



TO: Steve Lewis, City Manager
FROM: Terry Floyd, Development Coordinator
DATE: May 1, 2018
SUBJECT: Change Order #6 – 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 additional ductwork changes, changes to an access grill to allow for easier maintenance of overhead facilities, paint changes due to door frames and additional metal panels to protect interior wood finishes. This Change Order also provides for a credit of \$2,295.00 for HVAC system stands that were ultimately not needed for this project. Eleven (11) weather delay days are being requested in this Change Order. These days encompass February and March 2018 weather days.

Due to the ongoing Norman Public Library East Project, a change order is being requested by Globe Construction Company in the amount of \$12,747.36. 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 (\$2,295) for ground stands that were specified in the original bid, but were ultimately not needed due to local climate conditions. Other work included in the this Change Order is for additional metal panels to protect identified wood finishes (\$800), add larger access panels for maintenance crew access (\$389.09), corrections needed for mechanical ductwork for HVAC systems (\$10,654.87) and work needed to revise paint on interior door frames (\$3,198.40).

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 \$12,746.36. Funding is available in account number 51-9507-455.6101 - Project NFB 017.

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

Approved by: *[Signature]* Date: *6-18-18*

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: 006 Date: April 11, 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: #28(2/20) #29(2/21) #30(2/22) #31(2/23) #32(3/27) #34(3/28) #35-#39(Regrading and Manhole)

- PCO 019 - Mechanical Ductwork - \$10,654.87
- PCO 021 - F-Reveal Fry Reglet - \$800.00
- PCO 022 - Paint Door Frames - \$3,198.40
- PCO 023 - Carpool Parking - \$0.00
- PCO 024 - Filter Grille - \$389.09
- PCO 027 - HP Stands - (-\$2,295.00) credit

The original Contract Sum was	\$	3,654,500.00
The net change by previously authorized Change Orders	\$	59,690.93
The Contract Sum prior to this Change Order was	\$	3,714,190.93
The Contract Sum will be increased by this Change Order in the amount of	\$	12,747.36
The new Contract Sum including this Change Order will be	\$	3,726,938.29

The Contract Time will be increased by Eleven (11) days.
The new date of Substantial Completion will be June 20, 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
 ARCHITECT *(Firm name)*
 SIGNATURE
 IAN FORD - ARCHITECT
 PRINTED NAME AND TITLE
 04.11.18
 DATE

GLOBE CONSTRUCTION Co.
 CONTRACTOR *(Firm name)*
 SIGNATURE
 PETER MORRICAL - PMgr.
 PRINTED NAME AND TITLE
 4/12/18
 DATE

City of Norman
 OWNER *(Firm name)*
 SIGNATURE
 Steve Lewis - City Manager
 PRINTED NAME AND TITLE
 6/18/2018
 DATE

MEMORANDUM

MSR

Architecture
Interiors and
Urban Design

Date: 4/11/2018
Project Name: **Norman East Branch Library**
Project No: 2016006.00

To: City of Norman
From: Thomas Haller (MSR)
Cc: N/A

Re: **NORMAN EAST LIBRARY CO #006 EXPLANATIONS**

The descriptions below are intended to explain the reasons for each change stated in CO #006, and the associated costs for each change. Reference CO #006 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 019 – Mechanical Ductwork – \$10,654.87

Explanation: This change order addresses the issue that ductwork throughout the main public room of the library conflicts with the ceiling plane that slopes up to the head of the curtain wall along the exterior edge of the building. No RFI was issued with this conflict and a note on the mechanical drawings was not correctly written which confused the fact that these ducts needed to be placed between the joists. This is necessary to get the ductwork in the correct location and provide a clean interior finish. MSR recommended.

PCO 021 – F-Reveal Fry Reglet – \$800.00

Explanation: This change order provides a F-reveal fry reglet (black) at the bottom of the WD-02 to ensure a uniform termination. This will ensure our detail is seamless at the head of the interior passageways, and it will protect the underside of the wood finish strips. MSR Recommended.

PCO 022 – Paint Door Frames – \$3,198.40

Explanation: This change order addresses the issue that door frames needed to be painted black per the contract documents, but the note on the Finish Plans was overlooked by the contractor and architect reviewing the question raised. The direction given was to paint the frames white. Once the mistake was realized, the design team requested that the frames be painted black. To realize this change, the subcontractor had to take extra time to prep the frames and provide black paint. The black will add value with longevity and maintenance concerns in mind. MSR recommended.

PCO 023 – Carpool Parking – \$0.00

Explanation: Adding lettering in parking stalls for car pool parking designations at no cost. MSR recommended.

PCO 024 – FCU Return Grille – \$389.09

Explanation: Per conversations with the owner, concern was raised about ease of access for maintenance to the return grille in Vending 104. It shall be changed to a 24x24 return grille with filter frame (Price 530FF or engineer approved equal) in powder coat white. 2" MERV 13 filter shall be installed in filter frame. MSR takes no exception.

PCO 027 – HP Stands – (-\$2,295.00) credit

Explanation: This provides a credit back to the project to eliminate the HP unit steel stands from the scope of work. See RFI 122 for design team full explanation of the issue. MSR takes no exception.

CO #006 Total Cost: \$12,747.36

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: 4/12/18
TO: Terry Floyd
FROM: ADG Team
SUBJECT: NORMAN FORWARD – East Library – Change Order #006

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



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 #019: CE #047 - Mechanical Ductwork

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:	019 / 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:	1/10 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	4 days	PAID IN FULL:	No
		TOTAL AMOUNT:	\$10,654.87

POTENTIAL CHANGE ORDER TITLE: CE #047 - Mechanical Ductwork

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)
CE #047 - Mechanical Ductwork

RFI #104
Raise mechanical ductwork for FCUs 7, 8 and 9.
Trunk line and take-offs were raised to above the bottom of the bar joists to resolve the conflict with the ceiling system.
Sprinkler line modifications needed to allow duct work to raise.

ATTACHMENTS:

[Rework Ductwork \(revised 1-12-2018\).pdf](#) [Frazier Fire relocation quote.pdf](#) [Norman library reduct 2.pdf](#) [norman library reduct 1.pdf](#)

#	Cost Code	Description	Type	Amount
1	23-23 00 00 - HVAC	HVAC	Professional Services	\$ 7,721.10
2	21-21 00 00 - Fire Suppression	Fire Suppression	Professional Services	\$ 1,480.00
Subtotal:				\$9,201.10
Bonds & Insurance: 1.80% on all line item types				\$ 165.62
Overhead: 8.00% on all line item types				\$ 736.09
Profit: 6.00% on all line item types				\$ 552.07
Grand Total:				\$10,654.87



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

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SIGNATURE DATE



PCO #021

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 #021: CE #050 - F-reveal Fry Reglet

Table with 4 columns: Field Name, Value, Field Name, Value. Includes fields like TO: City of Norman, FROM: Globe Construction Co., PCO NUMBER/REVISION: 021 / 0, CONTRACT: 1 - Norman Public Library East Prime Contract, etc.

POTENTIAL CHANGE ORDER TITLE: CE #050 - F-reveal Fry Reglet

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)
CE #050 - F-reveal Fry Reglet

Provide F-reveal fry reglet (black) at the bottom of the WD-02 to provide for uniform termination.

ATTACHMENTS:

Fry-Reglet reveal issues - Denver Email.pdf

Table with 5 columns: #, Cost Code, Description, Type, Amount. Contains one main row for 'F-reveal at bottom of wood trim' 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.
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Oklahoma City Oklahoma 73136

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Oklahoma City, Oklahoma 73136
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Fax: (405) 478-3301

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

Prime Contract Potential Change Order #022: CE #051 - Paint Door Frames Black

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:	022 / 0	CONTRACT:	1 - Norman Public Library East Prime Contract
REQUEST RECEIVED FROM:	Tom Haller (MSR)	CREATED BY:	Peter Morrical (Globe Construction Co.)
STATUS:	Pending - In Review	CREATED DATE:	3/14 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	3 days	PAID IN FULL:	No
		TOTAL AMOUNT:	\$3,198.40

POTENTIAL CHANGE ORDER TITLE: CE #051 - Paint Door Frames Black

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)
CE #051 - Paint Door Frames Black

ATTACHMENTS:

[Paint Door Frames Black.rtf](#)

#	Cost Code	Description	Type	Amount
1		Change door frame paint from white to black	Professional Services	\$ 2,762.00
Subtotal:				\$2,762.00
Bonds & Insurance: 1.80% Applies to all line item types				\$ 49.72
Overhead: 8.00% Applies to all line item types				\$ 220.96
Profit: 6.00% Applies to all line item types				\$ 165.72
Grand Total:				\$3,198.40

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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



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 #023: CE #052 - PR #005 - Carpool Parking

Table with 4 columns: 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, TOTAL AMOUNT.

POTENTIAL CHANGE ORDER TITLE: CE #052 - PR #005 - Carpool Parking

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)
CE #052 - PR #005 - Carpool Parking

This PCO is sent as verification that there is not a cost change to the Owner for the paint of the parking lot associated with PR #5

ATTACHMENTS:

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

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Minneapolis Minnesota 55401

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

Globe Construction Co.
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Oklahoma City Oklahoma 73136

SIGNATURE DATE SIGNATURE DATE SIGNATURE DATE



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

Prime Contract Potential Change Order #024: CE #055 - PR #006 - Filter Grille

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:	024 / 0	CONTRACT:	1 - Norman Public Library East Prime Contract
REQUEST RECEIVED FROM:	Tom Haller (MSR)	CREATED BY:	Peter Morriscal (Globe Construction Co.)
STATUS:	Pending - In Review	CREATED DATE:	3/29 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	1 days	PAID IN FULL:	No
		TOTAL AMOUNT:	\$389.09

POTENTIAL CHANGE ORDER TITLE: CE #055 - PR #006 - Filter Grille

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)
CE #055 - PR #006 - Filter Grille

ATTACHMENTS:

[return air filter grill for vending area.pdf](#) [_Norman Library Return Filter Grille \(1\).pdf](#) [_G709-2001 - NEB - PR-006 - FCU Return Grill - Signed.pdf](#)

#	Cost Code	Description	Type	Amount
1		Add Filter Grille - PR #6	Professional Services	\$ 336.00
Subtotal:				\$336.00
Bonds & Insurance: 1.80% Applies to all line item types				\$ 6.05
Overhead: 8.00% Applies to all line item types				\$ 26.88
Profit: 6.00% Applies to all line item types				\$ 20.16
Grand Total:				\$389.09

Matt Kruntorad (MSR)
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City of Norman
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Norman Oklahoma 73069

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

SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____



PCO #027

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 #027: CE #057 - HP Stands

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:	027 / 0	CONTRACT:	1 - Norman Public Library East Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Peter Morriral (Globe Construction Co.)
STATUS:	Pending - In Review	CREATED DATE:	4/5 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	(\$2,295.00)

POTENTIAL CHANGE ORDER TITLE: CE #057 - HP Stands

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #057 - HP Stands

Providing a credit back to the project to eliminate the HP unit steel stands from the scope of work.

ATTACHMENTS:

[CCD for Norman library credit for equipment stand.pdf](#)

#	Cost Code	Description	Type	Amount
1		HP stand credit	Professional Services	(\$2,295.00)
Subtotal:				(\$2,295.00)
Grand Total:				(\$2,295.00)

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Minneapolis Minnesota 55401

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Norman Oklahoma 73069

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