

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: March 21, 2007

Division: Engineering

Bulk Item: Yes X No

Department: Facilities Development

Staff Contact Person/Phone #: Ann Riger x4439

AGENDA ITEM WORDING: Receipt of monthly report on Change Orders reviewed by the County Administrator's Office.

ITEM BACKGROUND: There were three change orders considered and approved by the County Administrator for the period beginning February 1, 2007 and ending February 28, 2007, totaling (\$8,364.80).

PREVIOUS RELEVANT BOCC ACTION: On September 9, 1998, Ordinance No. 026-1998 was adopted in order to provide that the County Administrator may approve separate, non-cumulative change orders for construction projects and professional service contracts in amounts not to exceed \$25,000.00 or 5% of the original contract price, whichever is greater. The BOCC requested a monthly report of all change orders considered by the County Administrator.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: N/A

TOTAL COST: N/A **BUDGETED:** Yes N/A No

COST TO COUNTY: N/A **SOURCE OF FUNDS:** N/A

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DOCUMENTATION: Included X Not Required

DISPOSITION: **AGENDA ITEM #**

*MONROE COUNTY
FACILITIES DEVELOPMENT*

M E M O R A N D U M

TO: David Koppel
County Engineer

FROM: Ann Riger, Contracts Administrator
Facilities Development



DATE: March 6, 2007

RE: Agenda Item – Change Order Report

AGENDA ITEM WORDING: Receipt of the monthly report on Change Orders reviewed by the County Administrator's Office.

ITEM BACKGROUND: There were 3 change orders considered and approved by the County Administrator totaling \$(8,364.80). They are as follows:

1. Big Coppitt Key Park Change Order No. 4 is for an extension to the contract time by 29 days, from February 5, 2007, to March 6, 2007. There are no additional costs to the County. The roof panels on the pavilion were delayed, and were supposed to arrive on March 2, 2007. The seaboard panels, water fountains, and the hockey goals would not arrive by the February 5 deadline, however all were purchased and installed by the end of February.
2. Big Pine Key Roads X Change Order No. 4 for a credit of \$11,624.80 is due to an over estimate on the quantities of materials such as bike lane diamonds, yellow striping, white stopbar, guardrail, and signage.
3. Big Pine Key Park Retaining Wall & Basin Filling Change Order No. 2 in the amount of \$3,260.00 is for the contractor to place an additional 315 cubic yards of fill into the basin. The contractor needed a backhoe for the de-mucking.

PREVIOUS RELEVANT BOCC ACTION: On September 9, 1998, Ordinance No. 026-1998 was adopted in order to provide that the County Administrator may approve separate, non-cumulative change orders for construction projects and professional service contracts in amounts not to exceed \$25,000.00 or 5% of the original contract price, whichever is greater. The BOCC requested a monthly report of all change orders considered by the County Administrator.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: N/A

Thank you. If you have any questions please call me at ext. 4439.

AR

**CHANGE ORDERS
CONSIDERED BY THE COUNTY ADMINISTRATOR'S OFFICE
FOR THE PERIOD 2/01/07 – 2/28/07**

| PROJECT | CO# | AMOUNT | DESCRIPTION | DATE CONSIDERED | CAUSE |
|--|-----|---------------|---|-----------------|--|
| Big Coppitt Key Park | 4 | \$0.00 | Extend the contract time by 29 days, from February 5, 2007, to March 6, 2007. | *02/09/04 | Due to the delay in lead time for the roof panels on the pavilion, and a late arrival of seaboard panels for the hockey rink, water fountains, and the hockey goals. |
| Big Pine Key Roads X | 4 | \$(11,624.80) | Changes in the final quantities for the project | *02/12/07 | <ul style="list-style-type: none"> Less quantities were needed than expected |
| Big Pine Key Park Retaining Wall & Basin Filling | 2 | \$3,260.00 | Additional fill was added to the site to be dumped in the basin. The contractor needed a backhoe for de-mucking | *02/23/07 | Additional fill for the basin was needed. |
| | | | | | |

Total \$(8,364.80)

* Approved

Change Order Attachment per Ordinance No. 004-1999

- Change Order was not included in the original contract specifications. Yes No

If Yes, explanation: ***This Change Order is for a time extension of 29 days. The lead time on the replacement roof panels has been longer than expected. The seaboard panels used for the hockey rink boards, the water fountains, and the hockey goals, are due the second week of February.***

- Change Order was included in the original specifications. Yes No

If Yes, explanation of increase in price:

- Change Order exceeds \$25,000 or 5% of contract price (whichever is greater). Yes No

If Yes, explanation as to why it is not subject for a calling for bids:

- Project architect approves the change order. Yes No

If no, explanation of why: ***There is no Architect for this project.***

- Change Order is correcting an error or omission in design document. Yes No

Should a claim under the applicable professional liability policy be made? Yes No

Explain:

AY

CHARLEY TOPPINO & SONS, INC.

P.O. BOX 787 KEY WEST, FLORIDA 33041 (305) 296-5606 FAX (305) 296-5189

Facilities Development
Monroe County
1100 Simonton St.
Key West, Florida 33040
Attn: Jerry Barnett

BIG COPPITT PARK
CTS PROJECT # 0604

February 1, 2007

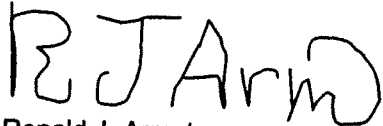
Subject: CHANGE ORDER REQUEST: TIME EXTENSION

Dear Jerry;

The purpose of this letter is to submit a change order request for a contract time extension for the Big Coppitt Park. The lead time on the replacement roof panels has been longer than expected and has been exasperated by a death in the family of our roofing contractor. The seaboard panels that are to be used for the hockey rink boards are due next week along with the water fountains and hockey goals. Due to these unexpected delays and lead times, CHARLEY TOPPINO & SONS, INC. respectfully requests a time extension to March 6, 2007.

If you have any questions please call.

Sincerely;
CHARLEY TOPPINO & SONS, INC.



Ronald J. Armstrong
Project Manager

| | | |
|--------------|--------------------------|--------------|
| ROUTING | <input type="checkbox"/> | <u>Mike</u> |
| <u>Ann</u> | <input type="checkbox"/> | <u>Jerry</u> |
| <u>Maria</u> | <input type="checkbox"/> | |
| <u>Chuk</u> | <input type="checkbox"/> | |

AN EQUAL OPPORTUNITY EMPLOYER

MEMORANDUM

TO: Board of County Commissioners

From: Debbie Frederick
Deputy County Administrator

Date: February 7, 2007

RE: Change Orders

Attached is a proposed change order for Charley Toppino and Sons, for Big Coppitt Key Park. (Change Order #4 is for extension of the contract time for substantial completion by 29 days, at no additional cost to Monroe County. New completion date would change to March 6, 2007 due to delay in lead time for roof panels on pavillion, seaboard panels for hockey rink boards, water fountains and hockey goals arriving the second week of February.)

According to the ordinance adopted by the Board of County Commissioners, proposed change orders are to be presented to members of the Board of County Commissioners prior to approval, assuming they are within the Administrator's prescribed limits. Change orders not within the Administrator's authority are placed on the BOCC agenda.

The Administrator intends to approve this change order on Thursday, February 8, 2007. Fri 9/17



Debbie Frederick
Deputy County Administrator

DLF: adc

Campo-Abra

From: Campo-Abra
Sent: Thursday, February 08, 2007 9:41 AM
To: County Commissioners and Aides
Subject: Big Coppitt Key Park
Attachments: Change Order #4.PDF

Attached for your review is Change Order #4 for Charley Toppino and Sons.

Abra Campo

Sr. Administrative Assistant

Office of County Administrator

1100 Simonton St. Suite 205

Key West, FL 33040

(305)292-4445

2/8/2007

Change Order Attachment per Ordinance No. 004-1999

- Change Order was not included in the original contract specifications. Yes No

If Yes, explanation:

Changes in the field of final quantities for the project.

- Change Order was included in the original specifications. Yes No

If Yes, explanation of increase in price:

- Change Order exceeds \$25,000 or 5% of contract price (whichever is greater). Yes No

If Yes, explanation as to why it is not subject for a calling for bids:

- Project architect approves the change order. Yes No

If no, explanation of why: N/A

- Change Order is correcting an error or omission in design document. Yes No

Should a claim under the applicable professional liability policy be made? Yes No

Explain:

MEMORANDUM

TO: Board of County Commissioners

From: Debbie Frederick
Deputy County Administrator

Date: February 9, 2007

RE: Change Orders

Attached is a proposed change order for Community Asphalt Corp. for the Big Pine Key Roads. Change Order #4 is for a reduction in the contract price of \$11,624.80 due to items being deleted (see attached). The revised date of completion is February 28, 2007.

According to the ordinance adopted by the Board of County Commissioners, proposed change orders are to be presented to members of the Board of County Commissioners prior to approval, assuming they are within the Administrator's prescribed limits. Change orders not within the Administrator's authority are placed on the BOCC agenda.

The Deputy Administrator intends to approve this change order on Monday, February 12, 2007.



Debbie Frederick
Deputy County Administrator

Campo-Abra

From: Campo-Abra
Sent: Friday, February 09, 2007 3:22 PM
To: County Commissioners and Aides
Subject: Big Pine Key Roads
Attachments: 00003717_518.tif

Please review the attached Change Order#4 for Community Asphalt Corp.

Abra Campo

Sr. Administrative Assistant

Office of County Administrator

1100 Simonton St. Suite 205

Key West, FL 33040

(305)292-4445

MONROE COUNTY / ENGINEERING / FACILITIES DEVELOPMENT CONTRACT CHANGE ORDER

PROJECT TITLE:
Big Pine Key Park Retaining Wall & Basin Filling
MM 31 and the intersection of
Sands Road and Atlantis Drive
Big Pine Key, Florida

CHANGE ORDER NO: 2
INITIATION DATE: February 16, 2007
CONTRACT DATE: November 15, 2006

TO CONTRACTOR:
Charley Toppino and Sons
P.O. Box 787
Key West, FL 33041

The Contract is changed as follows:

| | |
|---|---------------|
| The original (Contract Sum) (Guaranteed Maximum Price) | \$973,619.50 |
| Net change by previously authorized Change Orders | \$16,544.00 |
| The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was | \$990,163.50 |
| The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order | \$3,260.00 |
| The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order is ... | \$993,423.50 |
| The Contract Time will be (increased) (decreased) (unchanged) by | N/A |
| The date of Substantial Completion as of the date of this Change Order is | July 21, 2007 |

Detailed description of change order and justification:

| | |
|---|--------------------------|
| <u>An additional 315 cubic yards of stockpiled fill, and a backhoe for de-mucking:</u> | |
| <u>315 cy @ \$4.00 per cy</u> | <u>\$1,260.00</u> |
| <u>Backhoe and Operator for one day</u> | <u>2,000.00</u> |
| <u>Total</u> | <u>\$3,260.00</u> |

This Change Order is .33% of the original contract amount.

Not valid until signed by Owner, and Contractor

ARCHITECT: _____ N/A _____ Date

CONTRACTOR: Charley Toppino and Sons 2/20/07 Date

DIRECTOR, FACILITIES DEVELOPMENT: Jerry Barnett 2-20-07 Date

COUNTY ENGINEER: David S. Koppel P.E. 2-20-07 Date

COUNTY ADMINISTRATOR: Thomas Willi/Debbie Frederick-Deputy 2/23/07 Date

Change Order Attachment per Ordinance No. 004-1999

- Change Order was not included in the original contract specifications. Yes No

If Yes, explanation: ***An additional 315 cubic yards of fill was placed on site at the Big Pine Key Park for the basin. A backhoe is needed to clean up the muck.***

- Change Order was included in the original specifications. Yes No

If Yes, explanation of increase in price:

- Change Order exceeds \$25,000 or 5% of contract price (whichever is greater). Yes No

If Yes, explanation as to why it is not subject for a calling for bids:

- Project architect approves the change order. Yes No

If no, explanation of why: ***There is not an architect on this project***

- Change Order is correcting an error or omission in design document. Yes No

Should a claim under the applicable professional liability policy be made? Yes No

Explain:

CHARLEY TOPPINO & SONS, INC.

PH

P.O. BOX 787 KEY WEST, FLORIDA 33041 (305) 296-5606 FAX (305) 296-5189

Facilities Development
Monroe County
1100 Simonton St.
Key West, Florida 33040
Attn: Jerry Barnett

BIG PINE KEY PARK WALL REMOVAL & BASIN FILL IN
CTS PROJECT # 0619

February 16, 2007

Subject: CHANGE ORDER REQUEST: MOVE FILL AND BACKHOE RENTAL

Dear Jerry;

The purpose of this letter is to submit a change order request for moving additional stockpiled fill located at the Big Pine Park. The estimated amount of fill to move is 315 CY's. Also, a backhoe and operator will be provided for demucking.

| | | |
|------------------------------|------------------------|-------------------|
| 315 CY's | 315 CY's @ \$4.00 / CY | \$1,260.00 |
| BACKHOE & OPERATOR (ONE DAY) | 1 LS @ \$2,000.00 / LS | \$2,000.00 |
| TOTAL: | | \$3,260.00 |

TOTAL CHANGE ORDER REQUEST: \$3,260.00

If you have any questions please call.

Sincerely;
CHARLEY TOPPINO & SONS, INC.

RJA

Ronald J. Armstrong
Project Manager

| | | |
|--------------|--------------------------|-------------|
| TING | <input type="checkbox"/> | <i>Mava</i> |
| <i>Jerry</i> | <input type="checkbox"/> | <i>Ar</i> |
| <i>Elon</i> | <input type="checkbox"/> | |
| <i>Mike</i> | <input type="checkbox"/> | |

OK
OK

MEMORANDUM

TO: Board of County Commissioners

From: Debbie Frederick
Deputy County Administrator

Date: February 22, 2007

RE: Change Orders

Attached is a proposed change order for Charley Toppino and Sons, for Big Pine Key Park Retaining Wall & Basin Filling. (Change Order #2 for \$3,260.00 is for an additional 315 cubic yards of stockpiled fill, and a backhoe for de-mucking.)

According to the ordinance adopted by the Board of County Commissioners, proposed change orders are to be presented to members of the Board of County Commissioners prior to approval, assuming they are within the Administrator's prescribed limits. Change orders not within the Administrator's authority are placed on the BOCC agenda.

The Administrator intends to approve this change order on Friday, February 23, 2007.



Debbie Frederick
Deputy County Administrator

DLF: adc

Campo-Abra

From: Campo-Abra
Sent: Thursday, February 22, 2007 9:48 AM
To: County Commissioners and Aides
Subject: Change Order
Attachments: 00003861_531.tif

Please review the attached Change Order #2 for Charley Toppino and Sons for Big Pine Key Park Retaining Wall & Basin Filling.

Abra Campo

Sr. Administrative Assistant

Office of County Administrator

1100 Simonton St. Suite 205

Key West, FL 33040

(305)292-4445