



**TO:** Steve Lewis, City Manager  
**FROM:** Terry Floyd, Development Coordinator  
**DATE:** August 22, 2017  
**SUBJECT:** Change Order #2 – 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 four (4) individual items associated with labor and materials for interior elements for the Norman Public Library East Project, along with a request for final approval for five (5) additional weather days to extend the contract date to May 25, 2018.

Due to the ongoing Norman Public Library East Project, a change order is being requested by Globe Construction Company in the amount of \$7,814.35. 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.

Below is a summary of each of the four (4) interior items recommended as part of this Change Order request (**Total - \$7,814.35**):

- **Bent Plate at Window Heads – \$3,474.18**  
Explanation: This improved bent steel plate detail will provide a high-quality product and attachment process that will improve the overall design integrity of the project. With this clarified approach, a material solution will be provided that is easier to attach, more durable, and better to finish in the field.
- **Electrical Device Relocation – \$1,080.41**  
Explanation: After further discussion including the furniture design, it was decided that more future flexibility could be achieved if floor boxes were provided in the Staff Work Room. The original design showed a furniture system that would feed the room with electricity and data, but with presuming any future remodel this would ensure that the room would lose valuable outlets with the removal of furniture. With this clarified approach, future furniture adjustments will be much easier to handle.
- **Foreman Lockers – \$1,746.25**  
Explanation: During the value engineering process to meet budget concerns, MSR suggested a locker manufacturer of lower finish quality than the locker system provided in Norman Central. The specified locker manufacturer chosen in this case was not available at the time of bid. To meet our needs, the contractor provided an alternative off-white locker for

an appropriate price (the same type as that to be installed in Norman Central).

- **Electrical Work in AMH Room – \$1,513.51**

Explanation: We are essentially adding a quad outlet and a data outlet for the AMH unit in Sorting Room 130. These two devices and wiring were not provided in the bid documents. An add is necessary to place these items, which are required to operate the machinery.

All five (5) weather delay days being requested were due to wet weather conditions at the site and have been also been reviewed and recommended for approval by 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 \$7,814.35. Funding is available in account number 51-9507-455.6101 - Project NFB 017.

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

Approved by: *SL* Date: 8/29/17  
Steve Lewis, City Manager



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

## MEMO

DATE: 8/22/2017  
TO: Terry Floyd  
FROM: Kyle Lombardo  
SUBJECT: NORMAN FORWARD – East Branch Library – Change Order #002

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PROJECT: NORMAN FORWARD – East Branch 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.

**Kyle Lombardo** AIA, LEED AP BD+C  
Program Management

405.239.3262 direct  
[klombardo@adgokc.com](mailto:klombardo@adgokc.com)

## MEMORANDUM

MSR

Architecture  
Interiors and  
Urban Design

Date: 8/10/2017  
Project Name: **Norman East Branch Library**  
Project No: 2016006.00

To: CO #002  
From: Thomas Haller (MSR)  
Cc: N/A

Re: **NORMAN EAST LIBRARY CO #002 EXPLANATIONS**

The descriptions below are intended to explain the reasons for each change stated in CO #002, and the associated costs for each change. Reference CO #002 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 #004 – Bent Plate @ Window Heads – **\$3,474.18**

Explanation: This improved bent steel plate detail will provide a high-quality product and attachment process that will improve the overall design integrity of the project. With this clarified approach, we will be providing a material solution that is easier to attach, more durable, and better to finish in the field. The added cost seems very appropriate for the work to be provided. MSR recommended.

### PCO #005 – Electrical Device Relocation – **\$1,080.41**

Explanation: After further discussion including the furniture design; MSR and PLS decided that we could achieve more future flexibility if we provide floor boxes in the Staff Work Room. The original design showed a furniture system that would feed the room with electricity and data, but with presuming any future remodel this would ensure that the room would lose valuable outlets with the removal of furniture. With this clarified approach, future furniture adjustments will be much easier to handle. MSR recommended.

### PCO #006 – Foreman Lockers – **\$1,746.25**

Explanation: During the value engineering process to meet budget concerns, MSR suggested a locker manufacturer of lower finish quality than the locker system provided in Norman Central. The specified locker manufacturer chosen in this case was not available at the time of bid. To meet our needs, the contractor provided an alternative off-white locker for an appropriate price. However, this manufacturer will not provide the quality of product we would like to see in Norman East. With this all in mind; it seems appropriate to provide Forman Lockers (the same to be installed in Norman Central), which we view as a superior product. MSR recommended.

### PCO #007 – Electrical in AMH Room – **\$1,513.51**

Explanation: We are essentially adding a quad outlet and a data outlet for the AMH unit in Sorting Room 130. These two devices and wiring were not provided in the bid documents. An add is necessary to place these items, which are required to operate the machinery. MSR recommended.

CO #002 Total Cost: **\$7,814.35**

**Thomas Haller, Associate**

612.375.8708 T tom@msrdesign.com E

710 South 2nd Street, 8th Floor  
Minneapolis, Minnesota 55401-2282  
612 375 0336

[www.msrdesign.com](http://www.msrdesign.com)

# AIA® Document G701™ – 2001

## Change Order

<b>PROJECT</b> (Name and address): Norman East Branch Library Norman, OK	<b>CHANGE ORDER NUMBER:</b> 002 <b>DATE:</b> August 11, 2017	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Globe Construction Co. Oklahoma City, Oklahoma 73136-1420	<b>ARCHITECT'S PROJECT NUMBER:</b> 2016006 <b>CONTRACT DATE:</b> February 28, 2017 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
Weather Days: #8 (07.05) #9 (07.06) #10 (07.17) #11 (07.24) #12 (08.07)

- PCO #004 - Bent Plate @ Window Heads - \$3,474.18
- PCO #005 - Electrical Device Relocation - \$1,080.41
- PCO #006 - Foreman Lockers - \$1,746.25
- PCO #007 - Electrical in AMH Room - \$1,513.51

The original Contract Sum was	\$ 3,654,500.00
The net change by previously authorized Change Orders	\$ 7,588.12
The Contract Sum prior to this Change Order was	\$ 3,662,088.12
The Contract Sum will be increased by this Change Order in the amount of	\$ 7,814.35
The new Contract Sum including this Change Order will be	\$ 3,669,902.47

The Contract Time will be increased by five (5) days.  
The date of Substantial Completion as of the date of this Change Order therefore is May 25, 2018

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which 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.**

<del>MEYER SCHERER &amp; PARTNERS</del> <u>GLOBE CONSTRUCTION Co.</u>	<u>Norman Municipal Authority</u>
<b>ARCHITECT</b> (Firm name)	<b>CONTRACTOR</b> (Firm name)
<u>710 S. 2<sup>ND</sup> ST. #5401</u>	<u>PO Box 17420 OKC OK 73136</u>
<b>ADDRESS</b>	<b>ADDRESS</b>
<u>[Signature]</u>	<u>[Signature]</u>
<b>BY</b> (Signature)	<b>BY</b> (Signature)
<u>MATTHEW S KUNTOGD</u>	<u>PETER MORRISON</u>
(Typed name)	(Typed name)
<u>AUG 11, 2017</u>	<u>8/14/17</u>
<b>DATE</b>	<b>DATE</b>
	<u>201 W. Gray St.</u>
	<b>ADDRESS</b>
	<u>[Signature]</u>
	<b>BY</b> (Signature)
	<u>Steve Lewis</u>
	(Typed name)
	<u>8-29-17</u>
	<b>DATE</b>

## MEMORANDUM

MSR

Architecture  
Interiors and  
Urban Design

Date: 8/10/2017  
Project Name: **Norman East Branch Library**  
Project No: 2016006.00

To: CO #002  
From: Thomas Haller (MSR)  
Cc: N/A

Re: **NORMAN EAST LIBRARY CO #002 EXPLANATIONS**

The descriptions below are intended to explain the reasons for each change stated in CO #002, and the associated costs for each change. Reference CO #002 for the formalized and signed document outlining these changes. Reference the potential change orders produced by Globe Construction for the origination of stated costs.

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Explanation: This improved bent steel plate detail will provide a high-quality product and attachment process that will improve the overall design integrity of the project. With this clarified approach, we will be providing a material solution that is easier to attach, more durable, and better to finish in the field. The added cost seems very appropriate for the work to be provided.

**PCO #005 – Electrical Device Relocation – \$1,080.41**

Explanation: After further discussion including the furniture design; MSR and PLS decided that we could achieve more future flexibility if we provide floor boxes in the Staff Work Room. The original design showed a furniture system that would feed the room with electricity and data, but with presuming any future remodel this would ensure that the room would lose valuable outlets with the removal of furniture. With this clarified approach, future furniture adjustments will be much easier to handle.

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**PCO #007 – Electrical in AMH Room – \$1,513.51**

Explanation: We are essentially adding a quad outlet and a data outlet for the AMH unit in Sorting Room 130. These two devices and wiring were not provided in the bid documents. An add is necessary to place these items, which are required to operate the machinery.

**CO #002 Total Cost: \$7,814.35**

**Thomas Haller, Associate**  
612.375.8708 T tom@msrdesign.com E

710 South 2nd Street, 8th Floor  
Minneapolis, Minnesota 55401-2282  
612.375.0336

[www.msrdesign.com](http://www.msrdesign.com)



**PCO #004**

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 #004: Bent Plate @ window**

<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>	004 / 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>	6/22 /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>	\$3,474.18

POTENTIAL CHANGE ORDER TITLE: Bent Plate @ window

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
 Provide steel bent plate at window pocket locations in response to RFI #23

ATTACHMENTS:

[PCO #4 bent plate quotes.pdf](#)

#	Cost Code	Description	Type	Amount	Sales Tax (8.775% on Materials)	Subtotal
1		Metal Plate	Materials	\$ 2,600.00	\$ 228.15	\$2,828.15
2		Painting	Professional Services	\$ 452.00	\$ 0.00	\$452.00
3		Welding / Erection (\$105 x 24)	Professional Services	\$ 2,520.00	\$ 0.00	\$2,520.00
4		Aluminum Credit	Professional Services	(\$2,300.00)	\$ 0.00	(\$2,300.00)
5		Alum Labor Credit	Labor	(\$500.00)	\$ 0.00	(\$500.00)
<b>Subtotal:</b>				\$2,772.00	\$228.15	\$3,000.15
<b>Bonds &amp; Insurance: 1.80% on all line item types</b>						\$ 54.01
<b>Overhead: 8.00% on all line item types</b>						\$ 240.01
<b>Profit: 6.00% on all line item types</b>						\$ 180.01
<b>Grand Total:</b>						<b>\$3,474.18</b>



PCO #005

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 #005: ASI #006 - Electrical Device Relocation (REVISED)

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:	005 / 1	CONTRACT:	1 - Norman Public Library East Prime Contract
REQUEST RECEIVED FROM:	Jerry Gibson (Allstate Electrical Contractors, Inc.)	CREATED BY:	Peter Morrical (Globe Construction Co.)
STATUS:	Pending - In Review	CREATED DATE:	7/13 /2017
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based (G702/G703)
SCHEDULE IMPACT:	1 days	PAID IN FULL:	No
		TOTAL AMOUNT:	\$1,080.41

POTENTIAL CHANGE ORDER TITLE: ASI #006 - Electrical Device Relocation (REVISED)

CHANGE REASON: Customer Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)  
Modify power and data outlets locations in accordance with ASI #006

Please note that this pricing is contingent on review and acceptance by 3:00 pm today.

The floor box will need to be ordered and expressed shipped to the job-site. If the proposal is approved, please let us know via email, so that we may proceed to secure the floor box. Should the approval take longer than one day we would request that a commensurate extension of time be added for the materials to be secured. This proposal could have the potential to impact the schedule even more if conditions arise beyond our control.

ATTACHMENTS:

[CCN #3a. for Revised ASI #6.pdf](#)

#	Cost Code	Description	Type	Amount
1	26-26 00 00 - Electrical	ASI #006	Professional Services	\$ 933.00
<b>Subtotal:</b>				\$933.00
<b>Bonds &amp; Insurance: 1.80% on all line item types</b>				\$ 16.79
<b>Overhead: 8.00% on all line item types</b>				\$ 74.64
<b>Profit: 6.00% on all line item types</b>				\$ 55.98
<b>Grand Total:</b>				<b>\$1,080.41</b>





PCO #006

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 #006: Foreman Lockers

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:	006 / 0	CONTRACT:	1 - Norman Public Library East Prime Contract
REQUEST RECEIVED FROM:	Tom Haller (MSR)	CREATED BY:	Peter Morriral (Globe Construction Co.)
STATUS:	Pending - In Review	CREATED DATE:	7/19 /2017
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based (G702/G703)
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$1,746.25

POTENTIAL CHANGE ORDER TITLE: Foreman Lockers

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
Provide and install Foreman Lockers

ATTACHMENTS:

[FOREMAN - Sample Warranty.pdf](#) [\\_Digilock dak1-ats1-den data sheet.pdf](#) [Z-LOCKER - EUROPEAN STYLE - FOREMAN DATA SHEET.pdf](#) [\\_OSS labor quote.pdf](#) [\\_FOREMAN Plinth Detail.pdf](#) [\\_Compact\\_Tech\\_Data \(1\).pdf](#) [\\_Globe Construction Quote #17-5160 - Norman Public Library East.pdf](#) [\\_FTB\\_0841\\_Laminate\\_HPL\\_CC2\\_UseCareWarr\\_EN \(6\).pdf](#)

#	Cost Code	Description	Type	Amount
1		Locker Original Bid	Professional Services	(\$3,295.00)
2		Foreman Locker Material	Materials	\$ 3,602.99
3		Locker Install	Professional Services	\$ 1,200.00
<b>Subtotal:</b>				\$1,507.99
Bonds & Insurance: 1.80% on all line item types				\$ 27.14
Overhead: 8.00% on all line item types				\$ 120.64
Profit: 6.00% on all line item types				\$ 90.48
<b>Grand Total:</b>				<b>\$1,746.25</b>



PCO #007

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 #007: ASI 004**

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:	007 / 0	CONTRACT:	1 - Norman Public Library East Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Peter Morrical (Globe Construction Co.)
STATUS:	Pending - In Review	CREATED DATE:	7/19 /2017
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based (G702/G703)
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$1,513.51

POTENTIAL CHANGE ORDER TITLE: ASI 004

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
Provide quad outlet and data per ASI -004

ATTACHMENTS:

[CCN #2. ASI #4.pdf](#) [\\_G710-1992 - ASI-004\\_Electrical\\_AMH \(Final\).pdf](#) [\\_ASI-004 - Electrical\\_AMH - Modus.pdf](#)

#	Cost Code	Description	Type	Amount
1		RFQ - Allstate Electrical Contractors, Inc. : Electrical (26-2600) (\$504,500)	Professional Services	\$ 1,307.00
<b>Subtotal:</b>				\$1,307.00
Bonds & Insurance: 1.80% on all line item types				\$ 23.53
Overhead: 8.00% on all line item types				\$ 104.56
Profit: 6.00% on all line item types				\$ 78.42
<b>Grand Total:</b>				<b>\$1,513.51</b>

# AIA® Document G701™ – 2001

## Change Order

<b>PROJECT</b> (Name and address): Norman East Branch Library Norman, OK	<b>CHANGE ORDER NUMBER:</b> 002 <b>DATE:</b> August 11, 2017	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Globe Construction Co. Oklahoma City, Oklahoma 73136-1420	<b>ARCHITECT'S PROJECT NUMBER:</b> 2016006 <b>CONTRACT DATE:</b> February 28, 2017 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
Weather Days: #8 (07.05) #9 (07.06) #10 (07.17) #11 (07.24) #12 (08.07)

PCO #004 - Bent Plate @ Window Heads - \$3,474.18  
PCO #005 - Electrical Device Relocation - \$1,080.41  
PCO #006 - Foreman Lockers - \$1,746.25  
PCO #007 - Electrical in AMH Room - \$1,513.51

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The Contract Time will be increased by five (5) days.  
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**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which 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.**

<u>MEYER SWEDESK &amp; ASSOCIATES</u> ARCHITECT (Firm name)	<u>GLOBE CONSTRUCTION CO.</u> CONTRACTOR (Firm name)	<u>Norman Municipal Authority</u> OWNER (Firm name)
<u>710 S. 2<sup>ND</sup> ST. EST 101</u> ADDRESS	<u>PO Box 17420 OK, OK 73116</u> ADDRESS	<u>201 W. Gray St.</u> ADDRESS
<u>MATTHEW S. KEUNIG</u> BY (Signature)	<u>Peter Morriscal</u> BY (Signature)	<u>Steve Lewis</u> BY (Signature)
<u>MATTHEW S KEUNIG</u> (Typed name)	<u>PETER MORRISCAL</u> (Typed name)	<u>Steve Lewis</u> (Typed name)
<u>AUG 11, 2017</u> DATE	<u>8/14/17</u> DATE	<u>8/20/17</u> DATE

## MEMORANDUM

MSR

Architecture  
Interiors and  
Urban Design

Date: 8/10/2017  
Project Name: **Norman East Branch Library**  
Project No: 2016006.00  
  
To: CO #002  
From: Thomas Haller (MSR)  
Cc: N/A

Re: **NORMAN EAST LIBRARY CO #002 EXPLANATIONS**

The descriptions below are intended to explain the reasons for each change stated in CO #002, and the associated costs for each change. Reference CO #002 for the formalized and signed document outlining these changes. Reference the potential change orders produced by Globe Construction for the origination of stated costs.

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Explanation: This improved bent steel plate detail will provide a high-quality product and attachment process that will improve the overall design integrity of the project. With this clarified approach, we will be providing a material solution that is easier to attach, more durable, and better to finish in the field. The added cost seems very appropriate for the work to be provided.

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Explanation: We are essentially adding a quad outlet and a data outlet for the AMH unit in Sorting Room 130. These two devices and wiring were not provided in the bid documents. An add is necessary to place these items, which are required to operate the machinery.

CO #002 Total Cost: **\$7,814.35**

**Thomas Haller, Associate**

612.375.8708 T tom@msrdesign.com E



**PCO #004**

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 #004: Bent Plate @ window**

<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>	004 / 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>	6/22 /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>	\$3,474.18

POTENTIAL CHANGE ORDER TITLE: Bent Plate @ window

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
 Provide steel bent plate at window pocket locations in response to RFI #23

ATTACHMENTS:

[PCO #4 bent plate quotes.pdf](#)

#	Cost Code	Description	Type	Amount	Sales Tax (8.775% on Materials)	Subtotal
1		Metal Plate	Materials	\$ 2,600.00	\$ 228.15	\$2,828.15
2		Painting	Professional Services	\$ 452.00	\$ 0.00	\$452.00
3		Welding / Erection (\$105 x 24)	Professional Services	\$ 2,520.00	\$ 0.00	\$2,520.00
4		Aluminum Credit	Professional Services	(\$2,300.00)	\$ 0.00	(\$2,300.00)
5		Alum Labor Credit	Labor	(\$500.00)	\$ 0.00	(\$500.00)
<b>Subtotal:</b>				\$2,772.00	\$228.15	\$3,000.15
<b>Bonds &amp; Insurance: 1.80% on all line item types</b>						\$ 54.01
<b>Overhead: 8.00% on all line item types</b>						\$ 240.01
<b>Profit: 6.00% on all line item types</b>						\$ 180.01
<b>Grand Total:</b>						<b>\$3,474.18</b>



PCO #005

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 #005: ASI #006 - Electrical Device Relocation (REVISED)**

<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>	005 / 1	<b>CONTRACT:</b>	1 - Norman Public Library East Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Jerry Gibson (Allstate Electrical Contractors, Inc.)	<b>CREATED BY:</b>	Peter Morrill (Globe Construction Co.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	7/13 /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>	\$1,080.41

POTENTIAL CHANGE ORDER TITLE: ASI #006 - Electrical Device Relocation (REVISED)

CHANGE REASON: Customer Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)  
Modify power and data outlets locations in accordance with ASI #006

Please note that this pricing is contingent on review and acceptance by 3:00 pm today.

The floor box will need to be ordered and expressed shipped to the job-site. If the proposal is approved, please let us know via email, so that we may proceed to secure the floor box. Should the approval take longer than one day we would request that a commensurate extension of time be added for the materials to be secured. This proposal could have the potential to impact the schedule even more if conditions arise beyond our control.

ATTACHMENTS:

[CCN #3a. for Revised ASI #6.pdf](#)

#	Cost Code	Description	Type	Amount
1	26-26 00 00 - Electrical	ASI #006	Professional Services	\$ 933.00
<b>Subtotal:</b>				\$933.00
<b>Bonds &amp; Insurance: 1.80% on all line item types</b>				\$ 16.79
<b>Overhead: 8.00% on all line item types</b>				\$ 74.64
<b>Profit: 6.00% on all line item types</b>				\$ 55.98
<b>Grand Total:</b>				<b>\$1,080.41</b>



PCO #006

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 #006: Foreman Lockers

<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>	006 / 0	<b>CONTRACT:</b>	1 - Norman Public Library East Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Tom Haller (MSR)	<b>CREATED BY:</b>	Peter Morriscal (Globe Construction Co.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	7/19 /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>	\$1,746.25

POTENTIAL CHANGE ORDER TITLE: Foreman Lockers

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
Provide and install Foreman Lockers

**ATTACHMENTS:**

[FOREMAN - Sample Warranty.pdf](#) [\\_Digilock dak1-ats1-den data sheet.pdf](#) [\\_Z-LOCKER - EUROPEAN STYLE - FOREMAN DATA SHEET.pdf](#) [\\_OSS labor quote.pdf](#) [\\_FOREMAN Plinth Detail.pdf](#) [\\_Compact\\_Tech\\_Data \(1\).pdf](#) [\\_Globe Construction Quote #17-5160 - Norman Public Library East.pdf](#) [\\_FTB\\_0841\\_Laminate\\_HPL\\_CC2\\_UseCareWarr\\_EN \(6\).pdf](#)

#	Cost Code	Description	Type	Amount
1		Locker Original Bid	Professional Services	(\$3,295.00)
2		Foreman Locker Material	Materials	\$ 3,602.99
3		Locker Install	Professional Services	\$ 1,200.00
<b>Subtotal:</b>				\$1,507.99
<b>Bonds &amp; Insurance: 1.80% on all line item types</b>				\$ 27.14
<b>Overhead: 8.00% on all line item types</b>				\$ 120.64
<b>Profit: 6.00% on all line item types</b>				\$ 90.48
<b>Grand Total:</b>				<b>\$1,746.25</b>



PCO #007

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 #007: ASI 004**

<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>	007 / 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>	7/19 /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>	\$1,513.51

POTENTIAL CHANGE ORDER TITLE: ASI 004

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
Provide quad outlet and data per ASI -004

ATTACHMENTS:

[CCN #2. ASI #4.pdf](#) [\\_G710-1992 - ASI-004\\_Electrical\\_AMH \(Final\).pdf](#) [\\_ASI-004 - Electrical\\_AMH - Modus.pdf](#)

#	Cost Code	Description	Type	Amount
1		RFQ - Allstate Electrical Contractors, Inc. : Electrical (26-2600) (\$504,500)	Professional Services	\$ 1,307.00
<b>Subtotal:</b>				\$1,307.00
Bonds & Insurance: 1.80% on all line item types				\$ 23.53
Overhead: 8.00% on all line item types				\$ 104.56
Profit: 6.00% on all line item types				\$ 78.42
<b>Grand Total:</b>				<b>\$1,513.51</b>