

ITEM #: 22  
DATE: 01-14-25  
DEPT: CYRIDE

**COUNCIL ACTION FORM**

**SUBJECT:**            **CYRIDE 2023 HVAC IMPROVEMENT PROJECT COMPLETION**

**BACKGROUND:**

The CyRide 2023 HVAC Improvement project (Bid No. 2023-137) was released on February 15, 2023. Plans and specifications called for the replacement of aging heating, ventilation and air conditioning (HVAC) equipment in the tire storage, paint booth, and body repair bay areas. The project also replaced the vehicle exhaust system in the body repair bay and updated the vehicle gas detection system. The project utilized a Public Transit Infrastructure Grant (PTIG) that CyRide was awarded from the Iowa Department of Transportation.

Bids were due on March 15, 2023. Mechanical Comfort Inc. of Ames, Iowa, submitted a bid for \$534,750 and was awarded the contract at the City Council meeting on May 9, 2023. Construction on the project started in October 2023 and was substantially completed on November 1, 2024. There was a single change order for the installation of an exhaust fan in a new location for a cost of \$5,735.

As of December 12, 2024, the project punch list is complete, the required project documentation is on file, and Mechanical Comfort has met all of the contract conditions to the satisfaction of CyRide staff and the A&E firm.

The table below outlines details of the final project costs.

<b>Description</b>	<b>Amount</b>
Mechanical Comfort Inc. Original Contract Base Bid	\$534,750.00
Change Order No. 1 - Move and Install New Exhaust Fan	\$5,735.00
<b>Total Project Cost with Change Order</b>	<b>\$540,485.00</b>
Payment Made to Date	\$513,460.68
<b>Unpaid Balance - 5% Retainage</b>	<b>\$27,024.32</b>

All but the remaining \$27,024.32 in retainage has been paid to date. Payment of retainage is the last step needed to complete this project.

The Transit Board approved acceptance of project completion and release of final retainage at its meeting on December 19, 2024.

**ALTERNATIVES:**

1. Accept final project completion and approve the release of retainage in the amount of \$27,024.32 to Mechanical Comfort Inc. of Ames, Iowa, for the 2023 HVAC Improvement Project.
2. Reject final project completion and direct staff to proceed according to City Council priorities.

**CITY MANAGER'S RECOMMENDED ACTION:**

**All documentation and punch list items are complete, and all conditions of the project contract have been finished to the satisfaction of CyRide staff and the A&E firm. Closeout of this project is the last step needed to complete this important upgrade to the CyRide facility.**

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

**ATTACHMENT(S):**

[21011 - CyRide HVAC Improvements, Phase III - Completion Letter.pdf](#)