



Interoffice Memorandum

CAPITAL PROJECTS ITEM 2

**DATE:** March 17, 2022

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

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

A handwritten signature in black ink, appearing to read "Anne Kulikowski".

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

A handwritten signature in black ink, appearing to read "Sara Flynn-Kramer".

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

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

**ACTION REQUESTED:** Approval of Change Order No 2, Contract Number Y20-766, Michigan Campus GOV Cottage Restroom & Kitchen Renovations, with Café Construction in the amount of \$252,838.53, for a revised lump sum contract amount of \$1,563,238.53. District 3.

**PROJECT:** Michigan Campus GOV Cottage Restroom & Kitchen Renovations

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

**BUDGET:** Accounting Line No.: 1023-043-0263

**JUSTIFICATION/DISCUSSION:**

This project is a renovation of five cottages that are a home to some of the children who live at Great Oaks Village on the Michigan Street Campus. The scope of this project is to renovate the existing restrooms and kitchens in these five cottages and to bring them up to code and to comply with the Americans with Disabilities Act of 1990. Three of the cottages sit in a lower lying area of the campus and two of the cottages sit in a higher location. During the design of this project field investigative work was done by the consultants to identify the as-built and existing conditions as much as possible. They were unable to do any real destructive investigative work inside the cottages because the cottages are a home to these children. This change order is for additional work required for the first of the five cottages, the Day Cottage. After the construction contract was awarded and during the initial demolition for the contract work, substantial hidden water damage was discovered that had destroyed the underlying materials in most of the interior in the Day Cottage. This work includes the wall and ceiling framing, insulation, electrical wiring, water lines, HVAC ductwork, door and window frames, and the flooring underlayment. This damage was not visible and was not accessible prior to this demolition work that was not able to start until after the children were relocated on campus. All of this hidden damage had to be repaired by replacing the damaged areas with all new materials and finishes including painting. The work in this change order is limited to the Day Cottage which is the first of the three cottages in the lower lying area of the campus to be renovated. After this cottage is complete and put back into service for the children, work will start in the second cottage in this low-lying area. It is expected that similar additional change order work for repairs to deal with existing hidden damage will be needed for the other two cottages in this lower lying area. This type of hidden water damage is not anticipated in the two newer cottages that are located at a higher elevation.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on January 26, 2021.

<b>Original Contract dated February 4, 2021</b>	<b>Lump sum amount - \$ 1,248,000.00</b>
<b>Change Order No. 1 dated December 20, 2021</b> Fire alarm repair and installation and transom removal.	<b>Lump sum amount - \$ 62,400.00</b>
<b>Proposed Change Order No. 2</b> Re-framing and drywall replacement, painting, electrical repairs, door and frame replacement, replace damaged HVAC, electrical repairs, repair damaged gable, and repair damaged water lines.	<b>Lump sum amount - \$ 252,838.53</b>
<b>Proposed Final Contract Amount</b>	<b>\$ 1,563,238.53</b>

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



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
02/15/22	21/22	<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
Cafe Construction	2	C20766	POOC	Y20-766	<input type="checkbox"/> DO NOT MAIL VENDOR COPY

**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
1	Increase Quantity			Project: Michigan Campus GOV Cottage Restroom & Kitchen Renovations (1600)	\$ 252,838.53
	FROM	1310400.00			
	TO	1563238.53	\$ 1,310,400.00		\$ 1,563,238.53
	Select Action				\$ 0.00
	FROM				
	TO				
	Select Action				\$ 0.00
	FROM				
	TO				

**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
\$ 1,248,000.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 62,400.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 252,838.53	\$ 1,563,238.53

**OTHER CHANGES:**

DESCRIBE
APPROVED BY ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS  <u>APR 05 2022</u>

**CONTRACT AMOUNT**

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 1,248,000.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 62,400.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 252,838.53	\$ 1,563,238.53

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Change order for additional construction services required for chase wall reconfiguration.

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

Sara Flynn-Kramer

Digitally signed by Sara Flynn-Kramer  
Date: 2022.03.17 13:45:50 -04'00'

DATE: 3-17-22  
DATE: 03/17/22

DEPARTMENT APPROVAL SIGNATURE

**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: