



Interoffice Memorandum

**DATE:** April 29, 2021

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

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

A handwritten signature in black ink, appearing to read "AK", is placed to the right of the name Anne Kulikowski.

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

A handwritten signature in black ink, appearing to read "Sara Flynn-Kramer", is placed to the right of the name Sara Flynn-Kramer.

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

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

**ACTION REQUESTED:** Approval of Change Order No. 8, Contract Number Y17-800, with SK Consortium, Inc., in the amount of \$5,267.70, for Magnolia Park – INVEST. The revised lump sum contract amount is \$421,819.27.

**PROJECT:** Magnolia Park - INVEST

DISTRICT 2

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

**BUDGET:** Accounting Line No.: 1023-021-0332-6310

**JUSTIFICATION/DISCUSSION:**

This work is for the civil engineering to modify the design and stormwater permit for dry-pond #2 to accommodate a 45” caliper Live Oak tree. This tree was not properly measured and identified on the initial tree survey so its conflict with the new pond was not identified until work on the pond began in the field.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on January 24, 2017.

<b>Original Contract dated July 25, 2017</b>	<b>Lump sum amount - \$ 315,325.54</b>
<b>Change Order No. 1 dated November 8, 2017</b> Design fees for Magnolia Park’s new sanitary and domestic water design to meet new grant requirements.	<b>Lump sum amount - \$ 49,640.12</b>
<b>Change Order No. 2 dated October 5, 2018</b> Design fees to reconfigure the parking lot and playground to accommodate existing conditions.	<b>Lump sum amount - \$ 5,913.28</b>
<b>Change Order No. 3 dated January 30, 2019</b> Design fees to coordinate electrical services for new lift stations in Magnolia Park.	<b>Lump sum amount - \$ 9,751.31</b>
<b>Change Order No. 4 dated November 13, 2019</b> Design fees for roadway improvements at Binion Road.	<b>Lump sum amount - \$ 26,055.08</b>
<b>Change Order No. 5 dated March 24, 2020</b> Building permit application fees.	<b>Lump sum amount - \$ 1,559.00</b>
<b>Change Order No. 6 dated June 26, 2020</b> Health Department Permit Fees for septic tank removal.	<b>Lump sum amount - \$ 1,387.24</b>
<b>Change Order No. 7 dated January 28, 2021</b> St. Johns River Water Management District Mitigation and Application fees.	<b>Lump sum amount - \$ 6,920.00</b>
<b>Proposed Change Order No. 8</b> Design fees to modify the design and stormwater permit For Dry Pond #2 to preserve a 45” caliper Live Oak tree.	<b>Lump sum amount - \$ 5,267.70</b>
<b>Proposed Final Contract Amount</b>	<b>\$ 421,819.27</b>



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
04/20/21	FY 21	<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
Administrative Services	Reed Knowlton	836-0052	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
SK Consortium, Inc.	8	C17800	POOC	Y17-800	

**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
3	Select Action FROM 45872.83 TO 50940.33	\$ 45,672.63	\$ 50,940.33	(17160) Magnolia Park - INVEST	\$ 5,267.70
	Select Action FROM TO			APPROVED BY ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS	\$ 0.00
	Select Action FROM TO			MAY 18 2021	\$ 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.	ACCTS. 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 <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	NET DOLLARS FOR THIS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	DOCUMENT TOTAL AFTER THIS C/O	OTHER CHANGES: DESCRIBE
\$ 315,325.54	\$ 101,226.03	\$ 5,267.70	\$ 421,819.27	

**CONTRACT AMOUNT**

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	NET DOLLARS FOR THIS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	CONTRACT TOTAL AFTER THIS C/O
\$ 315,325.54	\$ 101,226.03	\$ 5,267.70	\$ 421,819.27

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Change order necessary to provide additional professional design services to modify the design on dry-pond #2 to accommodate a 45" caliper Live Oak Tree.

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

Sara Flynn Kramer

Digitally signed by Sara Flynn Kramer  
DN: cn=Sara Flynn Kramer, o=Orange County, ou=Procurement, email=Sara.Flynn-Kramer@ocd.net, c=US  
Date: 2021.04.28 10:00:00 -0700

DATE:

4/30/21

DATE:

04/28/21

**OFFICIAL PROCUREMENT DIVISION USE ONLY**

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES:  YES  NO

CHANGE AWARD AMOUNT TO: