



**TO:** Steve Lewis, City Manager  
**FROM:** Terry Floyd, Development Coordinator  
**DATE:** December 19, 2017  
**SUBJECT:** Change Order #4 – 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 adjustments in location for hand dryers in the public restroom areas, location of a fan coil unit in the library sorting room, removal of a portion of steel beam, addition of a sidewalk west of the driveway entrance (along the property frontage in front of Fire Station #9), and work associated for cable and data port locations for Internet/Technology infrastructure for public and library operations for the Norman Public Library East Project. Additionally, a request for final approval for eight (8) additional weather/work delay days is included in this Change Order to extend the contract date to June 8, 2018.



Due to the ongoing Norman Public Library East Project, a change order is being requested by Globe Construction Company in the amount of \$34,164.26. 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 address relocation of a steel element and fan coil unit to provide for better location and operations of the heating and cooling systems for the sorting area in the Library. Additionally, the addition of a sidewalk along the frontage of the property west of the driveway entrance has been requested and mentioned as a portion of the project that could be added to provide better pedestrian/bike access to the site. Also, Council appropriated \$8,500 to the East Library Construction Account (51-9507-455.6101 ) from funding received from the Fire Station #9 contractor (Atlas Construction) at the 12-19-17 Council meeting to assist in covering the cost for this work. Other work included in the this Change Order is for IT/data cabling to provide for data ports and IT infrastructure within the building for both public use and library staff operations.

Eight (8) weather and work delay days being requested by the contractor, and this request has been reviewed and recommended for approval by both MSR and ADG.

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 \$34,164.26. Funding is available in account number 51-9507-455.6101 - Project NFB 017.

Reviewed by: Jeff Bryant, City Attorney   
Anthony Francisco, Finance Director 

Approved by:  \_\_\_\_\_ Date: 1-15-18  
Steve Lewis, City Manager

# AIA<sup>®</sup> Document G701<sup>™</sup> – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Norman East Branch Library Norman, OK	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: February 28, 2017	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 004 Date: December 14, 2017
<b>OWNER:</b> <i>(Name and address)</i> City of Norman 201 W. Gray Street, Norman, OK 73069	<b>ARCHITECT:</b> <i>(Name and address)</i> MSR Design 710 S 2nd Street, 8th Floor, Minneapolis, MN 55401	<b>CONTRACTOR:</b> <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: #19(09.28) #20(10.23)

Work Delay Days: #21, #22, #23, #24, #25, #26 (6 days)


- PCO 009 - PR 003 - Hand Dryers - \$3,213.45
- PCO 011 - FCU-1 Relocations - \$3,037.61
- PCO 012 - Beam Removal per RFI-083 - \$463.20
- PCO 014 - Camera Locations & Added WAP - \$0.00
- PCO 015 - Additional Sidewalk @ West Side of Fire Dept Exit - \$12,980.00
- PCO 016 - Phone Data Cabling per CE #044 - \$14,470.00


The original Contract Sum was	\$ 3,654,500.00
The net change by previously authorized Change Orders	\$ 19,050.67
The Contract Sum prior to this Change Order was	\$ 3,673,550.67
The Contract Sum will be increased by this Change Order in the amount of	\$ 34,164.26
The new Contract Sum including this Change Order will be	\$ 3,707,714.93

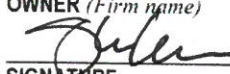
The Contract Time will be increased by eight (8) days.  
The new date of Substantial Completion will be June 8, 2018

**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 ARCHITECTS  
**ARCHITECT** *(Firm name)*  
  
**SIGNATURE**  
MATTHEW KRUTZ  
**PRINTED NAME AND TITLE**  
12.15.2017  
**DATE**

Globe Construction Co.  
**CONTRACTOR** *(Firm name)*  
  
**SIGNATURE**  
Peter Morrical - Proj. Mgr.  
**PRINTED NAME AND TITLE**  
12-15-17  
**DATE**

City of Norman  
**OWNER** *(Firm name)*  
  
**SIGNATURE**  
Steve Lewis, City Manager  
**PRINTED NAME AND TITLE**  
1-15-18  
**DATE**

**MEMORANDUM**

Date: 12/1/2017  
Project Name: **Norman East Branch Library**  
Project No: 2016006.00  
To: CO #004  
From: Thomas Haller (MSR)  
Cc: N/A

Re: **NORMAN EAST LIBRARY CO #004 EXPLANATIONS**

The descriptions below are intended to explain the reasons for each change stated in CO #004, and the associated costs for each change. Reference CO #004 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 009 – PR 003 – Hand Dryers – \$3,213.45**

Explanation: The hand dryers in the Men's and Women's restrooms were relocated to be more convenient for the user. Power for the hand dryers in 107, 124, 125, and 126 needed to be added. MSR recommended.

**PCO 011 – FCU-I Relocation – \$3,037.61**

Explanation: The original location of the FCU-I in the Sorting and Handling Room created a conflict with the ceiling where a connecting duct had to be placed. To ensure no conflicts would be made with the ceiling elevation, we had to move the FCU-I unit to above the Program Room ceiling. With this move, we provided a location that would be easily accessible through a laid in ceiling and ensured no unsightly access panels would need to be placed in prominent locations. MSR recommended.

**PCO 012 – Beam Removal RFI #083 – \$463.20**

Explanation: A steel beam that extended into the curtain wall plane needed to be removed to ensure a clean detail at a critical juncture of the building enclosure. MSR recommended.

**PCO 014 – Camera Locations & Added WAP - \$0.00**

Explanation: Necessary for program needs, per owner's request. MSR recommended.

**PCO 015 – Additional Sidewalk @ West Side of Fire Dept. - \$12,980.00**

Explanation: Provide sidewalks on the west side of the fire department drive to connect the site to the existing pedestrian path system, per owner's request. MSR Recommended.

**PCO 016 – Phone Data Cabling - \$14,470.00**

Explanation: This is a request by the City of Norman and the User Group Pioneer Library Systems to make Additions/Changes to the data requirements for the referenced project. The drawing (T101) from the Bid Documents shows City requested additions and changes in red. MSR recommended.

CO #004 Total Cost: \$34,164.26

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: 12/7/17  
TO: Terry Floyd  
FROM: ADG Team  
SUBJECT: NORMAN FORWARD – East Library – Change Order #004

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PROJECT: NORMAN FORWARD – East Library

PROJECT NO: 16-003

PHASE NO: Construction

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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



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 #009: PR 003 - Hand Dryers**

<b>TO:</b>	City of Norman 201 W. Gray St., Bldg. A Norman Oklahoma, 73069	<b>FROM:</b>	Globe Construction Co. P.O. Box 17420 Oklahoma City Oklahoma, 73136
<b>PCO NUMBER/REVISION:</b>	009 / 0	<b>CONTRACT:</b>	1 - Norman Public Library East Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Peter Morrical (Globe Construction Co.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	8/30 /2017
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$3,213.45

POTENTIAL CHANGE ORDER TITLE: PR 003 - Hand Dryers

CHANGE REASON: Field Conditions

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

1. Relcoate power for hand dryers in 105 and 106
2. Add power for hand dryers in 107, 124, 125 and 126

Breakdown for electrical quote can be found attached by clicking on the attachment link in this electronic document.

ATTACHMENTS:

[CCN #4 PR #3.pdf](#)

#	Cost Code	Description	Type	Amount
1		Electrical - Allstate	Professional Services	\$ 2,775.00
<b>Subtotal:</b>				\$2,775.00
<b>Bonds &amp; Insurance: 1.80% on all line item types</b>				\$ 49.95
<b>Overhead: 8.00% on all line item types</b>				\$ 222.00
<b>Profit: 6.00% on all line item types</b>				\$ 166.50
<b>Grand Total:</b>				<b>\$3,213.45</b>



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Phone: (405) 478-3502
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Project: #3805 - Norman Public Library East
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Norman, Oklahoma 73071

Prime Contract Potential Change Order #011: FCU-1 Relocation

Table with 4 columns: Field Name, Value, Field Name, Value. Includes fields like TO, FROM, PCO NUMBER/REVISION, CONTRACT, REQUEST RECEIVED FROM, CREATED BY, STATUS, CREATED DATE, REFERENCE, PRIME CONTRACT CHANGE ORDER, FIELD CHANGE, LOCATION, ACCOUNTING METHOD, SCHEDULE IMPACT, PAID IN FULL, and TOTAL AMOUNT.

POTENTIAL CHANGE ORDER TITLE: FCU-1 Relocation

CHANGE REASON:

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

Provide materials, equipment and labor to relocate FCU-01 OPTION 1 as directed by MSR and MODUS in RFI #79.

ATTACHMENTS:

Norman library ccd RFI 079 FCU-1 relocation Option 1.pdf

Table with 4 columns: #, Cost Code, Description, Type, Amount. Includes line item 1 for HVAC, Professional Services, and summary rows for Subtotal, Bonds & Insurance, Overhead, Profit, and Grand Total.

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

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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 #012: Beam Removal RFI #83**

<b>TO:</b>	City of Norman 201 W. Gray St., Bldg. A Norman Oklahoma, 73069	<b>FROM:</b>	Globe Construction Co. P.O. Box 17420 Oklahoma City Oklahoma, 73136
<b>PCO NUMBER/REVISION:</b>	012 / 0	<b>CONTRACT:</b>	1 - Norman Public Library East Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Peter Morriral (Globe Construction Co.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	10/27 /2017
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>	1 days	<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$463.20

POTENTIAL CHANGE ORDER TITLE: Beam Removal RFI #83

CHANGE REASON:

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

Provide labor and equipment to torch cut a portion of the beam as described and responded to in RFI #

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1		Torch Cut Beam - Man & Equip. 4 hour	Professional Services	\$ 400.00
<b>Subtotal:</b>				\$400.00
<b>Bonds &amp; Insurance: 1.80% on all line item types</b>				\$ 7.20
<b>Overhead: 8.00% on all line item types</b>				\$ 32.00
<b>Profit: 6.00% on all line item types</b>				\$ 24.00
<b>Grand Total:</b>				<b>\$463.20</b>

**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

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**PCO #014**

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 #014: Camera Locations & added WAP**

<b>TO:</b>	City of Norman 201 W. Gray St., Bldg. A Norman Oklahoma, 73069	<b>FROM:</b>	Globe Construction Co. P.O. Box 17420 Oklahoma City Oklahoma, 73136
<b>PCO NUMBER/REVISION:</b>	014 / 0	<b>CONTRACT:</b>	1 - Norman Public Library East Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Tony Boevers (Allstate Electrical Contractors, Inc.)	<b>CREATED BY:</b>	Peter Morrical (Globe Construction Co.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	11/6 /2017
<b>REFERENCE:</b>	A/V Meeting Minutes	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>	2 days	<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$0.00

**POTENTIAL CHANGE ORDER TITLE:** Camera Locations & added WAP

**CHANGE REASON:**

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

- Provide data for one new camera location
- Provide data for three new WAP
- Install three new WAP (equipment is owner furnished)
- Provide data cabling for thermal counter

\*\*\* Data contractor has requested approval and pricing valid for 14 days only \*\*\*

**ATTACHMENTS:**

[CCN #6. Add RFQ #5 WAP Additions.pdf](#)

#	Cost Code	Description	Type	Amount
1		Electrical - Data Work	Professional Services	\$ 224.00
2	01-01 30 00 - General Contractors	adjustment	Other	(\$224.00)
<b>Subtotal:</b>				\$0.00
<b>Bonds &amp; Insurance: 1.80% on all line item types</b>				\$ 0.00
<b>Overhead: 8.00% on all line item types</b>				\$ 0.00
<b>Profit: 6.00% on all line item types</b>				\$ 0.00
<b>Grand Total:</b>				<b>\$0.00</b>



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**City of Norman**  
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Norman Oklahoma 73069

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Oklahoma City Oklahoma 73136

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

DRAFT

Prime Contract Potential Change Order #015: Additional Sidewalk - West side of Fire Department Exit

Table with contract details including TO: City of Norman, FROM: Globe Construction Co., PCO NUMBER/REVISION: 015 / 1, CONTRACT: 1 - Norman Public Library East Prime Contract, REQUEST RECEIVED FROM: Terry Floyd (City of Norman), CREATED BY: Peter Morriral (Globe Construction Co.), STATUS: Draft, CREATED DATE: 11/16 /2017, REFERENCE: PRIME CONTRACT CHANGE ORDER: None, FIELD CHANGE: No, LOCATION: ACCOUNTING METHOD: Amount Based, SCHEDULE IMPACT: 3 days, PAID IN FULL: No, TOTAL AMOUNT: \$12,980.00

POTENTIAL CHANGE ORDER TITLE: Additional Sidewalk - West side of Fire Department Exit

CHANGE REASON: Client Request

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

CE #042 - Additional Sidewalk

Provide sidewalks on the west side of the fire department drive

Provide material, labor and equipment to construct approximately 200 lft of 5' wide sidewalk. We will start at the end of the existing sidewalk. Existing sidewalk on adjacent property is damaged and we have not included any repair or replacement of that walk. we include ADA ramp and truncated domes. we anticipate that a portion of the sidewalk will need to be placed around existing TELECO / Electrical vault. Pricing is based on our interpretation of the work described to us and is generally represented in the attached file "additional sidewalk" and Globe's discussion with the City of Norman.

ATTACHMENTS:

additional\_sidewalk.pdf\_Connelly - Sidewalk.pdf\_Tipton - norman east library sidewalk 11-16-17.pdf

Table with 5 columns: #, Cost Code, Description, Type, Amount. Rows include Sidewalk Paving (\$6,890.00), Grading / Earthwork (\$2,100.00), Supervisor (\$500.00), Surveying / Layout (\$405.00), Final Grading / backfill walks (\$283.00), Sodding (\$1,031.00), and General Contractors (\$0.02).



**PCO #015**

<b>Subtotal:</b>	\$11,208.98
<b>Bonds &amp; Insurance: 1.80% on all line item types</b>	\$ 201.76
<b>Overhead: 8.00% on all line item types</b>	\$ 896.72
<b>Profit: 6.00% on all line item types</b>	\$ 672.54
<b>Grand Total:</b>	<b>\$12,980.00</b>

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

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

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 P.O. Box 17420  
 Oklahoma City Oklahoma 73136

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

### Prime Contract Potential Change Order #016: CE #044 - Phone Data Cabling

<b>TO:</b>	City of Norman 201 W. Gray St., Bldg. A Norman Oklahoma, 73069	<b>FROM:</b>	Globe Construction Co. P.O. Box 17420 Oklahoma City Oklahoma, 73136
<b>PCO NUMBER/REVISION:</b>	016 / 0	<b>CONTRACT:</b>	1 - Norman Public Library East Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Peter Morrical (Globe Construction Co.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	11/28 /2017
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>ACCOUNTING METHOD:</b>	Amount Based
<b>LOCATION:</b>		<b>PAID IN FULL:</b>	No
<b>SCHEDULE IMPACT:</b>	3 days	<b>TOTAL AMOUNT:</b>	\$14,470.00

POTENTIAL CHANGE ORDER TITLE: CE #044 - Phone Data Cabling

CHANGE REASON: Client Request

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

CE #044 - Phone Data Cabling

Provide data cabling, termination, power etc. in accordance with drawings and memo received from ADG on 11-10-17

**ATTACHMENTS:**

[CCN #7 Phones and data additions 11 10 17.pdf](#) [\\_20171110-mem-Phones and Data Additions for the East Library.pdf](#) [\\_20171031 -pdf-East Branch - T101 Owner Requested Changes.pdf](#)

#	Cost Code	Description	Type	Amount
1		Electrical Work	Professional Services	\$ 12,496.00
2	01-01 30 00 - General Contractors	adjustment	Other	(\$0.32)
<b>Subtotal:</b>				\$12,495.68
<b>Bonds &amp; Insurance: 1.80% on all line item types</b>				\$ 224.92
<b>Overhead: 8.00% on all line item types</b>				\$ 999.65
<b>Profit: 6.00% on all line item types</b>				\$ 749.74
<b>Grand Total:</b>				<b>\$14,470.00</b>

**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.**  
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