





Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

DATE: March 18, 2019

TO: Mayor Jerry L. Demings
and the
Board of 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: 407-836-0043

ACTION REQUESTED: Approval of Change Order No. 1, Purchase Order M94529, with Architects Design Group Inc., in the amount of \$79,884.36, for Fire Station #68, for a revised lump sum contract amount of \$174,054.87.

PROJECT: FIRE STATION #68 INVEST
DISTRICT 3

PURPOSE: To provide funding for additional professional design services to complete the site adaptation design for the 2-Bay prototype fire station.

BUDGET: Accounting Line No.: 1023-034-0801-6210

JUSTIFICATION/DISCUSSION:

This change order is necessary in order for the architect and engineer to adapt to the prototype fire station design to the specific site conditions at the Fire Station #68 location and to also incorporate Construction Administration Services for the project.

PREVIOUS ACTIONS TO THIS PURCHASE ORDER:

The Contract award was approved on February 4, 2019.

Original Contract dated February 4, 2019	Lump sum amount - \$ 94,170.51
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Proposed Change Order No. 1	Lump sum amount - \$ 79,884.36
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Additional professional design services for adapting the 2-Bay prototype fire station design to the existing site conditions. Construction Administration Services are required to manage the design process throughout construction.

Proposed Final Contract Amount	\$ 174,054.87
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cc: *Administrative Services Department*
Fire Rescue Department
Procurement Division
Capital Projects Division

BCC Mtg. Date: April 9, 2019



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

REQUEST DATE	BUDGET FY	GRANT FUNDING	
03/15/19	2019	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> THIS REQUEST COMPLIES WITH COST PRINCIPLES

DEPARTMENT/DIVISION	CONTACT NAME	CONTACT PHONE	BUYER/PA/CA NAME
Administrative Services/Capital Projects	Marisela Guillen	407 836 0015	Rochel 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
Architects Design Group Inc.	1	M94529	POOC		

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
	Select Action				\$ 0.00
	Select Action				\$ 0.00
	Select Action				\$ 0.00

ADD COMMODITY LINE

CMDTY. LINE NO.	CMDTY. CODE	DESCRIPTION		QTY.	UNIT OF MEAS.	UNIT COST	ACCOUNTING LINE	CHANGE
		FOR D.O. YOU MUST SPECIFY AN MA LINE	MA LINE					
2	97320	Additional design services required to merge civil & building design & CA		79884.36	each	\$ 1.00	1023-034-0801-6210	\$ 79,884.36
								\$ 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

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	OTHER CHANGES: DESCRIBE
\$ 94,170.51	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	\$ 79,884.36	

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Project: Fire Station #88 - Additional design services required to merge civil design and building design, and CA services for construction management.

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

DEPARTMENT APPROVAL SIGNATURE

[Handwritten Signature], AIA

DATE: 3/18/19

DATE: 3/15/19

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: YES NO

CHANGE AWARD AMOUNT TO :