




Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

**DATE:** March 17, 2022

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

**THROUGH:** Anne Kulikowski, Director  
Administrative Services Department 

**FROM:** Sara Flynn-Kramer, Manager  
Capital Projects Division 

**CONTACT PERSON:** Sara Flynn-Kramer, Manager

**DIVISION:** Capital Projects  
Phone: 407-836-0048

**ACTION REQUESTED:** Approval of Change Order No. 5, Contract Number Y20-757, Multicultural Center – INVEST Grant, with Peak CM LLC, in the amount of \$10,000, for a revised lump sum contract amount of \$1,744,266.81. District 6.

**PROJECT:** Multicultural Center – INVEST Grant

**PURPOSE:** To provide funding for additional construction services to complete the capital improvements.

**BUDGET:** Accounting Line No.: 1023-043-2074

**JUSTIFICATION/DISCUSSION:**

The construction for this project was split into two phases. For Phase I, issues with the final utility connections with the Orlando Utilities Commission caused a significant delay to the Phase I project schedule. The cost to the contractor for the addition of 111 calendar days to the contract schedule was negotiated down from \$68,927.67 to \$10,000. This delay in the completion of Phase I has had no impact on the overall project schedule and it did not delay the commencement of the Phase II construction project. The Phase II construction contract was executed on February 28, 2022 and the Notice to Proceed Construction letter was issued on March 7, 2022.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on September 22, 2020.

<b>Original Contract dated October 15, 2020</b>	<b>Lump sum amount - \$ 1,439,450.00</b>
<b>Change Order No. 1 dated April 7, 2021</b> Permit fees, demo, concrete & masonry repairs, bollards and trash chute removal	<b>Lump sum amount - \$ 38,589.18</b>
<b>Change Order No. 2 dated May 20, 2021</b> Demo of floor blocking, north canopy, slab grinding & gutter replacement.	<b>Lump sum amount - \$ 33,123.77</b>
<b>Change Order No. 3 dated September 13, 2021</b> Site work changes needed to incorporate permit comments correcting the location of the point of service for the fire line, replacing a collapsed storm pipe and repairing the damage to the parking lot.	<b>Lump sum amount - \$ 146,920.93</b>
<b>Change Order No. 4 dated September 14, 2021</b> Additional repair work and reconciliation of as-built work to the bid documents estimates.	<b>Lump sum amount - \$ 76,182.93</b>
<b>Proposed Change Order No. 5</b> Final utility connection and fire monitoring issue project schedule impact. Add 111 calendar days.	<b>Lump sum amount - \$ 10,000.00</b>
<b>Proposed Final Contract Amount</b>	<b>\$ 1,744,266.81</b>

cc: *Administrative Services Department*  
*Procurement Division*  
*Capital Projects Division*  
*Community & Family Services Department*



**ORANGE COUNTY PROCUREMENT DIVISION  
CHANGE ORDER REQUEST FORM**

REQUEST DATE	BUDGET FY	GRANT FUNDING
02/09/22	2022	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> THIS REQUEST COMPLIES WITH COST PRINCIPLES

DEPARTMENT/DIVISION	CONTACT NAME	CONTACT PHONE	BUYER/PA/CA NAME
Capital Projects	Jacqueline King /Guysen Bohler	67479	Rochelle Chambers

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH FIRST PAGE)	TYPE	CONTRACT NUMBER	<input type="checkbox"/> CANCEL ENTIRE PO/DO <input type="checkbox"/> DO NOT MAIL VENDOR COPY
Peak CM LLC	5	C20757	POOC	Y20-757	

**INCREASE, DECREASE OR DELETE COMMODITY LINE**

CMDTY. LINE NO.	ACTION	PREVIOUS LINE DOLLAR AMOUNT	NEW LINE DOLLAR AMOUNT	COMMODITY LINE DESCRIPTION/COMMENTS	NET DOLLAR CHANGE
2	Increase Quantity FROM 223103.23 TO 233103.23	\$ 223,103.23	\$ 233,103.23	Multicultural Center - INVEST Grant (19023)	\$ 10,000.00
	Select Action FROM TO				\$ 0.00
	Select Action FROM TO				\$ 0.00

**ADD COMMODITY LINE**

CMDTY. LINE NO.	CMDTY. CODE	DESCRIPTION FOR D.O. YOU MUST SPECIFY AN MA LINE	MA LINE	QTY.	UNIT OF MEAS.	UNIT COST	ACCOUNTING LINE	CHANGE
								\$ 0.00
								\$ 0.00
								\$ 0.00

**FUNDING: ACCOUNTING LINE OR REPORTING CODE CHANGE**

CMDTY. LINE NO.	ACCTG. LINE NO.	FROM AMOUNT	TO AMOUNT	FROM ACCOUNTING LINE	TO ACCOUNTING LINE	FROM REPORTING CODE	TO REPORTING CODE
2	2	\$ 191,585.86	\$ 201,585.86	1023-043-2074-6210	1023-043-2074-6210	1902305072	1902305072

**ENCUMBERED/DE-ENCUMBERED (REQUIRED FOR ALL TRANSACTIONS)**

ORIGINAL PO/DO AMT.	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	DOCUMENT TOTAL AFTER THIS C/O
\$ 1,439,450.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 294,816.81	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 10,000.00	\$ 1,744,266.81

**OTHER CHANGES:**

DESCRIBE  
No change to time.  
APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS  
APR 05 2022

**CONTRACT AMOUNT**

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 1,439,450.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 294,816.81	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 10,000.00	\$ 1,744,266.81

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Fire Alarm & OUC Delays. (CO#6 to add funds) (BCC District 6)

By signing this agreement, the Contractor hereby releases the County, its agents and employees from any and all liabilities under this contract for further equitable adjustments and/or claims associated with this change order.

VENDOR/ CONTRACTOR AUTHORIZATION

DATE: 3/17/2022

DEPARTMENT APPROVAL SIGNATURE

Sara Flynn-Kramer  
Digitally signed by Sara Flynn-Kramer  
Date: 2022.03.17 14:08:46 -04'00'

DATE: 03/17/22

**OFFICIAL PROCUREMENT DIVISION USE ONLY**

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES:  YES  NO

CHANGE AWARD AMOUNT TO :