



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE: October 3, 2025

AGENDA ITEM: Discussion and Consideration of Change Order #8 – Rathje Construction – Original Town Urbanization – Phase 3

ACTION: Approval

Purpose

To request Council approval of Change Order #8 for the Original Town Urbanization – Phase 3 project, submitted by Rathje Construction and recommended by Hart-Frederick Consultants.

Background

During construction, issues were identified with the existing sanitary sewer service lines at 230 W. 3rd Street and 230 College Street. The existing 4" SDR 23.5 pipe was improperly backfilled with dirt instead of rock, and multiple low spots were discovered through televising the line.

To correct the issue, the contractor:

- Removed and replaced 30' of 6" main line with 60' of new SDR 23.5 PVC encased in rock.
- Installed two 6x4 wyes and a cleanout.
- Removed and replaced 90' of 4" service lines for both properties.
- Realigned the pipe to move the cleanout out of the curb line.
- Backfilled, compacted, and graded the area.

This work was completed in September 2025 and is eligible for restoration under existing bid items.

Recommendation

Staff and the City Engineer recommend approval of Change Order #8 in the amount of \$17,199.61 and a 2-day extension to the contract timeline.

ATTACHMENTS: Change Order

HART-FREDERICK CONSULTANTS, P.C.

510 State Street P.O. Box 560
Tiffin, Iowa 52340
Phone: (319) 545-7215 Fax: (319) 545-7220
www.hart-frederick.com hfc@hart-frederick.com

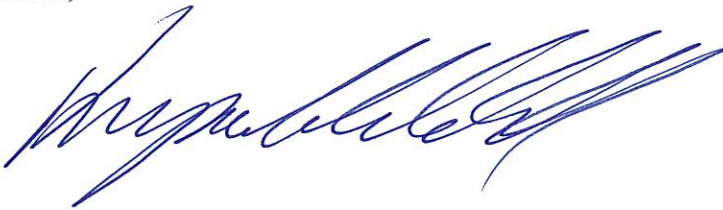
Memorandum

DATE: 24, September, 2025
TO: City of Tiffin
FROM: HFC
RE: Original Town Urbanization Phase 3 (HFC #18218.131)

Enclosed please find **three (3)** copies of Change Order #8, for approval by the City Council. Upon approval, please have the Mayor sign all **three (3)** copies, return **two (2)** copies to my attention. Keep the **third** copy for your files.

If you have any questions, please give me a call at (319) 545-7215.

Thanks,



HFC #18218.131

CHANGE ORDER

DATE: 9/24/2025

Change Order No: 8 (EIGHT)

Agreement Date: 12/14/2023

PROJECT: Original Town Urbanization – Phase 3 HFC #18218.131

OWNER: Tiffin, IA

CONTRACTOR: Rathje Construction Co.

DESCRIPTION OF CHANGES TO CONTRACT DOCUMENTS:

Reconstruction of sewer service to 230 W. 3rd Street and 230 College Street. See attached detailed work description.

CONTRACT PRICE CHANGES:

Original CONTRACT PRICE: \$ 2,134,856.90

CONTRACT with LAST CHANGE ORDER: \$ 2,295,348.91

THIS CHANGE ORDER AMOUNT: \$ 17,199.61

NEW CONTRACT PRICE: \$ 2,312,548.52

CONTRACT TIME CHANGES

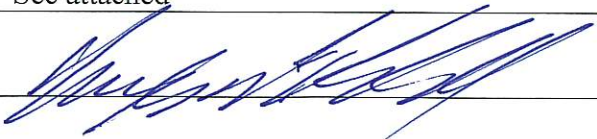
CONTRACT TIME (increased)(decreased): 2 Days

NEW Completion Date: October 2, 2025

APPROVALS REQUIRED: *To be effective this Order must be approved by the OWNER.*

OWNER: _____

CONTRACTOR: See attached

ENGINEER:  _____



CHANGE ORDER REQUEST

DATE: 9/24/2025

CONTRACT # 0

CHANGE ORDER REQUEST NO. 8

PROJECT: Tiffin Phase 3 Reconstruction Project

CONTRACTOR: Rathje Construction

CONTRACTOR PROJECT MANAGER: Dan Scofield

CITY OF TIFFIN CONSTRUCTION PROJECT MANAGER: Ben Carhoff

DESCRIPTION OF REQUEST:

Per request due to prior issues,our crew dug up the existing 4" sanitary sewer service to 230 W Third Street. After exposing 40' of the sewer pipe in the street it was discovered that the existing SDR 23.5 was backfilled with dirt and not rock per specifications. It was then decided to televise the rest of the sewer line to find any other issues. There were 4 low spots in the service to 230 W. Third St., going all the way up to the house. We then sent the sewer camera down the 6" main to find a low spot 30' west of the clean out. After the investigation the sewer was temporarily connected to wait for a decision for replacement. That work was completed on 9/15/2025. On 9/18/2025 we commenced to removed 30' of 6" pipe, installed 60' of new SDR 23.5 PVC encased in rock, 2 - 6x4 wyes (for house services 230 Third St and 230 College Street) and a clean out for at the end of the main line of 6" Main. We realigned the pipe run also, so the clean out was no longer in the curb line as it was originally. We then removed 90' of 4" pipe and reinstalled 90' of new 4" SDR23.5 encased in clean rock for the 2 house services. All lines were backfilled, compacted and finished graded. Seeding and restoration can be done with the bid items in the contract.

SUDAS SPECIFICATION SECTION TO SUPPORT REQUEST, DIVISION 1:

JUSTIFICATION FOR THE REQUEST, WORKING DIVISION:

Line No.	Spec. #	Item No.	Item Description	Quantity	Unit	Unit Price	Mark up	Unit Price w/ Markup	Working Days Requested	Proposed Increase (Decrease) in Contract Price
1		8018	Sanitary Sewer 6" & 4"	1.00	LS	\$17,199.61	0.00%	\$17,199.61	2	\$17,199.61
Net Increase (Decrease)									2	\$17,199.61

SUPPORT DOCUMENTS INCLUDED:

CONTRACT TIME IMPACT: (N/A)

REVISED SCHEDULE PROVIDED? YES or NO

STANDARD SUDAS BID ITEMS MUST BE USED IF POSSIBLE, OTHERWISE PROVIDE COST BREAKDOWN:

INVOICES (REQUIRED):

MATERIAL SUBMITTALS (REQUIRED):

ADDITIONAL SUPPORT DOCUMENTS INCLUDED:

This document does not change the Contract Price or Contract Time but is evidence that the parties expect that the subject changes will be incorporated into a subsequent Contract Change Order following negotiation by the parties as to effect, if any, upon Contract Price or Contract Time. Work shall not be deemed acknowledged per Division 1, General Provisions and Covenants until all signatures are received. Payment related to this document will only be made after execution of Contract Change Order through City Council.