



Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

DATE: January 10, 2018

TO: Mayor Teresa Jacobs
and the
Board of County Commissioners

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

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

CONTACT PERSON: Sara Flynn-Kramer, Manager

DIVISION: Capital Projects
Phone: 407-836-0048

ACTION REQUESTED: Approval of Change Order No. 1, Contract No. Y16-806, with Architects Design Group Inc. in the amount of \$57,249.88, for the fire station prototype. The revised lump sum contract amount is \$285.480.88.

PROJECT: FIRE STATION PROTOTYPE

ALL DISTRICTS

PURPOSE: To provide funding for additional professional services for the design of a prototype three-bay fire station.

BUDGET: Accounting Line No.: 1023-034-0795-6210

JUSTIFICATION/DISCUSSION:

This change order is to include the schematic design and design development with technical specifications for the three-bay fire station building in addition to the planned two-bay fire station that can be expanded to a three-bay fire station. The building design will not be site specific.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on May 10, 2016.

Original Contract dated November 15, 2016	Lump sum amount - \$	228,231.00
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Proposed Change Order No. 1	Lump sum amount -\$	57,249.88
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This change is to include in the prototype design a three-bay fire station.

Proposed Final Contract Amount	\$	285,480.88
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*Approvals Administrative Services Department
 Procurement Division
 Capital Projects Division
 Fire Rescue Department*

ORANGE COUNTY PURCHASING AND CONTRACTS
CHANGE ORDER REQUEST FORM

BCC Mtg. Date: February 6, 2018

DATE 1/8/2018	DEPARTMENT/DIVISION Admin. Services/Capital Projects	CONTACT NAME Sam Shine	CONTACT PHONE 407-836-0037
CHANGE ORDER NO. 1	VENDOR ARCHITECTS DESIGN GROUP INC	DOCUMENT NO. C16806	POOC ✓
		CONTRACT NUMBER Y16-806	ORIGINAL DOCUMENT APPROVAL BUYER/PA/CA NAME Teresa Miller

CMTY. LINE NO.	ACTION	PREVIOUS LINE DOLLAR AMOUNT	NEW LINE DOLLAR AMOUNT	COMMODITY LINE DESCRIPTION/COMMENTS	NET DOLLAR CHANGE
2	INCREASE- Quantily	200834.79	\$ 200,934.76	Design	\$ 57,249.88
	FROM TO	258184.64			
	FROM TO				\$ 0.00
	FROM TO				\$ 0.00

CMTY. LINE NO.	CMTY. CODE	DESCRIPTION FOR D.O. YOU MUST SPECIFY AN MA LINE	MA LINE	QTY.	UNIT OF MEAS.	UNIT COST	ACCOUNTING LINE	NET DOLLAR CHANGE
								\$ 0.00
								\$ 0.00
								\$ 0.00

CMTY. LINE NO.	ACCTG. LINE NO.	FROM AMOUNT	FROM ACCOUNTING LINE	TO AMOUNT	TO ACCOUNTING LINE	OTHER CHANGES DESCRIBE

ORIGINAL PO/DO AMT.	NET DOLLARS PREVIOUS C/O <input 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
\$ 228,231.00	\$ 0.00	\$ 57,249.88	\$ 285,480.88

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	NET DOLLARS FOR THIS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	CONTRACT TOTAL AFTER THIS C/O
\$ 228,231.00	\$ 0.00	\$ 57,249.88	\$ 285,480.88

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Additional professional services for the design of a prototype 3 bay fire station, to include schematic design and development with technical specifications for 3 bay fire station building only. Building design is not site specific.

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:

DATE:

PURCHASING AND CONTRACT APPROVAL:		DATE:
ADD THE FOLLOWING TEXT TO PO/DO:	TRACK CHANGES: <input type="checkbox"/> YES <input type="checkbox"/> NO	CHANGE AWARD AMOUNT TO: