



**MONROE COUNTY  
FACILITIES DEVELOPMENT  
M E M O R A N D U M**

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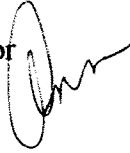
**TO:** David Koppel  
County Engineer

**FROM:** Ann Riger, Contracts Administrator  
Facilities Development

**DATE:** April 1, 2008

**RE:** Agenda Item – Change Order Report

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**AGENDA ITEM WORDING:** *Receipt of the monthly report on Change Orders reviewed by the County Administrator's Office, and a list of change order requests submitted by contractors, and rejected by Engineering/Facilities Development.*

**ITEM BACKGROUND:** *There were two change orders considered and approved by the County Administrator for a total of \$78,359.11. They are as follows:*

1. **Big Pine Key Park – Change Order No. 7** for a decrease of \$5,735.89 due to the installation of a 12” pvc pipe and fill swale at sewage plant per the Health Department; the installation of a 12’ high fence at the multi-purpose courts, originally not in the plans; Reimbursement of the Elevation Certificate for the house on site to the Contractor; The installation of ceiling in the restrooms at the Community Center were unforeseen; the deletion of the tie-in of the sewage plant to the Deputy’s House was part of value engineering, due to the house having its own septic tank; and the deletion of the resinous flooring in the community center is part of value engineering.

2. **Brick & Stone Exterior Cladding – Freeman Justice Center – Change Order No. 4** for an increase of \$84,095.00 is to complete the sidewalks, driveways, curbs, complete the parking lot on Thomas Street, install a retaining wall, an ADA ramp, and sod. An additional 75 days for substantial completion is needed to complete this work, from March 12, 2008 to May 26, 2008. These were all originally in the scope of work for The Tower Group. A credit from The Tower Group is forthcoming.

**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.*

**CHANGE ORDERS  
CONSIDERED BY THE COUNTY ADMINISTRATOR'S OFFICE  
FOR THE PERIOD 3/01/08 – 3/31/08**

PROJECT	CO #	AMOUNT	- DESCRIPTION	DATE CONSIDERED	CAUSE
Big Pine Key Park	7	\$(5,735.89)	Swale fill, install fence, install ceilings in restrooms, delete tie in of septic for Deputy House, delete resinous flooring	*03/18/08	Unforeseen conditions, and value engineering
Brick & Stone Exterior Cladding Freeman Justice Center	4	\$84,095.00	The completion of sidewalks, driveways curbs, retaining wall, install sod and an ADA curb ramp. Increase substantial completion by 75 days.	*03/31/08	To complete the work at the Freeman Justice Center. Credit is forthcoming from The Tower Group

**Total \$78,359.11**

\* Approved

**CHANGE ORDER REQUESTS BY CONSTRUCTION CONTRACTOR  
REJECTED BY ENGINEERING/CONSTRUCTION DEVELOPMENT  
FOR THE MONTH OF MARCH, 2008**

<b>Project</b>	<b>COR #</b>	<b>Description</b>	<b>Amount</b>
Medical Examiner's Facility	N/A	Increase in cost due to construction price escalations	\$154,840.77
<b>Total</b>			<b><u>\$154,840.77</u></b>

# MONROE COUNTY / ENGINEERING / FACILITIES DEVELOPMENT CONTRACT CHANGE ORDER

PROJECT TITLE:  
Big Pine Key Park  
MM 31 and the intersection of  
Sands Road and Atlantis Drive  
Big Pine Key, Florida

CHANGE ORDER NO: 7  
INITIATION DATE: March 1, 2008  
CONTRACT DATE: February 21, 2007

TO CONTRACTOR:  
Pedro Falcon Electrical Contractors, Inc.  
31160 Avenue C  
Big Pine Key, FL 33043

The Contract is changed as follows:

The original ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) .....	\$4,528,000.00
Net change by previously authorized Change Orders .....	\$20,949.67
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) prior to this Change Order was .....	\$4,548,949.67
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) will be (increased) ( <u>decreased</u> ) (unchanged) by this Change Order .....	\$(5,735.89)
The new ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) including this Change Order is ...	\$4,543,213.78
The Contract Time will be ( <u>increased</u> ) (decreased) (unchanged) by .....	10 Days
The date of Substantial Completion as of the date of this Change Order is .....	August 5, 2008

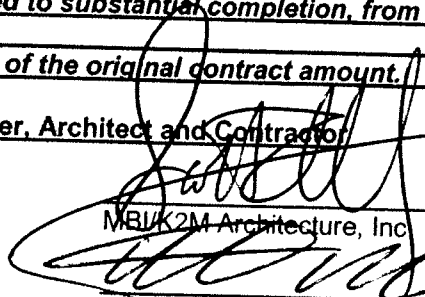
Detailed description of change order and justification:

<b><u>Install 12" pvc pipe and fill swale at the sewage plant - per Dept. of Health</u></b>	<b><u>\$2,475.00</u></b>
<b><u>Install 12' high fence with gates at the multi-purpose courts</u></b>	<b><u>5,875.00</u></b>
<b><u>Elevation certificate at the house on site</u></b>	<b><u>410.00</u></b>
<b><u>Install ceilings in restrooms #101 and #102</u></b>	<b><u>6,391.11</u></b>
<b><u>Delete tie-in of sewage plant to the house on site</u></b>	<b><u>(11,500.00)</u></b>
<b><u>Delete resinous flooring in community center</u></b>	<b><u>(9,387.00)</u></b>
<b><u>Net Credit</u></b>	<b><u>\$(5,735.89)</u></b>

**An additional 10 days is added to substantial completion, from July 26, 2008 to August 5, 2008.**

**This Change Order is (.127%) of the original contract amount.**

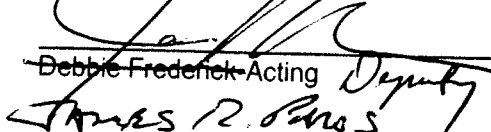
**Not valid until signed by Owner, Architect and Contractor**

ARCHITECT:  3/11/08  
Date

CONTRACTOR: Pedro Falcon Electrical Contractors, Inc. 03/10/08  
Date

DIRECTOR, FACILITIES DEVELOPMENT: Jerry Barnett 3-11-08  
Date

COUNTY ENGINEER: David S. Koppel, P.E. 3-12-08  
Date

COUNTY ADMINISTRATOR: Debbie Frederick-Acting Deputy 3/18/2008  
Date  


## Change Order Attachment per Ordinance No. 004-1999

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

If Yes, explanation:

*The swale fill at the sewage plant, installation of the fence at the multi-purpose courts, and the ceilings in two restrooms were unforeseen at the time of the original specifications. The house at the park will use its own septic system which creates a credit for the original tie-in plan, and the deletion of resinous flooring is part of value engineering.*

- 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:

- 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:



# ***Pedro Falcon*** ***Electrical Contractors, Inc.***

31160 Avenue C, Big Pine Key, FL 33043-4516~(305)872-2200~Fax (305)872-2219  
12137 SW 131st. Avenue, Miami, FL 33186~(305)971-2011~Fax (305)971-2013  
EC 0001491 / CGCA43234

## **Request for Change Order** **01 March 2008**

**Project:** Big Pine Key Park Redevelopment

**Change Order Request No:** Nine

**Description:** Revisions to Swale at STP per Health Department Inspection  
Additional Fencing at Multi-purpose Court  
Added Ceiling at Restrooms #101 & 102  
Elevation Certificate for 710 Sands Road  
Delete Resinous Flooring

### **ADDITIONS:**

#### **B.A.T. Construction, Inc.**

Install 12" pvc Pipe and Fill Swale at Sewage Treatment Plant to meet Department of Health requirement for 15' setback at STP. ....\$2,475.00

#### **Florida Fence**

Install additional 12' High Fence with Gates at Multi-purpose Courts per the attached sketch.....\$5,875.00

#### **R.E. Reece, P.A.**

Provide elevation certificate for 710 Sands Road (existing house).....\$410.00

**Pedro Falcon**

Install ceilings in Restrooms #101 & 102. Ceiling to be wood framed with Densglass ceiling and smooth stucco finish. Includes any required access panels.

**Materials:**

2 x 6 Framing Materials.....	\$233.64
Fasteners.....	\$50.00
Joist Hangers.....	\$200.00
Densglass Sheathing.....	\$250.00
Access Panels.....	\$522.00
Stucco.....	364.00
Subtotal Materials.....	\$1619.64
Tax on Materials.....	\$121.47
Estimated Shipping.....	\$200.00
Materials including Tax.....	\$1941.11

**Labor:**

Wood Framing (16 Man hours at \$50.00).....	\$800.00
Densglass Sheathing (8 Hours @ \$50.00).....	\$400.00
Access Panels (3 Man Hours @ \$50.00).....	\$150.00
Stucco (30 Man Hours @ \$50.00).....	\$1,500.00
Field Coordination of all changes (16 hours @\$100.00 per hour).....	\$1,600.00
Total Labor:.....	\$4,450.00
Total PFEC Materials and Labor.....	\$6,391.11

**Subtotal of Additions:.....\$15,151.11**

**DELETIONS:**

Delete tie-in of STP to Existing House.....	<\$11,500.00>
Delete Resinous Flooring.....	<\$9,387.00>

**Subtotal of Deletions.....<S20,887.00>**

**Total Additions and Deletions.....<S5,735.80>**

*(5,735.89)*

**Net Amount of Request for Change Order:.....<S5,735.80>**

**Additional Time Requested for Change:.....10 Days**

Respectfully Submitted,



**Ken Bygler  
Project Manager**

# B.A.T. Construction, Inc.

305-296-6619 PH  
305-296-9094 FX

127 Industrial Road, Suite E  
Big Pine Key, Florida 33043

February 20, 2008

Pedro Falcon Electrical Contractors  
31160 Avenue C  
Big Pine Key, Florida 33043

PH: 305-872-2200  
FX: 305-872-2219

Attention: Ken Bygler

Re: Big Pine Key County Park

Dear Mr. Bygler:

Please find our change order proposal on the above referenced project per your request.

Provide equipment, labor and materials to perform the following scope of work.

Install 12" PVC pipe in swale by sewer treatment plant.

Lump Sum

\$2,475

Please advise if there are any questions.

Sincerely,



Dave Kirchoff  
Project Manager

del

Florida Fence Corp.  
 P.O. Box 227  
 Tavernier, FL 33070

# Estimate

Date	Estimate #
2/26/2008	586

Name / Address
Pedro Falcon 31160 Ave. C Big Pine Key FL. 33043  Attention: Ken

Description	Qty	Cost	Project
			Total
Provide & Install Chain Link Fencing		5,875.00	5,875.00
1. To install 75 feet of 12 foot schedule 40 green vinyl coated fence			
2. Includes 2 walk gates, one on each side of racquet ball court		0.00	0.00
<b>Total</b>			<b>\$5,875.00</b>

Customer Signature \_\_\_\_\_

# R.E. REECE, P.A.

PO BOX 432123  
BIG PINE KEY, FL 33043  
PHONE (305) 872-1348  
FAX (305) 872-5622

DATE	INVOICE #
1/28/2008	8012806

## Invoice

**REQUESTED BY:**

PEDRO FALCON ELECTRICAL  
CONTRACTORS, INC  
31160 AVENUE C  
BIG PINE KEY, FL 33043  
ATTN: KEN BYGLER  
731-6978

**DELIVER TO:**

CALL FOR PICK UP

**PROPERTY ADDRESS**

710 SANDS EXISTING HOUSE  
BIG PINE KEY

**BUYER**

MONROE COUNTY

**SELLER****SERVICES**

ELEVATION CERTIFICATION

**AMOUNT**

410.00

THANK YOU FOR YOUR ORDER  
WE SINCERELY APPRECIATE YOUR BUSINESS  
PHONE (305) 872-1348  
FAX (305) 872-5622

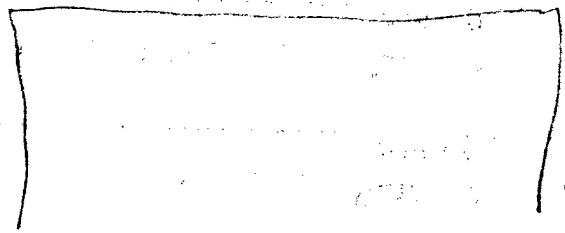
**Total**

\$410.00

37' 5"

4-12' poles

25 4' 29'  
GATE



EAST END



WEST END  
12' High

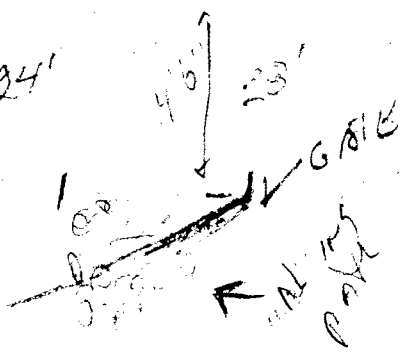


24'



133'

4-12' pole



GATE  
4-12' poles

MAR 1

14

# MEMORANDUM

TO: Board of County Commissioners

From: James R. "Reggie" Paros  
Acting County Administrator

Date: March 17, 2008


RE: Change Orders

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Attached is a proposed change order for Pedro Falcon Electrical Contractors, Inc. for Big Pine Key Park (Change Order #7 is for a decrease of \$5,735.89 and an increase of contract time by 10 days. See attached description.)

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 Acting Deputy Administrator intends to approve this change order on Tuesday, March 18, 2008.

  
James R. "Reggie" Paros  
Acting Deputy Administrator

JRP: adc

## Campo-Abra

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**From:** Campo-Abra  
**Sent:** Monday, March 17, 2008 11:47 AM  
**To:** County Commissioners and Aides  
**Subject:** Change Order  
**Attachments:** Change Order.pdf

Please review attached Change Order #7 for Pedro Falcon Electrical Contractors for Big Pine Key Park.

### *Abra Campo*

Sr. Administrative Assistant  
Office of County Administrator  
The Historic Gato Cigar Factory  
1100 Simonton Street, Suite 2-205  
Key West, FL 33040  
Office 305-292-4441  
Fax 305-292-4544  
[campo-abra@monroecounty-fl.gov](mailto:campo-abra@monroecounty-fl.gov)

### *Help us Help You!*

*Please take a moment to complete our Customer Satisfaction Survey:*

[http://monroecofl.virtualltownhall.net/Pages/MonroeCoFL\\_WebDocs/css](http://monroecofl.virtualltownhall.net/Pages/MonroeCoFL_WebDocs/css) *Your feedback is important to us!*

Please note: Florida has a very broad public records law. Most written communications to or from the County regarding County business are public record available to the public and media upon request. Your email may be subject to public disclosure.

# MONROE COUNTY / ENGINEERING / FACILITIES DEVELOPMENT CONTRACT CHANGE ORDER

PROJECT TITLE:  
Brick and Stone Exterior Cladding  
Freeman Justice Center  
302 Fleming Street  
Key West, FL

CHANGE ORDER NO: 4  
INITIATION DATE: March 13, 2008  
CONTRACT DATE: May 16, 2007

TO CONTRACTOR:  
E.G. Braswell Construction, Inc.  
5635 MacDonald Avenue  
Key West, FL

The Contract is changed as follows:

The original ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) .....	\$ 1,923,718.00
Net change by previously authorized Change Orders .....	\$ 125,030.00
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) prior to this Change Order was .....	\$ 2,048,748.00
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) will be ( <u>increased</u> ) (decreased) (unchanged) by this Change Order .....	\$ 84,095.00
The new ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) including this Change Order is ...	\$ 2,132,843.00
The Contract Time will be ( <u>increased</u> ) (decreased) (unchanged) by .....	75 days
The date of Substantial Completion as of the date of this Change Order is .....	May 26, 2008

Detailed description of change order and justification:

**Site work to include materials and labor for 2,427 S.F. of side walk, 105 S.F. of Driveway, 435 S.F. of Brick Pavers on drive way, 309 L.F. of "D" curb, 172 L.F. of F.D.O.T. 6' curb, 23 L.F. of retaining wall, 75 s.f. of sod, and 12.5 S.F. ADA curb ramp; 1" 7,478 s.f. asphalt overlay on Thomas Street; 1" 5,148 S.F. asphalt overlay at front parking lot; and 30' L.F. metal fence located next to the ramp near stairway #4. An additional 75 days to substantial completion will be needed to complete all of the work, from March 12, 2008 to May 26, 2008.**

**The above scope of work will be deleted from The Tower Group's contract.**

**This change order is 4.37% of the original contract price.**

**Not valid until signed by Owner, Construction Manager, and Contractor**

ARCHITECT:

N/A

CONTRACTOR:

  
E.G. Braswell Construction, Inc.

Date

7/9/08  
Date

DIRECTOR, FACILITIES DEVELOPMENT:

  
Jerry Barnett

Date

3-20-08

COUNTY ENGINEER

  
David S. Koppel, P.E.

Date

3-25-08

COUNTY ADMINISTRATOR

  
Debbie Frederick - Deputy

Date

3/31/08

## 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 was part of The Tower Group's contract specifications. A change order will be prepared to delete the site work from their specifications for a credit to the contract cost.***

- 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:

***The Architect is not required to approve Change Orders for the Freeman Justice Center.***

- 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:

# E.G. BRASWELL CONSTRUCTION INC

5635 MACDONALD AVE - KEY WEST, FLORIDA 33040

PHONE 305.296.0305 FAX 305.296.1824

Proposal Submitted to

Monroe County Facilities Dev.

Clark Briggs Sr. Project Manager

Jerry Barnett Dev Director of facilities

Date: March. 14, 2008

Job Name: Freeman Justice Center

Job Location: Key West, Fl.

**Freeman Justice Center Court House Key West, FL.**

As per plans

## **Proposal #2 : Side Walk & Asphalt Overlay Plan**

### **Site Work**

- 1.) 2,427 S.F. of 4" Side Walk As per plan
- 2.) 105 S.F. of 6" Driveway as per plan
- 3.) 435 S.F. of Brick Pavers (2) Drive way
- 4.) 309 L.F. of 2' Curb & Gutter ← Re-place with standard "D" Curb no Gutter
- 5.) 172 L.F. of F.D.O.T. 6' curb **Credit -\$2,700**
- 6.) 23' L.F. of Retaining Wall
- 7.) 75' S.F. of SOD
- 8.) 12.5 S.F. Curb Ramp ADA to be Stamped Brick

Total:

\$40,500

**Credit**

**-\$2,700**

**New Total**

**\$37,800.00**

### **Parking Lot**

- 1.) 389 L.F. x 2'-3" x 2" Mill as per plans
- 2.) 21 Car Stops
- 3.) Thomas Street 1" Asphalt Overlay 7,478 S.F.
- 4.) Paint Stripping for Thomas Street As per Plans

Total:

**\$24,965.00**

In reference to the Metal Fence located next to the ramp near Stairway #4  
30' L.F. Hernandez Ornamental custom design 4' High on top of 4' Wall

**\$ 6,500.00**

**Total Price:**

**\$ 69,265.00**

### **Alternate:**

**Front Parking Lot 5,148 S.F. to Include 1" Asphaly Overlay , Stripping as per plan & car Stops Total**

**\$14,830**

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. This proposal is subject to acceptance within 10 days and is void thereafter at the option on the undersigned.

Edgar Braswell, President  
E.G. Braswell Construction Inc.

## Campo-Abra

**From:** Campo-Abra  
**Sent:** Friday, March 28, 2008 9:29 AM  
**To:** County Commissioners and Aides  
**Subject:** Change Order  
**Attachments:** Change Order.pdf

Please review the attached Change Order#4 for E.G. Braswell Construction, Inc. for the Freeman Justice Center.

*Abra Campo*

Sr. Administrative Assistant

Office of County Administrator

The Historic Gato Cigar Factory

1100 Simonton Street, Suite 2-205

Key West, FL 33040

Office 305-292-4441

Fax 305-292-4544

campo-abra@monroecounty-fl.gov

*Help us Help You!*

*Please take a moment to complete our Customer Satisfaction Survey:*

[http://monroecofl.virtualtownhall.net/Pages/MonroeCoFL\\_WebDocs/css](http://monroecofl.virtualtownhall.net/Pages/MonroeCoFL_WebDocs/css) *Your feedback is important to us!*

Please note: Florida has a very broad public records law. Most written communications to or from the County regarding County business are public record available to the public and media upon request. Your email may be subject to public disclosure.

3/28/2008

# MEMORANDUM

TO: Board of County Commissioners

From: Debbie Frederick  
Acting County Administrator

Date: March 26, 2008

RE: Change Orders

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Attached is a proposed change order for the Brick and Stone Exterior Cladding for the Freeman Justice Center. (Change Order #4 for E.G. Braswell Construction, Inc. is for \$84,095.00 -see attached- and an increase in contract time of 75 days changing the completion date from March 12, 2008 to May 26, 2008.)

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 Acting Administrator intends to approve this change order on <sup>Mon. 31</sup> Thursday, March 27, 2008.



Debbie Frederick  
Acting County Administrator