.
 Attach all subcontractor quotes and their breakdowns.



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CHANGE ORDER REQUEST (COR)

TO: Advanced Engineering and Environmental Services, LLC
6901 E Fish Lake Road Suite 184
Maple Grove, MN 55369

DATE: December 18, 2025

RE: Change Order Request (COR) #26
Otsego Wellhouse No. 4 Water Treatment Improvements
Otsego, MN

ATTN: Ryan Hanson

DESCRIPTION OF CHANGE: Excavation, Vapor Barrier and Insulation per Response to RFI #42

REQUESTED BY WHOM:

COST OF WORK:

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	\$4,978.72
OVERALL CHANGE TO PROJECT	\$4,978.72

TIME: The Contract Time will be INCREASED by 1 working days for this change

COMMENTS / ADD'L NOTES

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Joey Koller
Assistant Project Manager

Enclosures
cc:

If you would like us to proceed with this work prior to a formal change order being processed, please check the accepted box, sign and return. If accepted, this will be included on a future change order.

Accepted **Not Accepted**

Signature _____ Date _____

Breakdown for Change Order Request (COR) #26
 Otsego Wellhouse No. 4 Water Treatment Improvements
 Otsego, MN

by Market & Johnson
 Dated: 12/18/2025

				M&J Contract	Tax Exempt Purchases	Owner Direct Purchases	
SUBCONTRACTED WORK		SCOPE OF WORK					
Subtotal of Subcontracted Work					\$0.00	\$0.00	\$0.00
SELF PERFORMED		QTY	U/M	UNIT COST			
Market & Johnson					\$4,256.24		
					\$0.00		
					\$0.00		
Subtotal of Self Performed Work					\$4,256.24		
Additional G/L Insurance Required					0.71%	\$30.22	
Additional Payment/Performance Bond						\$42.86	
Mark-up on Self Performed Work					15.00%	\$649.40	
Mark-up on Subcontracted Work					5.00%	\$0.00	
Net Change					\$4,978.72	\$0.00	\$0.00
TOTAL OVERALL CHANGE TO PROJECT							\$4,978.72

M&J Project #3416

VENDOR BREAKDOWN

Company Name: Market & Johnson
 Completed By: Joey Koller (Name)
 _____ (Phone)
 _____ (Email)
 Agreement #: N/A

DATE: 10.19.2025
 PROJECT: 3416 - Otsego Wellhouse #4
 M&J's COR #: _____
 Vendor's # N/A

DESCRIPTION OF WORK:

Add floor insulation and vapor barrier per response to RFI #42. Hand excavate 3" for insulation.

LABOR				
Trade	ST/OT/DT	RATE	# OF HOURS	TOTAL
Carpenter (2) - Insulation	ST	\$ 107.49	6.00	\$ 644.94
Laborer (2) - Grading	ST	\$ 97.00	10.00	\$ 970.00
Subtotal Hours & Labor Cost			16.00	\$ 1,614.94

MATERIALS & EQUIPMENT				
Items	UM	UNIT PRICE	QUANTITY	TOTAL
3"x4'x48" ST100 Styofom	SF	\$ 4.33	610.00	\$ 2,641.30
Subtotal Materials & Equipment				\$ 2,641.30

SUBCONTRACTORS (attached their breakdown)		
Company	Sub's Scope of Work	TOTAL
Subtotal Subcontractors		\$ -

ADDITIONAL COSTS			
Overhead & Profit Labor, Materials, Equipment	Mark-up % =		\$ -
Overhead & Profit Subcontractors	Mark-up % =		\$ -
Subtotal Additional Costs			\$ -

	TOTAL COST \$ 4,256.24
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Does this request require additional working days? Yes If Yes, # of working days? 1
 Does this change have lead-time dependent materials associated? No # of days? _____



Vendor to complete this form or submit similar breakdown on your letterhead
 Itemize adds and deducts for the proposed change.
 Attach all subcontractor quotes and their breakdowns.



Adding Value to Everything We Do

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CHANGE ORDER REQUEST (COR)

TO: Advanced Engineering and Environmental Services, LLC
6901 E Fish Lake Road Suite 184
Maple Grove, MN 55369

DATE: December 29, 2025

RE: Change Order Request (COR) #27
Otsego Wellhouse No. 4 Water Treatment Improvements
Otsego, MN

ATTN: Ryan Hanson

DESCRIPTION OF CHANGE: Additional Fluid Applied Flooring Scope

REQUESTED BY WHOM:

COST OF WORK:

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	\$2,721.29
OVERALL CHANGE TO PROJECT	\$2,721.29

TIME: The Contract Time will be unchanged by zero days for this change.

COMMENTS / ADD'L NOTES

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Joey Koller
Assistant Project Manager

Enclosures
cc:

If you would like us to proceed with this work prior to a formal change order being processed, please check the accepted box, sign and return. If accepted, this will be included on a future change order.

Accepted **Not Accepted**

Signature _____ Date _____

Breakdown for Change Order Request (COR) #27
 Otsego Wellhouse No. 4 Water Treatment Improvements
 Otsego, MN

by Market & Johnson
 Dated: 12/29/2025

		M&J Contract	Tax Exempt Purchases	Owner Direct Purchases
SUBCONTRACTED WORK		SCOPE OF WORK		
Duluth Coating	Additional Square Feet of Flooring	\$1,150.00		
Duluth Coating	Integral Base	\$1,400.00		
Subtotal of Subcontracted Work		\$2,550.00	\$0.00	\$0.00
SELF PERFORMED		QTY	U/M	UNIT COST
				\$0.00
				\$0.00
Subtotal of Self Performed Work				\$0.00
Additional G/L Insurance Required			0.71%	\$18.11
Additional Payment/Performance Bond				\$25.68
Mark-up on Self Performed Work			15.00%	\$0.00
Mark-up on Subcontracted Work			5.00%	\$127.50
Net Change				\$2,721.29
TOTAL OVERALL CHANGE TO PROJECT				\$2,721.29

M&J Project #3416

From: Tyler Swor <tyler@duluthcoating.com>
Sent: Tuesday, December 23, 2025 5:44 AM
To: Joey Koller <jokoller@market-johnson.com>
Subject: Re: Fw: Otsego Wellhouse #4 - Paint Selections

Hi Joey, The cost to coat the top with curb and radius would be \$1150.00

**Thank you,
Tyler**



Tyler Swor
Operations/Project Manager



✉ tyler@duluthcoating.com
🌐 www.duluthcoating.com
📞 Office: 218.729.4585
Cell: 218-260-8525
Fax: 218-729-9330

[Download My Digital Business Card](#)

From: Tyler Swor <tyler@duluthcoating.com>
Sent: Thursday, December 18, 2025 8:48 AM
To: Joey Koller <jokoller@market-johnson.com>
Subject: Re: Fw: Otsego Wellhouse #4 - Paint Selections

Hi Joey, That base would add \$1400.00

**Thank you,
Tyler**



Tyler Swor
Operations/Project Manager



DULUTH COATING
Area Leader in Specialty Flooring

✉ tyler@duluthcoating.com

🌐 www.duluthcoating.com

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On Wed, Dec 17, 2025 at 4:19 PM Joey Koller <jokoller@market-johnson.com> wrote:

Tyler,

As we discussed we are looking to get a price to install a integral base with the flooring system you are providing in the 4 chemical rooms on the north of the building.

This will be 4" high and in room 003, 004, 005, 006. Let me know if you have any questions.

Thanks,



Adding Value to Everything We Do

Joey Koller
Assistant Project Manager

1 - HPF-2 Flooring SQ FT - 2,571 SF

2 - HPF-1 Flooring SQ FT - 407 SF

3 - 4" Integral Cove base - 137 LF

