





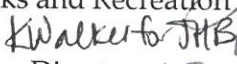
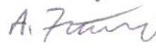
Date: 30 November 2016
To: Steve Lewis, City Manager
From: Matt Hendren, Park Superintendent 
Subject: Contract No. K-1516-67 Change Order Request

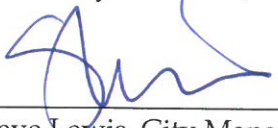
office memorandum

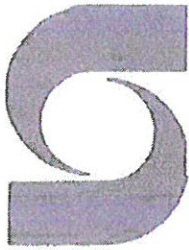
City Council resolution R-1112-55 grants administrative authority to the City Manager to approve change order requests up to \$40,000 or 10% of contract amount, whichever is less, and subsequently report those approvals to the City Council. Attached is a Change Order Summary and quote for additional work required for the Santa Fe Depot Roof Replacement Project. Due to the ongoing Norman Train Depot Reconstruction Project, a change order is being requested by Standard Roofing Company, Inc. in the amount of \$14,768.00. There is no consulting engineer associated with the Standard Roofing Company contract. However, we have reviewed this request with Larry Curtis, KFC Engineering, and he is in agreement. The change order is necessary because the original scope of work is being altered to accommodate work flow between the reconstruction General Contractor, Phoenix Construction Disaster Services, Inc. (who is addressing severe structural issues), and Standard Roofing Company, Inc. (who is replacing the clay tile roof).

Standard Roofing Company, Inc. originally bid their work to be completed in one trip. This was done before we were aware of the reconstruction work needed at the depot. They had planned to work in sections, and leave the existing clay tiles on the roof, on pallets, in a different section while replacing any necessary underlayment. They would then re-set the roof tiles in the repaired section and repeat the process for the entire roof. Unfortunately, due to the building's structural issues that have been discovered, this will not be possible. All existing clay tiles must now be removed at one time to allow the existing structural issues to be addressed by Phoenix Construction Disaster Services, Inc. Once the structural issues have been completed, Standard Roofing Company, Inc. can return to complete their portion of the roof work.

We have reviewed the change order with both Standard Roofing Company, Inc. and Phoenix Construction Disaster Services, Inc. to confirm that the items listed therein will be adequate to keep both projects on-schedule. At this time, we recommend approval of the change order from Standard Roofing Company, Inc. in the amount of \$14,768.00. Funding is available in account number 050-9540-419-61.01 Project (EF1002).

Reviewed by: Jud Foster, Director of Parks and Recreation 
Jeff Bryant, City Attorney 
Anthony Francisco, Finance Director 

Approved by:  12-1-16
Steve Lewis, City Manager



STANDARD Roofing Company, Inc.

Oklahoma Roofing Contractor
Registration No. 80000006
Commercial Endorsement

Since 1898

19 NW 16th, OKC, OK 73103
P.O. Box 60150, OKC, OK 73146
Phone: (405) 236-8401
Fax: (405) 236-0620
Email: standardroofing@coxinet.net

November 23, 2016

Attn: Matthew Smith and Matt Hendren

Owner: City of Norman

Project Location: 200 South Jones, Norman, OK.

Project: Emergency Repairs to the Santa Fe Depot

Email: matthew.smith@normanok.gov matthew.hendren@normanok.gov

We propose and agree to furnish all the necessary labor & material, and install, as described herein, the following:

• **Roofing: Emergency Repairs to the Santa Fe Depot. Additional Work to Contract.**

1. Remove the tile from the roof, palletize and load. Freight to haul and store tile. Freight to haul tile back to the jobsite after structural repairs are completed by others. (\$6846.00)
2. Install peel and stick underlayment to help keep the building water tight while structural repairs are made by others. (\$4113.00)
3. Additional lift rental. (\$1309.00)
4. Two additional mobilization trips. (\$2500.00)

FOR THE SUM OF: \$14,768.00.00 (FOURTEEN THOUSAND SEVEN HUNDRED SIXTY EIGHT DOLLARS AND 00/100)

ALTERNATES & EXCEPTIONS:

1. This does not include additional unforeseen conditions.

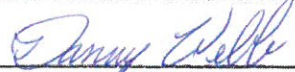
TERMS: PAYMENTS ARE TO BE MADE ON ESTIMATES IN THE AMOUNT OF 100% OF WORK IN PLACE TO BE PAID BY THE 10TH OF THE MONTH.

- This proposal is subject to cancellation by us within ten (15) days unless it is accepted by both parties before that date & approved by our office.
- Individuals performing an agreed upon scope of work as stated above will be covered by worker's compensation insurance.

Accepted by _____

_____ 2016

STANDARD ROOFING COMPANY, INC.

By 
DANNY WEBB, Vice President

