



Legislation Text

File #: 25-068, **Version:** 1

Interoffice Memorandum

DATE: December 16, 2024

TO: Mayor Jerry L. Demings and County Commissioners

THROUGH: Anne Kulikowski, Director, Administrative Services Department

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

CONTACT: Sara Flynn-Kramer

PHONE: 407-836-0048

DIVISION: Capital Projects Division

ACTION REQUESTED:

Approval of Change Order No 2, Purchase Order M104816 Fire Station #48, with Architects Design Group Inc in the amount of \$99,701.12, for a revised lump sum contract amount of \$405,836.91. District 1. (Capital Projects Division)

PROJECT: Fire Station #48

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

BUDGET: Accounting Line Number: 1046-034-0808-6210

JUSTIFICATION/DISCUSSION:

This change order is to provide additional professional design services for the extension of the Orange County Utilities 16" water line within the right of way down Avalon Road to the Fire Station #48 site, produce a hydraulic report, provide plans for the directional drilling under the roadway, prepare applications for all state and local permitting, and design the maintenance of traffic plans. When the original design purchase order was issued, the extent of the off-site work that would be required was unknown. This additional design effort also includes some architectural design options and renderings to evaluate the front entrance of the fire station as it relates to the street, as requested by the Fire Rescue Department.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Purchase Order award was approved on August 10, 2021.

Original Purchase Order dated July 20, 2021 Lump sum amount - \$ 257,120.80

Change Order No. 1 dated June 17, 2024 Lump sum amount - \$ 49,014.99

Mirror the design so that fire trucks will exit from
the front of the station

Proposed Change Order No. 2 Lump sum amount - \$ 99,701.12

Additional design services for renderings of the front
entrance and the extension of the 16” water line down
Avalon Road

Proposed Final Purchase Order Amount \$ 405,836.91



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

✓

REQUEST DATE	BUDGET FY	GRANT FUNDING
09/17/24	24/25	<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
ARCHITECTS DESIGN GROUP INC	2	M104816	POOC		<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 FROM 306135.79 TO 405837.21	\$ 306,135.79	\$ 405,837.21	Project: Fire Station #48 (21052)	\$ 99,701.42
	Select Action FROM TO		✓ 405,836.91		\$ 0.00
	Select Action FROM TO				\$ 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					
							\$ 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	DESCRIBE
\$ 257,120.80	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 49,014.99	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 99,701.42	\$ 405,837.21	No Additional Time.

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 257,120.80	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 49,014.99	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 99,701.42	\$ 405,837.21

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Additional design services for site constraints and owner requested changes. BCC District 1.

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

[Signature]

DATE: 12/10/2024

DEPARTMENT APPROVAL SIGNATURE

[Signature]

DATE: 12/7/24

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL: _____ DATE: _____

ADD THE FOLLOWING TEXT TO PO/DO: _____ TRACK CHANGES: YES NO CHANGE AWARD AMOUNT TO: _____