

BUSINESS AND FINANCE DIVISION

Report No. 21

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

---

SUBJECT: Board Approval of Change Order 6-14, EXCEL Consolidation and Capital Improvements Project Phase 4—Ogdensburg Free Academy - Project Number: 2007-122E

DATE: December 21, 2015

REASON FOR BOARD CONSIDERATION:

The Board of Education must approval all changes that increase or decrease the cost of the current renovation project.

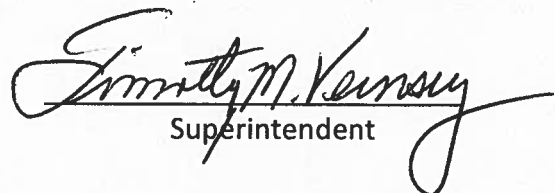
FACTS AND ANALYSIS:

Since the above-mentioned change order **decreases** the contract sum by \$11,178.46 and since it carries the recommendation of the Superintendent of Schools, the same is presented to the Commissioners for review and/or approval.

RECOMMENDED ACTION:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that, having the approval of the Superintendent of Schools, the Board of Education of the Ogdensburg City School District does hereby approve Change Order 6-14, EXCEL Consolidation and Capital Improvements Project Phase 4— Ogdensburg Free Academy - Project Number: 2007-122E, presented this 21<sup>st</sup> day of December, 2015.

APPROVED FOR PRESENTATION TO THE BOARD:

  
Superintendent

TVM/alf  
Attachment

# CHANGE ORDER

No. 6-14

<b>PROJECT:</b>	EXCEL Capital Improvement Project Phase 4 - OFA	<b>DATE OF ISSUANCE:</b>	November 12, 2015
<b>OWNER:</b>	Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669	<b>ENGINEER:</b>	Bernier Carr & Associates 327 Mullin Street Watertown, New York 13601
<b>CONTRACTOR:</b> (Name, Address)	Bette & Cring Construction 18438 NYS Rt. 11 Watertown, NY 13601	<b>ENGINEER'S PROJECT NO.:</b>	2007-122E
<b>CONTRACT FOR:</b>	No. 6- General Construction	<b>SED PROJ. MGR.:</b>	Mary Sansaricq
<b>CONTRACT DATE:</b>	January 6, 2014	<b>SED CONTROL NO.:</b>	51-23-00-01-0-007-017 OFA

You are directed to make the following changes in the Contract Documents to include all labor, material, and equipment:


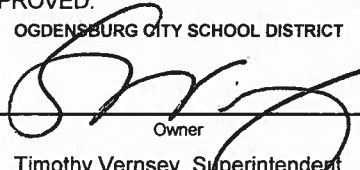
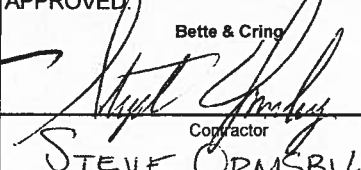
1. Add for loading bridge railing modifications at Stage C149 for fall prevention measures.	\$	777.00
2. Deduct for the remainder of the Field Directive Allowance.	\$	(355.46)
3. Deduct for the remainder of the Signage Allowance.	\$	(1,866.00)
4. Deduct for the remainder of the Hazardous Materials Allowance.	\$	(9,734.00)
<b>Total</b>	<b>\$</b>	<b>(11,178.46)</b>

Attachments: (list documents supporting change)

Proposals from Bette & Cring with related Bernier, Carr contract documents

This Change Order constitutes compensation in full to the Contractor for all costs attributable to these changes for all delays related thereto and for performance of the work within the time stated herein. The Contractor further waives all rights resulting from the cumulative effect of this and all preceding Change Orders.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIME:
Original Contract Price	Original Contract Time
\$ 6,246,000.00	as per Milestone Construction Schedule
Previous Change Order: 6-01 to 6-13	days or date
\$ 206,611.28	Net Change from previous Change Orders
Contract Price prior to this Change Order	none
\$ 6,452,611.28	days
Net Increase of this Change Order	Contract Time prior to this Change Order
\$ (11,178.46)	as per Milestone Construction Schedule
Contract Price with all approved Change Orders	days or date
\$ 6,441,432.82	Net Increase of this Change Order
	none
	days
	Contract Time with all approved Change Orders
	as per Milestone Construction Schedule
	days or date

<b>RECOMMENDED:</b>	<b>APPROVED:</b>	<b>APPROVED:</b>
BERNIER CARR & ASSOCIATES	OGDENSBURG CITY SCHOOL DISTRICT	Bette & Cring
		
Architect/Engineer	Owner	Contractor
Shawn M. Travers, RA	Timothy Vernsey, Superintendent	STEVE ORMSBY
Print or Type Name	Print or Type Name	Print or Type Name
phone: (315) 782-8130	phone: (315) 393-0900	phone: (315) 287-3528
date: 11-12-15	date: 11/30/15	date: 11/17/15



Thursday, September 24, 2015

Mr. Steve Shockley  
Bernier Carr & Associates, PC  
327 Mullin Street  
Watertown, NY 13601

**RE: Potential Change Order # 096R**  
**Ogdensburg CSD - Ogdensburg Free Academy- 1410**

Dear Mr. Shockley,

This letter is to provide official notification of a potential project change as follows:

**PCO Number:** 096R  
**Date:** 08-Sep-15  
**Description:** Additional Steel Work at Catwalk  
**Proposed Amt:** \$777.00  
**Notes:** The following proposal is for adding railing and mesh to the catwalk. This work was not shown in the contract drawings, but was listed on the punchlist.

This PCO is comprised of the following items:

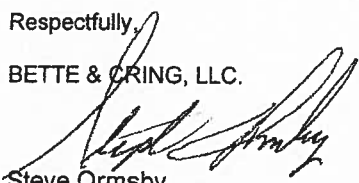
Item Number	Description	Proposed Amt	Contractor
001	Railli	\$740.00	
002	5%	\$37.00	

Total:\$777.00

Please review above costs. Forward a change order for the completed work at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,

BETTE & CRING, LLC.

  
Steve Ormsby

213 Teall Avenue  
Syracuse, New York 13210  
Phone: (315) 479 - 6693  
Fax: (315) 479 - 5514

## PRICE QUOTATION

# 14007-19

(Please Indicate This Number When Ordering)

To:

Bette Cring LLC

<b>Date:</b>	9/3/2015
<b>Attention:</b>	Steve Ormsby
<b>Re:</b>	Ogdensburg Free Academy
<b>Terms:</b>	
<b>F.O.B.:</b>	
<b>From:</b>	Tom Raulli

**Here is our quotation on the goods named, subject to the conditions noted:**

[illegible]

Remarks:

# ADDITIONAL WORK AUTHORIZATION

**RAULLI & SONS, INC.**  
 213 Teall Ave.  
 SYRACUSE, NY 13210  
 (315) 479-6693 Fax (315) 479-5514

1294

CUSTOMER NAME <u>BETTE CRING</u>		PHONE	DATE <u>9/1/15</u>
STREET		JOB NAME <u>OGDENSBURG CSD</u>	JOB NUMBER <u>14007</u>
CITY	STATE	JOB ADDRESS	
EXISTING CONTRACT NO.		CITY	STATE

## DESCRIPTION

FALL PROTECTION SCREEN ON CAT WALK

~~LATCH ON LADDER ACCESS DOOR~~

## LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
<u>Ironworker</u>	<u>BILL RYAN</u>	<u>-</u>	<u>5</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5 4</u>
<u>vi</u>	<u>PAT GRIFFIN</u>	<u>-</u>	<u>5</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5 4</u>
<u>20</u>										

## MATERIAL/EQUIPMENT

LABOR TOTAL

ITEM	QUANTITY	UNIT PRICE	TOTAL

TOTAL MATERIAL/EQUIPMENT

TOTAL LABOR

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK

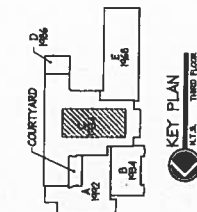
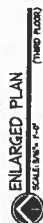
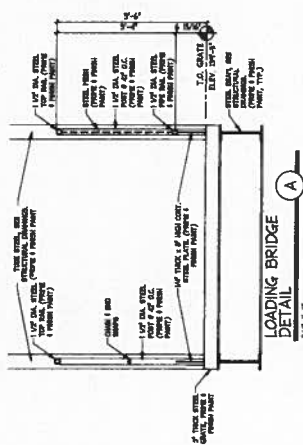
Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date 9-1-15 Authorizing Signature [Signature]  
 (OWNER SIGNS HERE)

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
 (CONTRACTOR SIGNS HERE)

Print Name \_\_\_\_\_

NOTE: This Revision becomes part of, and in conformance with, the existing contract.

[illegible]

**FIELD ORDER /  
ALLOWANCE  
AUTHORIZATION**

OWNER  
ARCHITECT  
CONSULTANTS  
CONTRACTOR  
FIELD  
OTHER

☐ Ogdensburg CSD  
☒ Bernier, Carr & Associates  
☐ Bette & Cring  
☐ NYSED

PROJECT: EXCEL Consolidation & Capital Improvements  
Project - Phase 4

FIELD ORDER NO. 601-15

OWNER: Ogdensburg City School District  
1100 State Street  
Ogdensburg, New York 13669

DATE: October 22, 2015

ARCHITECT'S  
PROJECT NO.: 2007-122E

TO: Bette & Cring Construction  
(Contractor) 18438 NYS Rt. 11  
Watertown, New York 13601

CONTRACT NO.: No. 6 -General Construction

CONTRACT DATE: January 6, 2014

SED NO.: 51-23-00-01-0-007-017 OFA

SED PROJ. MGR: Mary Sansaricq

You are hereby directed to execute promptly this Field Order to include all labor materials and equipment:

- |  |    |          |
|--|----|----------|
| 1. Add to replace existing hollow metal door frame to accommodate direction of egress to the building exterior from stair C001A.                   | \$ | 2,433.48 |
| 2. Add to replace rubber carpet nosings in Band A115 and Choral A114 due to nosing adhesion issues with existing concrete substrate.               | \$ | 4,098.00 |
| 3. Add to replace window units with operable sliding window units in Lighting Booth C254 to accommodate operation of stage production spot lights. | \$ | 4,390.00 |

**Total \$ 10,921.48**

**ATTACHMENTS:**

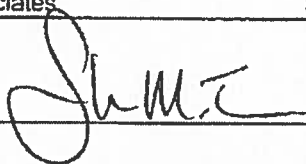
Bette & Cring Proposals  
Bernier, Carr & Associates related Contract Drawings

**ALLOWANCE SUMMARY**

Original Allowance:	\$ 100,000.00
Previous Field Order: 601-01 to 601-14	\$ 88,723.06
Allowance Remaining prior to this Field Order:	\$ 11,276.94
Net Decrease of this Field Order:	\$ (10,921.48)
Allowance Remaining:	\$ 355.46

Bernier, Carr & Associates

Shawn M. Travers, RA  
Architect/Engineer



Signature

10.22.15

Date

**FIELD ORDER /  
ALLOWANCE  
AUTHORIZATION  
(Signage)**

OWNER	<input type="checkbox"/>	Ogdensburg CSD
ARCHITECT	<input checked="" type="checkbox"/>	Bernier, Carr & Associates
CONSULTANTS	<input type="checkbox"/>	
CONTRACTOR	<input type="checkbox"/>	Bette & Cring
FIELD	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	NYSED

PROJECT:	EXCEL Consolidation & Capital Improvements Project - Phase 4	FIELD ORDER NO.	602-02
OWNER:	Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669	DATE:	December 15, 2014
TO:	Bette & Cring Construction	ARCHITECT'S PROJECT NO.:	2007-122E
(Contractor)	18438 NYS Rt. 11 Watertown, New York 13601	CONTRACT NO.:	No. 6 -General Construction
		CONTRACT DATE:	January 6, 2014
SED NO.:	51-23-00-01-0-007-017 OFA	SED PROJ. MGR:	Mary Sansaricq

**You are hereby directed to execute promptly this Field Order to include all labor materials and equipment:**  
Add to provide (4) maximum occupancy signs for Auditorium C150, Stage C149, LGI Rooms C226/C227, and Auditorium Balcony C249.

**Total \$ 602.00**

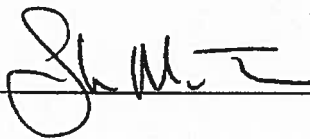
**ATTACHMENTS:**  
Bette & Cring Proposals  
Bernier, Carr & Associates related Contract Drawings

**ALLOWANCE SUMMARY**

Original Allowance:	\$ 10,000.00
Previous Field Order: 602-01	\$ 7,532.00
Allowance Remaining prior to this Field Order:	\$ 2,468.00
Net Decrease of this Field Order:	\$ (602.00)
Allowance Remaining:	\$ 1,866.00

Bernier, Carr & Associates

Shawn M. Travers, RA  
Architect/Engineer



Signature

12-15-14

Date



**FIELD ORDER /  
ALLOWANCE  
AUTHORIZATION  
(Hazmat)**

OWNER	<input type="checkbox"/>	Ogdensburg CSD
ARCHITECT	<input checked="" type="checkbox"/>	Bernier, Carr & Associates
CONSULTANTS	<input type="checkbox"/>	
CONTRACTOR	<input type="checkbox"/>	Bette & Cring
FIELD	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	NYSED

PROJECT:	EXCEL Consolidation & Capital Improvements Project - Phase 4	FIELD ORDER NO.	603-04
OWNER:	Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669	DATE:	May 19, 2015
TO:	Bette & Cring Construction	ARCHITECT'S	
(Contractor)	18438 NYS Rt. 11	PROJECT NO.:	2007-122E
	Watertown, New York 13601	CONTRACT NO.:	No. 6 -General Construction
		CONTRACT DATE:	January 6, 2014
SED NO.:	51-23-00-01-0-007-017 OFA	SED PROJ. MGR:	Mary Sansaricq

**You are hereby directed to execute promptly this Field Order to include all labor materials and equipment:**

Add to remove asbestos containing vinyl floor tile, patch and level subfloor, and provide \$ 15,946.00  
new vinyl composition tile with rubber base per Owner request.

**Total \$ 15,946.00**

**ATTACHMENTS:**

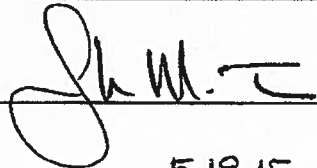
Bette & Cring Proposals  
Bernier, Carr & Associates related Contract Drawings

**ALLOWANCE SUMMARY**

Original Allowance:	\$ 100,000.00
Previous Field Order: 603-01 to 603-03	\$ 74,320.00
Allowance Remaining prior to this Field Order:	\$ 25,680.00
Net Decrease of this Field Order:	\$ (15,946.00)
Allowance Remaining:	\$ 9,734.00

Bernier, Carr & Associates

Shawn M. Travers, RA  
Architect/Engineer



Signature

5.19.15

Date

FORM OF PROPOSAL  
Ogdensburg City School District  
Excel Consolidation and Capital Improvements Project – Phase 4

BETTE & CRING, LLC  
18438 U.S. Rt. 11  
Watertown, N.Y. 13601

The Undersigned

Bette & Cring, LLC  
Contractor

18438 U.S. Route 11, Watertown, NY  
Address

13601  
Zip Code

hereby certifies that he has examined and fully comprehends the requirements and intent of the drawings and specifications as prepared by Bernier, Carr and Associates, for **CONTRACT NO. 6 - GENERAL CONSTRUCTION** to furnish all labor, materials, supplies, plant and equipment and other facilities to properly perform the work for the total:

BASE BID SUM of

Five million seven hundred Fifty thousand DOLLARS (\$ 5,750,000)

Bid Item No. 1 - Field Directive Allowance

One Hundred Thousand

DOLLARS (\$ 100,000.00 )

Bid Item No. 2 – Signage Allowance

Ten Thousand

DOLLARS (\$ 10,000.00 )

Bid Item No. 3 – Hazardous Material Removal Allowance

One Hundred Thousand

DOLLARS (\$ 100,000.00 )

Bid Item No. 4 – Sidewalk Replacement Allowance

Fifty Thousand

DOLLARS (\$ 50,000.00 )

Bid Item No. 5 – Site Work

Two Hundred + Fifty one thousand DOLLARS (\$ 251,000)

TOTAL BASE BID (Base Bid and Bid Item No. 1 - 5)

Six million two hundred sixty one thousand DOLLARS (\$ 6,261,000)



# CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

FP-COC 09/02, rev 08/06,  
rev. 04/10  
Page One

## THE STATE EDUCATION DEPARTMENT

THE UNIVERSITY OF THE STATE OF NEW YORK / Albany, NY 12234

Office of Facilities Planning, Room 1060 Education Building Annex

Tel. (518) 474-3906 Fax (518) 486-5918

www.emsc.nysed.gov/facplan/

Instructions: This CERTIFICATION is required for all change orders submitted to SED  
Fill out all three parts completely.

Change Order Number:

6-14

### Part One - General Information

#### Provide separate Change Orders for each Project Number

SED Project Number

5	1	2	3	0	0	0	1	0	0	0	7	0	1	7
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

District BEDS Code

Building Identification Number

Project number

District & Building Name

Ogdensburg City School District - Ogdensburg Free Academy

Type of Project

☒ Reconstruction /Alteration ☐ Addition & Alteration ☐ New Building ☐ Other

Project Description

EXCEL Consolidation and Capital Improvements Project - Phase 4

Architect / Engineer firm

Bernier Carr & Associates 327 Mullin Street Watertown, NY 13601

name

address

Contact Person

Shawn Travers, Principal/Architect

(315) 782-8130

stravers@thebcgroup.com

name & title

phone number & e-mail

Construction Manager firm

Bernier Carr & Associates 327 Mullin Street Watertown, NY 13601

name

address

Contact Person

Stephen Shockley, Project Administrator

(315) 782-8130

sshockley@thebcgroup.com

name & title

phone number & e-mail

District Contact Person

Timothy Vernsey, Superintendent of Schools (315) 393-0900 tvernsey@ogdensburgK12.org

name & title

phone number & e-mail

### Part Two

Provide the following information for each individual item in the change order:

(Number each item if there is more than one and provide additional sheets as necessary.)

- Requested By (Who initiated the change request)
- Relationship to Project Scope (How is this change related to the original project scope)
- Basis of Need (Describe why the change is needed)
- Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

A	Architect requested.
B	As part of the Capital Project, Stage C149 was scheduled for a new loading bridge as per contract drawing A1-201C.
C	Following installation, Architect discovered the stage side of new platform drop to the exterior emergency egress location was open and susceptible to fall. As such, a railing extension was installed to prevent potential falls from this elevation.
D	Add for loading bridge railing modifications at Stage C149 for fall prevention measures.
A	Owner requested credit.
B	As part of the Capital Project, there was a Field Directive Allowance for Contract 6 - General Construction in the amount of \$100,000.
C	During construction, there was a total of (15) field orders written against the Field Directive Allowance in the amount of \$99,644.54 leaving a balance of \$355.46.
D	Deduct for the remainder of the Field Directive Allowance.
A	Owner requested credit.
B	As part of the Capital Project, there was a Signage Allowance for Contract 6 - General Construction in the amount of \$10,000.
C	During construction, there was a total of (2) field orders written against the Field Directive Allowance in the amount of \$8,134 leaving a balance of \$1,866.
D	Deduct for the remainder of the Signage Allowance.
A	Owner requested credit.
B	As part of the Capital Project, there was a Hazardous Materials Allowance for Contract 6 - General Construction in the amount of \$100,000.
C	During construction, there was a total of (4) field orders written against the Hazardous Materials Allowance in the amount of \$90,266 leaving a balance of \$9,734.
D	Deduct for the remainder of the Hazardous Materials Allowance.

# CHANGE ORDER CERTIFICATION

FP-COC 04/10

Page Two

## Part Three

1

### Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

### Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

11/30/15  
Date

  
Mr. Timothy Versey, Superintendent of Schools

3

### Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

11-12-15  
Date

Bernier Carr & Associates: Engineers, Architects, and Land Surveyors, PC  
Architectural / Engineering Firm Name

  
Mr. Shawn M. Travers, RA