





Interoffice Memorandum

DATE: July 21, 2021

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 Number Y20-757, Multicultural Center, with PeakCM LLC, in the amount of \$146,920.93, for a revised lump sum contract amount of \$1,658,084.51.

PROJECT: Multicultural Center

DISTRICT 6

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

BUDGET: Accounting Line No.: 1023-021-0336-6310

To expedite the start of the construction for this project, the Invitation for Bids was issued with bid documents that had been submitted for permitting but had not completed the permitting process. The bids were received prior to receiving permit comments. The permit review comments were incorporated into the plans and issued to the successful contractor as construction documents. The construction plans included site utility changes to correct the location of the point of service for the fire line along with some associated utility coordination comments from the Orlando Utilities Commission. There was no re-work associated with these changes since they were made prior to work starting. In the parking lot a large section of storm pipe collapsed after a heavy storm and had to be replaced along with the associated repairs to the asphalt parking lot in the area of the collapse.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on September 22, 2020.

Original Contract dated October 15, 2020	Lump sum amount -	\$ 1,439,450.00
Change Order No. 1 dated April 7, 2021 Permit fees, demo, concrete & masonry repairs, bollards and trash chute removal.	Lump sum amount -	\$ 38,589.81
Change Order No. 2 dated May 20, 2021 Demo of floor blocking, north canopy, slab grinding & gutter replacement.	Lump sum amount -	\$ 33,123.77
Proposed Change Order No. 3 Site work changes needed to incorporate permit comments correcting the location of the point of service for the fire line, replacing a collapsed storm pipe and repairing the damage to the parking lot.	Lump sum amount -	\$ 146,920.93
Proposed Final Contract Amount		\$ 1,658,084.51

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



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
07/22/21	FY 21	<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
Admin Services / Capital Projects	Reed Knowlton	407-836-0052	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
PeakCM LLC	3	C20757	POOC	Y20-757	

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	Select Action				
		FROM 1511163.58 TO 1658084.51	\$ 1,511,163.58	\$ 1,658,084.51	19023 - Multicultural Center
	Select Action				\$ 0.00
	Select Action				\$ 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
\$ 1,439,450.00	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 71,713.58	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 146,920.93	\$ 1,658,084.51

OTHER CHANGES:

DESCRIBE

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 1,439,450.00	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 71,713.58	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 146,920.93	\$ 1,658,084.51

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Work to include permit comments including waterline upgrades and repair a broken stormwater pipe and a large void in parking lot.

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

DATE: 7/23/2021

DATE: 7/29/21

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: YES NO

CHANGE AWARD AMOUNT TO :