



Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

DATE: August 24, 2018

TO: Mayor Teresa Jacobs
and the
Board of County Commissioners

THROUGH: Anne Kulikowski, Director
Administrative Services Department

A handwritten signature in black ink, appearing to be "AK", written over the name Anne Kulikowski.

FROM: Sara Flynn-Kramer, Manager
Capital Projects Division

A handwritten signature in black ink, appearing to be "SFK", written over the name 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 No. Y17-800, with SK Consortium Inc in the Amount of \$5,913.28 for design services for Magnolia Park INVEST Project, for a revised lump sum contract amount of \$370,878.94.

PROJECT: DESIGN SERVICES FOR MAGNOLIA PARK INVEST (Y17-800)

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

BUDGET: Accounting Line No.: 1023-021-0332-6310

JUSTIFICATION/DISCUSSION:

Additional design services to revise plans to reconfigure the parking lot and playground to accomodate existing conditions.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on January 24, 2017.

Original Contract dated July 25, 2017

Lump sum amount - \$315,325.54

Change Order No. 1 dated November 8, 2017

Lump sum amount - \$ 49,640.12

Design fees to include entire Magnolia Park in sanitary and domestic water design to accommodate new grant requirements.

Proposed Change Order No. 2

Lump sum amount - \$5,913.28

Additional design services to revise plans to reconfigure the parking lot and playground to accomodate existing conditions.

Proposed Final Contract Amount

\$370,878.94

*Approvals Administrative Services Department
 Procurement Division
 Capital Projects Division
 Parks & Recreation*



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
8/16/2018	2018	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> THIS REQUEST COMPLIES WITH COST PRINCIPLES

DEPARTMENT/DIVISION	CONTACT NAME	CONTACT PHONE	CONTACT EMAIL
Admin Services/Capital Projects	Roan Waterbury	6-0034	Kristine.Alberty@ocfl.net

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH A COPY)	TYPE	CONTRACT NUMBER	BUYER/PA/CA NAME
SK CONSORTIUM INC	2	C17800	POOC	Y17-800	Patricia Rigby

INCREASE, DECREASE OR DELETE COMMODITY LINE

CMDTY. LINE NO.	ACTION	FROM	TO	PREVIOUS LINE DOLLAR AMOUNT	NEW LINE DOLLAR AMOUNT	COMMODITY LINE DESCRIPTION/COMMENTS	NET DOLLAR CHANGE
2	Increase Quantity	287257.96	293171.24	\$287,257.96	\$293,171.24	Design	\$5,913.28
	Decrease Quantity	0.00			\$0.00		\$0.00
	Decrease Quantity	0.00			\$0.00		\$0.00

ADD COMMODITY LINE

CMDTY. LINE NO.	CMDTY. 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

ACCOUNTING LINE CHANGE

CMDTY. LINE NO.	ACCTG. LINE NO.	FROM AMOUNT	FROM ACCOUNTING LINE	TO AMOUNT	TO ACCOUNTING LINE

OTHER CHANGES

DESCRIBE

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
\$315,325.54	\$49,640.12	\$5,913.28	\$370,878.94

CONTRACT AMOUNT

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

- ☐ CANCEL ENTIRE PO/DO
☐ DO NOT MAIL VENDOR COPY

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Required due to changes made to 30% design resulting in an entirely new 30% design

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

[Signature]

DATE:

8/27/18

DATE:

8/24/18

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: ☐ YES ☐ NO

CHANGE AWARD AMOUNT TO :