



TO: Steve Lewis, City Manager
FROM: Terry Floyd, Development Coordinator
DATE: February 12, 2018
SUBJECT: Change Order #5 – Norman Public Library East

City Council Resolution R-1112-55 grants administrative authority to the City Manager to approve change order requests up to \$40,000 or 10% of contract amount, whichever is less, and subsequently report those approvals to the City Council. Attached is a Change Order Summary and quote for a change regarding a credit for revising the scope of work related to the deletion of a sidewalk on the east side of the project site due to future work anticipated as part of the Alameda St. widening project, enhanced and increased durability for finishes on the panels for the 24 hour library canopy and enhanced durability and ceiling trims for the building interior. No additional weather/work delay days are being requested in this Change Order.

Due to the ongoing Norman Public Library East Project, a change order is being requested by Globe Construction Company in the amount of \$6,476. This change order has been reviewed and is being recommended by the project architect, Meyers, Scherer and Rockcastle, Ltd. (MSR), and has been further reviewed by the NORMAN FORWARD program management firm, ADG. An accompanying Memo from both firms is included in the back-up documentation.

The work for this Change Order is being done to provide a credit for the deletion of sidewalk on the east side of the project drive. This sidewalk would extend east of the driveway into the project, but will ultimately be taken out and replaced when the Alameda Street widening project takes place. Since the exact alignment of that project is not known at this time, placement of the sidewalk (if installed) may change. Since the sidewalk ultimately does not connect to any additional sidewalks extending east, it is not critical for pedestrian access. The sidewalk on the west side of the drive is being installed and will connect to an adjacent sidewalk to provide pedestrian access. Other work included in the this Change Order is for enhanced finishes to increase durability for the ceiling trim, 24-hour library canopy panels and infrastructure within the building for both public use and library staff operations.

We have reviewed the change order with both MSR and ADG to confirm that the items listed therein are acceptable. At this time, we recommend approval of the change order from Globe Construction Company in the amount of \$6,476. Funding is available in account number 51-9507-455.6101 - Project NFB 017.

Reviewed by: Jeff Bryant, City Attorney *JHB*
Anthony Francisco, Finance Director *A. Francisco*

Approved by: *SL* Date: *4-17-10*
Steve Lewis, City Manager



AIA Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Norman East Branch Library Norman, OK	CONTRACT INFORMATION: Contract For: General Construction Date: February 28, 2017	CHANGE ORDER INFORMATION: Change Order Number: 005 Date: January 30, 2018
OWNER: <i>(Name and address)</i> City of Norman 201 W. Gray Street, Norman, OK 73069	ARCHITECT: <i>(Name and address)</i> MSR Design 710 S 2nd Street, 8th Floor, Minneapolis, MN 55401	CONTRACTOR: <i>(Name and address)</i> Globe Construction P.O. Box 17420, Oklahoma City, OK 73111

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Weather Days: #27(01.08)

PCO 017 - City Right of Way - (-\$2,035.00) credit
PCO 018 - 24 Hour Library Panel Finish - \$2,721.00
PCO 020 - Ceiling Trim - \$5,790.00

The original Contract Sum was	\$ 3,654,500.00
The net change by previously authorized Change Orders	\$ 53,214.93
The Contract Sum prior to this Change Order was	\$ 3,707,714.93
The Contract Sum will be increased by this Change Order in the amount of	\$ 6,476.00
The new Contract Sum including this Change Order will be	\$ 3,714,190.93

The Contract Time will be increased by one (1) days.
The new date of Substantial Completion will be June 9, 2018

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MSR	GLOBE CONSTRUCTION Co	
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
SIGNATURE	SIGNATURE	SIGNATURE
MATTHEW KRENTORAD	PETER MORRISCAL - MGR.	STEVEN LEWIS, City Mgr.
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
1/31/18	2/1/18	
DATE	DATE	DATE

MEMORANDUM

MSR

Architecture
Interiors and
Urban Design

Date: 1/31/2018
Project Name: **Norman East Branch Library**
Project No: 2016006.00

To: CO #005
From: Thomas Haller (MSR)
Cc: N/A

Re: **NORMAN EAST LIBRARY CO #005 EXPLANATIONS**

The descriptions below are intended to explain the reasons for each change stated in CO #005, and the associated costs for each change. Reference CO #005 for the formalized and signed document outlining these changes. Reference the potential change orders produced by Globe Construction for the origination of stated costs.

PCO 017 – City Right of Way – (-\$2,035.00) credit

Explanation: Work to include items revised in order to appropriate the widening of the city right of way along E. Alameda Street, based on City of Norman plans. The credit in this order pertains to a substantial revision to the scope of sidewalk include near the street. MSR recommended.

PCO 018 – 24 Hour Library Panel Finish – \$2,721.00

Explanation: Work and material to provide a better finish on the exterior of the 24 Hour Library canopy. Kynar metal finish (superior finish due to its integral color property) has been selected in lieu of the inferior black aluminum that was offered at base bid, which was originally chosen due to budget concerns during value engineering. MSR recommended.

PCO 020 – Ceiling Trim – \$5,790.00

Explanation: Material clarified to provide consistent and durable trim installation with added overall value at all ceiling plane perimeters and undulations. Work to include the addition of a bulkhead to capture an unanticipated conflict with the ceiling at the mechanical duct stemming from the FCU-7 unit. MSR recommended.

CO #005 Total Cost: **\$6,476**

Thomas Haller, Associate

612.375.8708 T tom@msrdesign.com E



ADG, PC
920 W Main
Oklahoma City, OK 73106
405.232.5700 ▪ www.adgokc.com

MEMO

DATE: 2/1/2018
TO: Terry Floyd
FROM: ADG Team
SUBJECT: NORMAN FORWARD – East Library – Change Order #005

PROJECT: NORMAN FORWARD – East Library

PROJECT NO: 16-003

PHASE NO: Construction

ADG has reviewed the summary of the referenced Change Order provided by MSR along with their explanation and estimate of cost for each item. ADG is in agreement with MSR's recommendations.

Leslie Tabor
Program Management



ADG, PC
920 W Main
Oklahoma City, OK 73106
405.232.5700



PCO #017

Globe Construction Co.
 P.O. Box 17420
 Oklahoma City, Oklahoma 73136
 Phone: (405) 478-3502
 Fax: (405) 478-3301

Project: #3805 - Norman Public Library East
 3051 E. Alameda
 Norman, Oklahoma 73071

Prime Contract Potential Change Order #017: CE #045 - City Right of Way

TO:	City of Norman 201 W. Gray St., Bldg. A Norman Oklahoma, 73069	FROM:	Globe Construction Co. P.O. Box 17420 Oklahoma City Oklahoma, 73136
PCO NUMBER/REVISION:	017 / 0	CONTRACT:	1 - Norman Public Library East Prime Contract
REQUEST RECEIVED FROM:	Terry Floyd (City of Norman)	CREATED BY:	Peter Morrical (Globe Construction Co.)
STATUS:	Pending - In Review	CREATED DATE:	12/15 /2017
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	(\$2,035.00)

POTENTIAL CHANGE ORDER TITLE: CE #045 - City Right of Way

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #045 - City Right of Way

Provide change in work to move the fire water vault to approximately 70' from center of right of way for the purpose of future street widening.
 Provide new single check Wilkins 310 with meter in fire vault (per City water department request at meeting on 12-14-17)
 Move double check back flow preventer to inside building in vertical configuration.
 Provide a single tap of the 6" fire water line and tee off this tap to install 2" meter on one side of the tee and 1" irrigation meter on the other side of the tee.
 Re-excavate, and cut-in electrical conduit for the irrigation meter tub.
 Delete sidewalks from the south ADA ramp, up to the east property line. (our understanding that the future road widening project will install the walks)

ATTACHMENTS:

[East Sidewalk Removal extents.pdf](#) [Mallet fire vault.pdf](#) [connelly Sidewalk Removal 12-15-17.pdf](#)

#	Cost Code	Description	Type	Amount
1	33-33 00 00 - Utilities	Reconfigure Fire Water Vault	Professional Services	\$ 2,800.00
2	32-32 13 00 - Paving	Sidewalk Credit	Professional Services	(\$5,035.00)
3	26-26 00 00 - Electrical	Rework 2" irrigation conduit	Professional Services	\$ 200.00
Subtotal:				(\$2,035.00)
Bonds & Insurance: 0.00% on all line item types				\$ 0.00
Overhead: 0.00% on all line item types				\$ 0.00
Profit: 0.00% on all line item types				\$ 0.00
Grand Total:				(\$2,035.00)



PCO #017

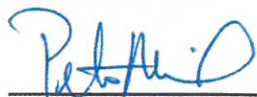
Matt Kruntorad (MSR)
710 South 2nd Street, 8th Floor
Minneapolis Minnesota 55401

City of Norman
201 W. Gray St., Bldg. A
Norman Oklahoma 73069

Globe Construction Co.
P.O. Box 17420
Oklahoma City Oklahoma 73136

SIGNATURE DATE

SIGNATURE DATE



SIGNATURE DATE



PCO #018

Globe Construction Co.
P.O. Box 17420
Oklahoma City, Oklahoma 73136
Phone: (405) 478-3502
Fax: (405) 478-3301

Project: #3805 - Norman Public Library East
3051 E. Alameda
Norman, Oklahoma 73071

Prime Contract Potential Change Order #018: CE #046 - 24-Hour Library Panel Finish

Table with contract details including TO: City of Norman, FROM: Globe Construction Co., PCO NUMBER/REVISION: 018 / 0, CONTRACT: 1 - Norman Public Library East Prime Contract, REQUEST RECEIVED FROM, STATUS: Pending - In Review, CREATED BY: Peter Morrical, CREATED DATE: 12/18 /2017, REFERENCE, PRIME CONTRACT CHANGE ORDER: None, FIELD CHANGE: No, LOCATION, ACCOUNTING METHOD: Amount Based, SCHEDULE IMPACT: 0 days, PAID IN FULL: No, TOTAL AMOUNT: \$2,721.00

POTENTIAL CHANGE ORDER TITLE: CE #046 - 24-Hour Library Panel Finish

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #046 - 24-Hour Library Panel Finish

Change metal panels at 24-hour library from black anodized (alum) to 24-gauge steel painted finish panels.

ATTACHMENTS:

24-hour library panels MRC quote.pdf

Table with 5 columns: #, Cost Code, Description, Type, Amount. Includes line items for Metal Panels and Adjustment, and summary rows for Subtotal, Bonds & Insurance, Overhead, Profit, and Grand Total.

Matt Krontorad (MSR)
710 South 2nd Street, 8th Floor
Minneapolis Minnesota 55401

City of Norman
201 W. Gray St., Bldg. A
Norman Oklahoma 73069

Globe Construction Co.
P.O. Box 17420
Oklahoma City Oklahoma 73136

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SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



PCO #020

Globe Construction Co.
P.O. Box 17420
Oklahoma City, Oklahoma 73136
Phone: (405) 478-3502
Fax: (405) 478-3301

Project: #3805 - Norman Public Library East
3051 E. Alameda
Norman, Oklahoma 73071

Prime Contract Potential Change Order #020: CE #048 - Ceiling Trim Collection

TO:	City of Norman 201 W. Gray St., Bldg. A Norman Oklahoma, 73069	FROM:	Globe Construction Co. P.O. Box 17420 Oklahoma City Oklahoma, 73136
PCO NUMBER/REVISION:	020 / 0	CONTRACT:	1 - Norman Public Library East Prime Contract
REQUEST RECEIVED FROM:	Daniel Moulton (Denver Acoustics & Drywall, Inc.)	CREATED BY:	Peter Morriral (Globe Construction Co.)
STATUS:	Pending - In Review	CREATED DATE:	1/10 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	2 days	PAID IN FULL:	No
		TOTAL AMOUNT:	\$5,790.00

POTENTIAL CHANGE ORDER TITLE: CE #048 - Ceiling Trim Collection

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #048 - Ceiling Trim Collection

Provide Hunter Douglas TTA2 trim at the both sides of the ceiling crease and double perimeter trim at all ceiling edges
Cost proposal is result of phone conference between MSR, Globe and Denver Acoustics which was conducted on 12/28/17 @ 9:00 am.

Create new drywall bulkhead to allow ceiling to lower to an elevation that will not foul the large supply ductwork, which can not be moved as a result of RFI #104.

ATTACHMENTS:

[RE_Norman Library East - Ceiling Mods.pdf](#) [RE_trim collection.pdf](#)

#	Cost Code	Description	Type	Amount
1	09-095100 - Acoustical Ceilings	Hunter Douglas Ceiling System	Professional Services	\$ 4,320.00
2	09-095100 - Acoustical Ceilings	Bulkhead	Professional Services	\$ 680.00
Subtotal:				\$5,000.00
Bonds & Insurance: 1.80% on all line item types				\$ 90.00
Overhead: 8.00% on all line item types				\$ 400.00
Profit: 6.00% on all line item types				\$ 300.00
Grand Total:				\$5,790.00



PCO #020

Matt Kruntorad (MSR)
710 South 2nd Street, 8th Floor
Minneapolis Minnesota 55401

City of Norman
201 W. Gray St., Bldg. A
Norman Oklahoma 73069

Globe Construction Co.
P.O. Box 17420
Oklahoma City Oklahoma 73136

SIGNATURE DATE

SIGNATURE DATE

A handwritten signature in blue ink, appearing to read 'Rob...'. The signature is written over a horizontal line.

SIGNATURE DATE

PRIME ELECTRIC CO. / 400 S. Coltrane, Edmond, OK 73034 • (405) 359-9190

TO: Flintco Construction
 Project Norman Public Library Central
 COR No. 10
 COR Title Add Intrusion Detection System

Expires 3/1/2018
 COR Date 1/30/2018

Revision Date

COR Item No	Description	Qty	Material	Labor Hours	Labor Costs	Equipment Type	Equipment Cost
1	Convergent Technologies						
2	System Equipment (Taxable)		\$ 3,871.97				
3	Design, Installation, & Programming		\$ 4,777.14				
4							
5							
6	Prime Electric Co.						
7	Keypad (Minor)	4	\$ 48.08	5.00	\$ 213.75	DJE	\$ 16.03
8	Siren (Minor)	3	\$ 36.06	3.75	\$ 160.31	DJE	\$ 12.02
9	Door Contact (Minor)	9	\$ 88.67	9.90	\$ 423.23	DJE	\$ 31.74
10	Head End Cabinets (Minor)	1	\$ 50.00	4.00	\$ 171.00	DJE	\$ 12.83
11	3/4" EMT	400'	\$ 404.00	28.80	\$ 1,231.20	DJE	\$ 92.34
12	Pull String	380'	\$ 22.42	3.42	\$ 146.21	DJE	\$ 10.97
13	3-#12 THHN	20'	\$ 13.54	0.48	\$ 20.52	DJE	\$ 1.54
14	Junction Box	2	\$ 22.04	2.01	\$ 85.93	DJE	\$ 6.44
15	Terminate New Home Run	1	\$ 1.53	0.40	\$ 17.10	DJE	\$ 1.28
16	Safety Coordination			5.14	\$ 219.74	DJE	\$ 16.48
17	Material Staging		\$ 23.02	3.29	\$ 140.65	DJE	\$ 10.55
18	Submittals & As-Builts		\$ 250.00	6.00	\$ 256.50	DJE	\$ 19.24
19							
20							
21	<i>All rough-in provisions & supervision/coordination to be performed by Prime Electric Co.</i>						
22	<i>System equipment, design, installation, testing, programming, etc. to be performed by Convergent Technologies.</i>						
23							
24	<i>System infrastructure is assumed to be in free-air cabling above accessible ceilings and concealed in conduit</i>						
25	<i>in walls and above hard lid ceilings or inaccessible ceilings.</i>						
26							
27							
Totals			\$ 9,608.47	72.19	\$ 3,086.12		\$ 231.46
					Labor Burden	\$ 1,260.68	
						Sales Tax - Yes 8.75%	\$ 422.74
Total Raw Costs (Labor+Labor Burden+Material+Equipment+Tax)							\$ 14,609.47
Project Management Expense							\$ -
Overhead @ 10%							\$ 1,460.95
Profit @ 5%							\$ 803.52
Supervision							\$ 767.02
Bonds - No							\$ -
GRAND TOTAL							\$ 17,640.96

NOTES:

*Proposal excludes cutting, patching, or painting of any surface unless specifically included above.
 Proposal assumes all work to be performed during normal working hours and does not include any overtime unless show
 No work to begin until written authorization for this proposal.*