



TO: Mary Rupp, Interim City Manager
FROM: Terry Floyd, Development Coordinator *TF*
DATE: December 26, 2018
SUBJECT: Change Order #12 – Norman Public Library Central

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. Due to the ongoing Norman Public Library Central Project, a change order is being requested by Flintco, LLC in the amount of \$33,924. 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.

Attached is a Change Order Summary and quote for additional work and materials for the Central Library project that includes modifications to project areas for : 1) relocation of exhaust fan in the mechanical room for improved future maintenance access, 2) stem wall modifications to ensure a sealed floor in the staff room, 3) improved durability of elevator thresholds, 4) work and materials to increase efficiency of underfloor distribution system, 5) addition of digital locks in library areas for library patrons, 6) relocation of electric floor boxes for furniture accommodations, 7) modifications to reroute ventilation pipe in selected areas, 8) adjustments to recessed lighting in children's area, 9) additional work for the parking lot connection to roadways, 9) additional steel backup for finish installation at the north vestibule column. An accompanying Memo further explaining the adjustments has been provided by MSR, along with a Memo confirming agreement with the Change Order from ADG. Two (2) weather delay days are being requested.

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 Flintco, LLC in the amount of \$33,924. Funding is available in account number 51-9507-455.6101 - Project NFB 016.

Reviewed by: Kathryn Walker, Assistant City Attorney *K. Walker*
Anthony Francisco, Finance Director *A. Francisco*

Approved by: _____

Mary Rupp

Mary Rupp, Interim City Manager

Date: *12/28/2018*