



**TO:** Steve Lewis, City Manager  
**FROM:** Terry Floyd, Development Coordinator  
**DATE:** July 6, 2018  
**SUBJECT:** Change Order #7 – 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 software and equipment for the door locking system, work related to installation of changing stations in restrooms, additional parking lot signage for LEED points, electrical work needed for installation of powered furniture, assorted paint and aesthetic items related to interior maintenance and durability, movement of the exterior horn strobe due to conflicts with the public art location and a credit of \$8,508.29 due to custom millwork pieces that were not needed in the project

Due to the ongoing Norman Public Library East Project, a change order is being requested by Globe Construction Company in the amount of \$12,536.78. 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 and recommended by the NORMAN FORWARD program management firm, ADG. The change order is necessary to provide software and equipment for the door locking system (\$10,620.50), work related to installation of changing stations in restrooms (\$2,616.39), additional parking lot signage for LEED points (\$2,258), electrical work needed for installation of powered furniture (\$1,359.49), assorted paint and aesthetic items related to interior maintenance and durability (\$1,956.91), movement of the exterior horn strobe due to conflicts with the public art location (\$2,233.78), and a credit of \$8,508.29 due to custom millwork pieces that were not needed in the project. An accompanying Memo further explaining the adjustments has been provided by MSR. Two additional delay days are being requested. This is the final anticipated Change Order for this project.

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 \$12,536.78. Funding is available in account number 51-9507-455.61-01 - Project NFB 017.

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

Approved by: \_\_\_\_\_

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

*8-6-18*

Steve Lewis, City Manager

## MEMORANDUM

Date: 6/20/2018  
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 #007 EXPLANATIONS

The descriptions below are intended to explain the reasons for each change stated in CO #007, and the associated costs for each change. Reference CO #007 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 026 RI – Move Horn Strobe on West Wall – \$2,233.78**

Explanation: The Horn Strobe is currently installed in an undesirable and highly visible location of the west exterior wall. The location of this device is also some cause for concern that it will disrupt the impact of the shadow that will be draped on this wall from the site sculpture on the summer solstice. The new location suggested will place this device further south and higher on the same west wall. MSR recommended.

**PCO 028 – Delete Millwork MW-09 – (\$8,508.29) credit**

Explanation: Originally the contract documents directed that the book bins would be custom millwork pieces to be provided by the contractor. After further discussion with PLS, the decision was made to revise these to be made-to-order prefabricated furniture pieces. MSR takes no exceptions.

**PCO 029 – Surface Mounted Changing Stations – \$2,616.39**

Explanation: The changing station specified for this location was too deep to be placed on the wall. An alternative model needed to be procured to fit the needs of the installation. MSR recommended.

**PCO 030 – Parking Lot Low Emission Parking Signs – \$2,258.00**

Explanation: With the addition of these Low-Emission Parking Signs the library adds 3 credits to the LEED checklist and provides incentive to the public to drive low-emitting vehicles. MSR recommended.

**PCO 032 – Electric Floor Box Feed – \$1,359.49**

Explanation: This revision is necessary to ensure proper coordination with furniture electrical feed. MSR recommended.

**PCO 033 – Paint Jambs – Wall Covering – \$552.37**

Explanation: This revision is intended to ensure better aesthetic continuity and durability at the main entry vestibule interior doors. MSR recommended.

**PCO 034 – REX Monitor – \$535.00**

Explanation: This revision places a black device in place of a white device at the main entry curtain wall, to ensure a better color integration with the metal frame. MSR recommended.

**PCO 035 – Genetec System – \$10,620.50**

Explanation: This added scope is to supply software and equipment needed for the access system. MSR takes no exceptions.

**PCO 037 – Added Rubber Base @ Millwork – \$440.00**

Explanation: This added scope will be critical for durability and material quality at the foot of all the white millwork pieces throughout the project. This will ensure all toe-kicks will hold up well over time due to shoe scuff marks and the like. MSR recommended.

**PCO 039 – Thresholds – \$429.54**

Explanation: There are door thresholds at the exterior doors that need to be deeper than the ones installed to ensure that floor finishes do not have exposed joints at the exterior wall. These will help to make sure the detail at these conditions is clean and integrates the floor materials properly. MSR recommended.

**CO #007 Total Cost: \$12,536.78**

Thomas Haller, Associate

612.375.8708 T [tom@msrdesign.com](mailto:tom@msrdesign.com) E



ADG, PC  
920 W Main  
Oklahoma City, OK 73106  
405.232.5700 ▪ [www.adgokc.com](http://www.adgokc.com)

## MEMO

DATE: 7/5/2018  
TO: Terry Floyd  
FROM: ADG Team  
SUBJECT: NORMAN FORWARD – East Library – Change Order #007

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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





# AIA® Document G701™ – 2017

## Change Order

**PROJECT:** *(Name and address)*

Norman East Branch Library  
Norman, OK

**CONTRACT INFORMATION:**

Contract For: General Construction  
Date: February 28, 2017

**CHANGE ORDER INFORMATION:**

Change Order Number: 007  
Date: July 03, 2018

**OWNER:** *(Name and address)*

City of Norman  
201 W. Gray Street  
Norman, OK 73069

**ARCHITECT:** *(Name and address)*

MSR Design  
710 S. 2nd Street, 8th Floor  
Minneapolis, MN 55401

**CONTRACTOR:** *(Name and address)*

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.)*

Delay Days: #40(06/07), #41(06/08)

PCO 026 R1 – Move Horn Strobe on West Wall – \$2,233.78  
PCO 028 – Delete Millwork MW-09 – (\$8,508.29) credit  
PCO 029 – Surface Mounted Changing Stations – \$2,616.39  
PCO 030 – Parking Lot Low Emission Parking Signs – \$2,258.00  
PCO 032 – Electric Floor Box Feed – \$1,359.49  
PCO 033 – Paint Jambs – Wall Covering – \$552.37  
PCO 034 – REX Monitor – \$535.00  
PCO 035 – Genetec System – \$10,620.50  
PCO 037 – Added Rubber Base @ Millwork – \$440.00  
PCO 039 – Thresholds – \$429.54

CO #007 Total Cost: \$12,536.78

The original Contract Sum was	\$ 3,654,500.00
The net change by previously authorized Change Orders	\$ 72,438.29
The Contract Sum prior to this Change Order was	\$ 3,726,938.29
The Contract Sum will be increased by this Change Order in the amount of	\$ 12,536.78
The new Contract Sum including this Change Order will be	\$ 3,739,475.07

The Contract Time will be increased by two (2) days.  
The new date of Substantial Completion will be June 22, 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.**

<b>MSR DESIGN</b>	<b>Globe Construction Co.</b>	<b>City of Norman</b>
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
		
SIGNATURE	SIGNATURE	SIGNATURE
<b>THOMAS HALLER (MSR)</b>	<b>PETER MORRICONE</b>	<b>Steve Lewis</b>
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
<b>07.03.2018.</b>	<b>7/6/18</b>	<b>8-6-18</b>
DATE	DATE	DATE

**PCO #034**

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

**DRAFT****Prime Contract Potential Change Order #034: CE #066 - REX monitor**

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:	034 / 0	CONTRACT:	1 - Norman Public Library East Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Peter Morrical (Globe Construction Co.)
STATUS:	Draft	CREATED DATE:	6/21 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$535.00

POTENTIAL CHANGE ORDER TITLE: CE #066 - REX monitor

CHANGE REASON:

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

CE #066 - REX monitor

Change out request to exit monitor at entry doors

ATTACHMENTS:

[CCN #16 REX Motion Detector.pdf](#)

#	Cost Code	Description	Type	Amount
1	26-26 00 00 - Electrical	Electrical - punch list item	Professional Services	\$ 462.00
Subtotal:				\$462.00
Bonds & Insurance: 1.80% Applies to all line item types.				\$ 8.32
Overhead: 8.00% Applies to all line item types.				\$ 36.96
Profit: 6.00% Applies to all line item types.				\$ 27.72
Grand Total:				\$535.00

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

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**PCO #035**

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 #035: CE #067 - Genetec Sytem

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:	035 / 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:	6/21 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$10,620.50

POTENTIAL CHANGE ORDER TITLE: CE #067 - Genetec Sytem

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
CE #067 - Genetec Sytem

**ATTACHMENTS:**

[CCN #17- Genetec system.pdf](#)

#	Cost Code	Description	Type	Amount
1	26-26 00 00 - Electrical	Genetec System	Other	\$ 10,620.50
Subtotal:				\$10,620.50
Bonds & Insurance: 0.00% Applies to all line item types.				\$ 0.00
Overhead: 0.00% Applies to all line item types.				\$ 0.00
Profit: 0.00% Applies to all line item types.				\$ 0.00
Grand Total:				\$10,620.50

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 #037**

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 #037: CE #069 - Added Rubber Base at Millwork

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:	037 / 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:	6/22 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$440.00

POTENTIAL CHANGE ORDER TITLE: CE #069 - Added Rubber Base at Millwork

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
CE #069 - Added Rubber Base at Millwork

This is formal PCO request to follow up to email on 6-13-18.

Add rubber base at millwork as result of punch list items. color as described in attached PDF quote and email sent to design team on 6-13-18.

**ATTACHMENTS:**

[Norman Library Bid Sheet - Added Base.pdf](#)

#	Cost Code	Description	Type	Amount
1			Professional Services	\$ 400.00
Subtotal:				\$400.00
Bonds & Insurance: 0.00% Applies to all line item types.				\$ 0.00
Overhead: 5.00% Applies to all line item types.				\$ 20.00
Profit: 5.00% Applies to all line item types.				\$ 20.00
Grand Total:				\$440.00

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 #039

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 #039: CE #071 - Thresholds

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:	039 / 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:	6/22 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$429.54

POTENTIAL CHANGE ORDER TITLE: CE #071 - Thresholds

CHANGE REASON: Existing Condition

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

CE #071 - Thresholds

Furnish and install saddle type thresholds at doors 100a and 113 to cover stem wall and expansion joints

ATTACHMENTS:

[Threshold cut sheet AA\\_PEM\\_2550\\_CS.pdf](#) [\\_thresholds - saddle.pdf](#)

#	Cost Code	Description	Type	Amount
1	08-087100 - Door Hardware	Thresholds (72" and 48") tax included	Materials	\$ 270.93
2	08-087100 - Door Hardware	Labor - 2 Hours each (remove and reinstall)	Labor	\$ 100.00
Subtotal:				\$370.93
Bonds & Insurance: 1.80% Applies to all line item types.				\$ 6.68
Overhead: 8.00% Applies to all line item types.				\$ 29.67
Profit: 6.00% Applies to all line item types.				\$ 22.26
Grand Total:				\$429.54

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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DATE

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SIGNATURE

DATE



PCO #026

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 #026: CE #053 - Move Horn Strobe on west wall

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:	026 / 1	CONTRACT:	1 - Norman Public Library East Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Peter Morrical (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:	2 days	PAID IN FULL:	No
		TOTAL AMOUNT:	\$2,233.78

POTENTIAL CHANGE ORDER TITLE: CE #053 - Move Horn Strobe on west wall

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
CE #053 - Move Horn Strobe on west wall

Pricing includes relocation of the fire alarm device on the west side of the building as generally shown by the sketch generated by MSR. We have not seen any approval by the Fire Marshal. We will have to further investigate the location and possible conflicts with structural systems, as such exact location is not know with the submission of this pricing. We are proposing an approximate 2"x 2" patch that will be riveted in place to cover the existing conduit penetration thru the metal panel. Patch will be installed level to the ground. In the new location, we are proposing to cut the existing panel to allow for the work to be performed. We have not figured removing or replacing any panels. If it is the desire to remove and replace panels, we reserve the right to review this pricing. We have figured to cut, patch and paint drywall in the electrical room to gain access to the exterior wall assembly.

### ATTACHMENTS:

[strobe.pdf](#) [\\_Norman East Library - FA Location.pdf](#) [\\_AI-019 - Detail of Strobe & Horn Rework @ Corten Panel.pdf](#) [\\_RFQ002 - ok building.pdf](#)

#	Cost Code	Description	Type	Amount
1	26-26 00 00 - Electrical	Fire Alarm	Professional Services	\$ 458.00
2	07-071000 - Damp / Waterproofing	Waterproofing	Professional Services	\$ 510.00
3	07-074213 - Metal Wall Panels	Metal Panel Cut and Patch	Professional Services	\$ 140.00
4	09-099000 - Painting and Coating	Tape Bed and Paint	Professional Services	\$ 684.00
5	08-083100 - Access Doors and Panels	Access Panel	Professional Services	\$ 137.00
Subtotal:				\$1,929.00
Bonds & Insurance: 1.80% Applies to all line item types.				\$ 34.72
Overhead: 8.00% Applies to all line item types.				\$ 154.32
Profit: 6.00% Applies to all line item types.				\$ 115.74
Grand Total:				\$2,233.78



PCO #026

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.  
P.O. Box 17420  
Oklahoma City Oklahoma 73136

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SIGNATURE DATE



**PCO #028**

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 #028: CE #058 - Delete Millwork MW-09

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:	028 / 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:	5/3 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	(\$8,508.29)

POTENTIAL CHANGE ORDER TITLE: CE #058 - Delete Millwork MW-09

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
CE #058 - Delete Millwork MW-09

Cost to delete from the project mobile book bins that were designated MW-09 (a,b,c)

### ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1		Delete Millwork MW-09(x)	Professional Services	(\$8,508.29)
Subtotal:				(\$8,508.29)
Bonds & Insurance: 0.00% Applies to all line item types.				\$ 0.00
Overhead: 0.00% Applies to all line item types.				\$ 0.00
Profit: 0.00% Applies to all line item types.				\$ 0.00
Grand Total:				(\$8,508.29)

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

SIGNATURE

DATE

SIGNATURE

DATE

**PCO #029**

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 #029: CE #059 - Surface Mounted Changing Stations

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:	029 / 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:	5/3 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$2,616.39

POTENTIAL CHANGE ORDER TITLE: CE #059 - Surface Mounted Changing Stations

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
CE #059 - Surface Mounted Changing Stations

**ATTACHMENTS:**

[Baby Changing Stations.pdf](#)

#	Cost Code	Description	Type	Amount
1		Toilet Accessories	Materials	\$ 2,080.00
2	10-102800 - Toilet & Bath Accessories	Taxes @ 8.625	Other	\$ 179.40
Subtotal:				\$2,259.40
Bonds & Insurance: 1.80% Applies to all line item types.				\$ 40.67
Overhead: 8.00% Applies to all line item types.				\$ 180.75
Profit: 6.00% Applies to all line item types.				\$ 135.56
Grand Total:				\$2,616.39

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

SIGNATURE

DATE

SIGNATURE

DATE

**PCO #030**

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 #030: CE #060 - Parking Lot Low Emission Parking Signs

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:	030 / 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:	5/14 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$2,258.00

POTENTIAL CHANGE ORDER TITLE: CE #060 - Parking Lot Low Emission Parking Signs

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
CE #060 - Parking Lot Low Emission Parking Signs

Lead time on these signs is about 4 weeks. We have figured to install these in grass locations. Please direct us which spots should receive signs. photos are attached of the existing signage that we will match.

### ATTACHMENTS:

[IMG\\_3445.JPG](#) [IMG\\_3444.JPG](#)

#	Cost Code	Description	Type	Amount
1		Parking Lot Signage - Low emitting and fuel efficeint	Professional Services	\$ 1,950.00
Subtotal:				\$1,950.00
Bonds & Insurance: ≈ 1.79% Applies to all line item types.				\$ 35.00
Overhead: 8.00% Applies to all line item types.				\$ 156.00
Profit: 6.00% Applies to all line item types.				\$ 117.00
Grand Total:				\$2,258.00

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

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DATE



**PCO #032**

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 #032: CE #063 - PR 007 - Electrical Floor Box Feeds

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:	032 / 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:	5/31 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	2 days	PAID IN FULL:	No
		TOTAL AMOUNT:	\$1,359.49

POTENTIAL CHANGE ORDER TITLE: CE #063 - PR 007 - Electrical Floor Box Feeds

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
CE #063 - PR 007 - Electrical Floor Box Feeds

### ATTACHMENTS:

[CCN #12- add circuits to duct.pdf](#) [\\_NEB - PR-007 - FFE Electrical \(Modus\).pdf](#) [\\_G709-2001 - NEB - PR-007 - FFE Electrical.pdf](#)

#	Cost Code	Description	Type	Amount
1		Electrical Furniture Feed	Professional Services	\$ 986.00
2	01-01 30 00 - General Contractors	Supervision	Labor	\$ 188.00
Subtotal:				\$1,174.00
Bonds & Insurance: 1.80% Applies to all line item types.				\$ 21.13
Overhead: 8.00% Applies to all line item types.				\$ 93.92
Profit: 6.00% Applies to all line item types.				\$ 70.44
Grand Total:				\$1,359.49

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

SIGNATURE

DATE

SIGNATURE

DATE

**PCO #033**

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 #033: CE #062 - Paint Jambs - Wall Covering - Soffit Painting

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:	033 / 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:	5/31 /2018
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$552.37

POTENTIAL CHANGE ORDER TITLE: CE #062 - Paint Jambs - Wall Covering - Soffit Painting

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
CE #062 - Paint Jambs - Soffit Painting

Paint wing walls at storefront and paint control joints and lighting trim at main entry soffits

### ATTACHMENTS:

[Norman Library East Control Joints & Wing Walls.Globe.rtf](#)

#	Cost Code	Description	Type	Amount
1		Paint Control Joint and Door Jambs	Professional Services	\$ 357.00
2	09-099000 - Painting and Coating	Paint light trim	Professional Services	\$ 120.00
Subtotal:				\$477.00
Bonds & Insurance: 1.80% Applies to all line item types.				\$ 8.59
Overhead: 8.00% Applies to all line item types.				\$ 38.16
Profit: 6.00% Applies to all line item types.				\$ 28.62
Grand Total:				\$552.37

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

SIGNATURE

DATE

SIGNATURE

DATE

## MEMORANDUM

MSR

Architecture  
Interiors and  
Urban Design

Date: 6/20/2018  
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 #007 EXPLANATIONS

The descriptions below are intended to explain the reasons for each change stated in CO #007, and the associated costs for each change. Reference CO #007 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 026 R1 – Move Horn Strobe on West Wall – \$2,233.78**

Explanation: The Horn Strobe is currently installed in an undesirable and highly visible location of the west exterior wall. The location of this device is also some cause for concern that it will disrupt the impact of the shadow that will be draped on this wall from the site sculpture on the summer solstice. The new location suggested will place this device further south and higher on the same west wall. MSR recommended.

**PCO 028 – Delete Millwork MW-09 – (\$8,508.29) credit**

Explanation: Originally the contract documents directed that the book bins would be custom millwork pieces to be provided by the contractor. After further discussion with PLS, the decision was made to revise these to be made-to-order prefabricated furniture pieces. MSR takes no exceptions.

**PCO 029 – Surface Mounted Changing Stations – \$2,616.39**

Explanation: The changing station specified for this location was too deep to be placed on the wall. An alternative model needed to be procured to fit the needs of the installation. MSR recommended.

**PCO 030 – Parking Lot Low Emission Parking Signs – \$2,258.00**

Explanation: With the addition of these Low-Emission Parking Signs the library adds 3 credits to the LEED checklist and provides incentive to the public to drive low-emitting vehicles. MSR recommended.

**PCO 032 – Electric Floor Box Feed – \$1,359.49**

Explanation: This revision is necessary to ensure proper coordination with furniture electrical feed. MSR recommended.

**PCO 033 – Paint Jambs – Wall Covering – \$552.37**

Explanation: This revision is intended to ensure better aesthetic continuity and durability at the main entry vestibule interior doors. MSR recommended.



**PCO 034 – REX Monitor – \$535.00**

Explanation: This revision places a black device in place of a white device at the main entry curtain wall, to ensure a better color integration with the metal frame. MSR recommended.

**PCO 035 – Genetec System – \$10,620.50**

Explanation: This added scope is to supply software and equipment needed for the access system. MSR takes no exceptions.

**PCO 037 – Added Rubber Base @ Millwork – \$440.00**

Explanation: This added scope will be critical for durability and material quality at the foot of all the white millwork pieces throughout the project. This will ensure all toe-kicks will hold up well over time due to shoe scuff marks and the like. MSR recommended.

**PCO 039 – Thresholds – \$429.54**

Explanation: There are door thresholds at the exterior doors that need to be deeper than the ones installed to ensure that floor finishes do not have exposed joints at the exterior wall. These will help to make sure the detail at these conditions is clean and integrates the floor materials properly. MSR recommended.

**CO #007 Total Cost: \$12,536.78**

Thomas Haller, Associate

612.375.8708 T tom@msrdesign.com E