




Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

**DATE:** June 27, 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: 407-836-0048

**ACTION REQUESTED:** Approval of Change Order No. 4, Contract Number Y17-731, Wittenstein Cottage ADA Upgrades and Renovations, with Core Engineering & Construction, in the amount of \$10,102.85, for a revised lump sum contract amount of \$520,638.16.

**PROJECT:** WITTENSTEIN COTTAGE ADA UPGRADES & RENOVATIONS

DISTRICT 3

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

**BUDGET:** Accounting Line No.: 1023-062-2554

**JUSTIFICATION/DISCUSSION:**

This change order is necessary to address life safety deficiencies noted by the Orange County Fire Marshall during the inspection process.

The noted revisions will insure that the building meets the necessary life safety requirements for occupancy.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on April 11, 2017.

<b>Original Contract dated May 11, 2017</b>	<b>Lump sum amount - \$</b>	<b>460,625.00</b>
<b>Change Order No. 1 dated November 16, 2017</b> Electrical work to correct existing grounding issues and other code deficiencies.	<b>Lump sum amount - \$</b>	<b>37,678.71</b>
<b>Change Order No. 2 dated February 2, 2018</b> Correct ceiling detail in living and dining rooms.	<b>Lump sum amount - \$</b>	<b>1,791.43</b>
<b>Change Order No. 3 dated May 1, 2019</b> Modification and additions to sprinkler system.	<b>Lump sum amount - \$</b>	<b>10,440.17</b>
<b>Proposed Change Order No. 4</b> Additional services necessary to address Orange County Fire Marshall comments and concerns that directly affect life safety of the building.	<b>Lump sum amount - \$</b>	<b>10,102.85</b>
<b>Proposed Final Contract Amount</b>	<b>\$</b>	<b>520,638.16</b>

CC: *Administrative Services Department*  
*Procurement Division*  
*Capital Projects Division*  
*Youth and Family Services Division*



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
06/19/19	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
Capital Projects	Jacqueline King / Randy Nixon	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
Core Engineering & Construction	4	C17731	POOC	Y17-731	

**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	Increase Quantity	FROM 30981.60 TO 41084.45	\$ 30,981.60	\$ 41,084.45	Michigan Campus GOV Wittenstein Renovations (17104)	\$ 10,102.85
	Select Action	FROM TO			APPROVED BY ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS	\$ 0.00
	Select Action	FROM TO			BCC Mtg. Date: July 16, 2019	\$ 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 <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	NET DOLLARS FOR THIS C/O <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	DOCUMENT TOTAL AFTER THIS C/O
\$ 460,625.00	\$ 49,910.31	\$ 10,102.85	\$ 520,638.16

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	NET DOLLARS FOR THIS C/O <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	CONTRACT TOTAL AFTER THIS C/O
\$ 460,625.00	\$ 49,910.31	\$ 10,102.85	\$ 520,638.16

**OTHER CHANGES:**

DESCRIBE
No additional time added.

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Revisions to the project were requested by the Orange County Fire Marshall. This additional work is required to complete the project.

*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

*Gemma*

Digitally signed by Paul Goldsmith, P.E.  
DN: cn=Paul Goldsmith, P.E., ou=CORE  
Engineering Ramp, Construction, Inc.,  
email=pggoldsmith@core-encon.com, c=US  
Date: 2019.07.09 09:42:58 -0600

DATE: 7/9/2019

DATE: 7/9/19

**OFFICIAL PROCUREMENT DIVISION USE ONLY**

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES:  YES  NO

CHANGE AWARD AMOUNT TO: