




**Date:** July 1, 2014

**To:** Steve Lewis  
City Manager

**From:** Jim Maisano   
Deputy Chief

**Subject:** Change Order #2 for Animal Welfare Construction Project

**Background:** Tevis Architect developed plans for the renovation and expansion project for the Norman Animal Welfare Center. The plans were put out for bid. The bids were accepted and Proposal Review #1 (PR#1) was issued for review by the proposed contractor. After the return of PR#1 by the contractor, Contract #K-1213-190 was made with Cooley Construction and approved by City Council on July 9, 2013. The contract included Change Order #1. In PR #1, the cat porch located on the front of the building and the awnings over the doors were deleted from the scope of work on the project. After the death of Sara Maisano, her family asked that donations be accepted by the Norman Animal Welfare Center in Sara's name to be dedicated for the expansion and renovation project, as the amount of donated funds would allow.

**Discussion:** Monetary donations in excess of \$20,000 were made to the Norman Animal Welfare Center for the project for Sara Maisano. Barrett Williams Architect firm negotiated with Cooley Construction to develop a reasonable price plan to add the cat porch feature back into the construction project. The negotiated price would be for \$10,000 which will add both the cat porch and the awning over the front entry way doors. Cooley Construction indicated they will waive their overhead and profit for the addition of the cat porch and awning but asked for an additional sixty one (61) days for construction. Barrett Williams Architect firm viewed this as a reasonable request based on the scope of work being added for the listed price.




In the same letter as the proposal for the cat porch Cooley Construction also asked for an additional seven (7) days extension for construction due to the unexpected weather delays that occurred in December. The below freezing weather delayed the work with the concrete and mortar that was taking place at that time. These seven (7) days were in excess to the number of days he had calculated into the project for weather issues. This request would make the total number of days the project would be extended to be sixty eight (68) days.

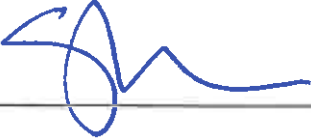
office memorandum

The amount of \$10,000 was appropriated by the City Council for the use in the construction of the cat porch and awning. The funds were transferred into the construction account as and agenda item at the June 24, 2014 City Council meeting.

**Recommendation:** It is recommended that the City of Norman accept Change Order #2 to Contract K-1213-190 with Cooley Construction increasing the contract amount by \$10,000 for a revised contract amount of \$2,813,000 and extending the contract time by sixty eight (68) calendar days.

Attachments: Change Order #2 with attachments  
Letter from Cooley Construction for addition of cat porch and awning.  
Letter from Cooley Construction requesting additional construction days due to unexpected weather related delays.  
Drawings

Reviewed by: Clint Mercer, Chief Accountant   
Reviewed by: Anthony Francisco, Finance Director   
Reviewed by: Kathryn Walker, Assistant City Attorney   
Reviewed by: Steve Lewis, City Manager

APPROVE:  Date: 7/29/14

DISAPPROVE: \_\_\_\_\_ Date: \_\_\_\_\_