





Interoffice Memorandum

CAPITAL PROJECTS ITEM 2

DATE: November 8, 2023

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 3, Contract Y20-837 Countywide Space Study, with C T HSU & Associates P A in the amount of \$12,083.62, for a revised lump sum contract amount of \$556,443.26. All Districts.

PROJECT: Countywide Space Study

PURPOSE: To provide funding for additional professional services to complete the study.

BUDGET: Accounting Line Number: 1023-043-2076-3110.

JUSTIFICATION/DISCUSSION:

Additional services to incorporate the new data charts and option matrixes for scoring and evaluating the options. Also includes a a high-level review of the Michigan Campus for additional site options and opportunities.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on December 15, 2020.

Original Contract dated March 18, 2021	Lump sum amount - \$	499,989.36
Change Order No. 1 dated April 4, 2023 Additional services to include the Work Release site	Lump sum amount - \$	25,778.42
Change Order No. 2 dated September 22, 2023 Additional services to generate data charts and option matrixes	Lump sum amount - \$	18,591.86
Proposed Change Order No. 3 Additional services to incorporate the new data charts and option matrixes and a high-level review of the Michigan Campus	Lump sum amount - \$	12,083.62
Proposed Final Contract Amount	\$	556,443.26

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

BCC Mtg. Date: November 28, 2023



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

REQUEST DATE	BUDGET FY	GRANT FUNDING	
10/30/23	23/24	<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
C T HSU & ASSOCIATES P A	3	C20837	POOC	Y20-837	<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: Countywide Space Study(20090)	\$ 12,083.62
		FROM 544359.64 TO 556443.26	\$ 544,359.64		
	Select Action				\$ 0.00
	Select Action				\$ 0.00

ADD COMMODITY LINE

CMDTY. LINE NO.	CMDTY. CODE	DESCRIPTION <small>FOR D.O. YOU MUST SPECIFY AN MA LINE</small>	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.	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	OTHER CHANGES: DESCRIBE
\$ 499,989.36	\$ 44,370.28	\$ 12,083.62	\$ 556,443.26	

CONTRACT AMOUNT

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
\$ 499,989.36	\$ 44,370.28	\$ 12,083.62	\$ 556,443.26

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Additional services requested by Orange County are required to obtain additional options to consider.

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

[Handwritten Signature]

DATE:

DATE:

10/27/23
10/31/23

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: YES NO

CHANGE AWARD AMOUNT TO :