

BUSINESS AND FINANCE DIVISION

Report No. 20

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Board Approval of Change Order 2-02, EXCEL Consolidation and Capital Improvements Project Phase 6—Ogdensburg Free Academy Golden Dome - Project Number: 2016-003

DATE: July 2, 2018

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 \$6,147.49 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 2-02, EXCEL Consolidation and Capital Improvements Project Phase 6— Ogdensburg Free Academy – Golden Dome Project Number: 2016-003, presented this 2nd day of July 2018.

APPROVED FOR PRESENTATION TO THE BOARD:


Superintendent

TVM/alf
Attachment

CHANGE ORDER

No. 2-02

PROJECT: Capital Improvements Project Phase 6 OWNER: Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669 CONTRACTOR: Collins Hammond Electrical Contractors (Name, Address) 7724 NYS Rt. 68 Ogdensburg, NY 13669 CONTRACT FOR: No. 2 - Electrical CONTRACT DATE: August 22, 2016	DATE OF ISSUANCE: June 22, 2018 ENGINEER: Bernier Carr & Associates 327 Mullin Street Watertown, New York 13601 ENGINEER'S PROJECT NO.: 2016-003 SED PROJ. MGR.: Sigrid Coons SED CONTROL NO.: 51-23-00-01-0-007-020 OFA
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You are directed to make the following changes in the Contract Documents to include all labor, material, and equipment:

Deduct for the remainder of the Field Directive Allowance. \$ (6,147.49)

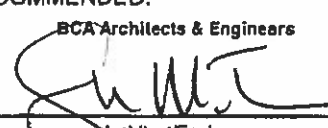
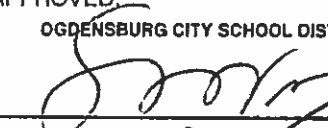
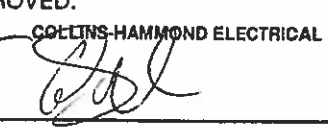
Total \$ (6,147.49)

Attachments: (list documents supporting change)

Proposals from Collins-Hammond Electrical Contractors
Bernier, Carr & Associates' related Contract Drawings

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
\$ 198,880.00	<u>as per Milestone Construction Schedule</u>
	<small>days or date</small>
Previous Change Order: N/A	Net Change from previous Change Orders
\$ 7,030.93	none
	<small>days</small>
Contract Price prior to this Change Order	Contract Time prior to this Change Order
\$ 205,910.93	<u>September 1, 2017</u>
	<small>days or date</small>
Net Increase of this Change Order	Net Increase of this Change Order
\$ (6,147.49)	<u>9 Months</u>
	<small>days</small>
Contract Price with all approved Change Orders	Contract Time with all approved Change Orders
\$ 199,763.44	<u>June 1, 2018</u>
	<small>days or date</small>

RECOMMENDED: BCA Architects & Engineers  Architect/Engineer Shawn M. Travers, RA <small>Print or Type Name</small> phone: (315) 782-8130 date: 6-22-18	APPROVED: OGDENSBURG CITY SCHOOL DISTRICT  Owner Timothy Vernsey, Superintendent <small>Print or Type Name</small> phone: (315) 393-0900 date: 6/22/18	APPROVED: COLLINS-HAMMOND ELECTRICAL  Contractor GARY S. HAMMOND <small>Print or Type Name</small> phone: (315) 393-4910 date: 6/22/18
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**FIELD ORDER /
ALLOWANCE
AUTHORIZATION**

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

PROJECT: Capital Improvements Project - Phase 6

FIELD ORDER NO. 201-03

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

DATE: May 14, 2018

ARCHITECT'S
PROJECT NO.: 2016-003

TO: Collins Hammond Electrical
(Contractor) PO Box 1034
Ogdensburg, New York 13669

CONTRACT NO.: No. 2 - Electrical

CONTRACT DATE: August 22, 2016

SED NO.: 51-23-00-01-0-007-020 OFA

SED PROJ. MGR: Sigrid Coons

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

Add for miscellaneous time & material work to relocate existing data cabling discovered within existing classroom unit ventilator at Computer Lab C241, connect existing air handling units to fire alarm system at Mechanical Room G224 to accommodate fan shutdown, and provide low voltage cabling from existing fire alarm panel to new smoke damper at Mechanical Room G224 as provided by Mechanical Contractor.

Total \$ 1,313.65

ATTACHMENTS:

Collins Hammond Proposals
Bernier, Carr & Associates related Contract Drawings

ALLOWANCE SUMMARY

Original Allowance:	\$ 15,000.00
Previous Field Order:	\$ 7,538.86
Allowance Remaining prior to this Field Order:	\$ 7,461.14
Net Decrease of this Field Order:	\$ (1,313.65)
Allowance Remaining:	\$ 6,147.49

BCA Architects & Engineers

Shawn M. Travers, RA
Architect/Engineer

Signature

Date

FORM OF PROPOSAL
Ogdensburg City School District
Capital Improvements Project - Phase 6

The Undersigned Collins-Hammond Electrical Contractors, Inc.
Contractor

7724 State Highway 68 PO Box 1034 Ogdensburg, NY 13669
Address

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, Consulting Engineers and Architects, P.C., for **CONTRACT NO. 2 - ELECTRICAL** to furnish all labor, materials, supplies, plant and equipment and other facilities to properly perform the work for the total:

BASE BID SUM of

Eighty Five Thousand Five Hundred & 00/100's DOLLARS (\$ 85,500.00)

Bid Item No. 1 - Exterior Building Mounted Lighting Replacement

Thirty Nine Thousand Nine Hundred & 00/100's DOLLARS (\$ 39,900.00)

Bid Item No. 2 - Field Directive Allowance

Fifteen Thousand DOLLARS (\$ 15,000.00)

Bid Item No. 3 - Golden Dome Interior Lighting Replacement

Twenty Eight Thousand Five Hundred & 00/100's DOLLARS (\$ 28,500.00)

TOTAL BASE BID (Base Bid and Bid Item No. 1 - 3)

One Hundred Sixty Eight Thousand Nine Hundred & 00/100's DOLLARS (\$ 168,900.00)

Alternate No. 1 - Aluminum Light Pole Covers

Sixteen Thousnad Eight Hundred & 00/100's DOLLARS (\$ 16,800.00)
ADD

Alternate No. 2 - LED High Bay Efficiency Luminaires

Twenty Nine Thousand Nine Hundred Eighty & 00/100's DOLLARS (\$ 29,980.00)
ADD



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:

2-02

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 2 0

District BEDS Code

Building Identification Number

Project number

District & Building Name

Ogdensburg City School District - OFA

Type of Project

☐

Reconstruction /Alteration

☒

Addition & Alteration

☐

New Building

☐

Other

Project Description

Capital Improvements Project - Phase 6

Architect / Engineer firm

BCA Architects & Engineers 327 Mullin Street Watertown, NY 13601

name

address

Contact Person

Shawn Travers, R.A. Principal/Architect

(315) 782-8130

stravers@thebcgroup.com

name & title

phone number & e-mail

Construction Manager firm

BCA Architects & Engineers 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, Supt. 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	Owner requested credit.
B	As part of the Capital Project, there was a Field Directive Allowance for Contract 2 - Electrical in the amount of \$15,000.
C	During construction, a total of (3) Field Orders were charged against the Field Directive Allowance in the amount of \$8,852.51, leaving a balance of \$6,147.49.
D	Deduct for the remainder of the Field Directive 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.

6/22/18
Date

Mr. Timothy Vernsey, 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.

6.22.18
Date

BCA Architects & Engineers
Architectural / Engineering Firm Name

Mr. Shawn M. Travers, RA