





Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

DATE: December 15, 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 Y17-806, EPD Back to Nature Community Rehab Center – INVEST, with Borrelli & Partners Inc in the amount of \$9,918.30, for a revised lump sum contract amount of \$454,046.54. District 4.

PROJECT: EPD Back to Nature Community Rehab Center - INVEST

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

BUDGET: Accounting Line No.: 1023-021-0192

JUSTIFICATION/DISCUSSION:

This work is for additional professional services to resubmit and coordinate the re-permitting of the septic system. The original septic permit expired and could no longer be extended during the prolonged bidding process that required three solicitations to successfully hire a contractor.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on March 7, 2017.

Original Contract dated August 14, 2017	Lump sum amount - \$	345,853.98
Change Order No. 1 dated December 10, 2018 Design and permitting coordination for fire protection for the Animal Care Building	Lump sum amount - \$	12,600.36
Change Order No. 2 dated May 3, 2019 Design and permitting coordination for the water well	Lump sum amount - \$	25,943.52
Change Order No. 3 dated July 9, 2020 Provide Eagle's nest monitoring and reporting	Lump sum amount - \$	12,398.18
Change Order No. 4 dated September 14, 2021 Update plans to meet new building code	Lump sum amount - \$	47,332.20
Proposed Change Order No. 5 Resubmit and coordinate the re-permitting of the septic permit	Lump sum amount - \$	9,918.30
Proposed Final Contract Amount	\$	454,046.54

cc: *Administrative Services Department
Procurement Division
Capital Projects Division
Environmental Protection Division*



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
11/21/22	22/23	<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	Jose Canas	407-836-0081	

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
BORRELLI & PARTNERS INC	5	C17806	POOC	Y17-806	

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 284677.86	\$ 284,677.86	\$ 294,596.16	Project: EPD - Back to Nature Comm Rehab Cntr INVEST	\$ 9,918.30
	TO 294596.16				
	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					
								\$ 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

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:
\$ 345,853.98	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 98,274.26	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 9,918.30	\$ 454,046.54	DESCRIBE Add 120 Days.

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 345,853.98	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 98,274.26	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 9,918.30	\$ 454,046.54

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Permitting: Health Department Permit Requirements. (BCC District 4)

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: 12/19/2022

DEPARTMENT APPROVAL SIGNATURE

DATE: 12/14/22

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:	DATE:
ADD THE FOLLOWING TEXT TO PO/DO:	TRACK CHANGES: <input type="checkbox"/> YES <input type="checkbox"/> NO
	CHANGE AWARD AMOUNT TO: