



**TO:** Mary Rupp, Interim City Manager  
**FROM:** Terry Floyd, Development Coordinator  
**DATE:** March 26, 2019  
**SUBJECT:** Change Order #14 – 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 \$39,843. 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 a millwork piece that was contemplated during the design phase and through the bidding phase of the Central Library project. The furniture, fixtures and equipment (FFE ) budget for the project held a line item allowance for this piece of millwork. Originally, it was contemplated that a separate vendor would be awarded the project, but to ease the coordination with the design and construction; the work was awarded to one of the Flintco subcontractors. After much consideration of value engineering options, the original design was deemed most desirable for sustained quality. This amount will come from the FFE budget for the project and will not come from any contingency or construction budget for the project. A budget transfer from project account 051-9507-455.62-01 (Materials) to project account 051-9507-455.61-01 (Construction) will also be requested by staff to the City Manager for this change order amount.

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 \$39,843. Funding is available in account number 051-9507-455.62-01 - Project NFB 016.

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

Approved by: *Mary Rupp* Date: *3/27/2019*  
Mary Rupp, Interim City Manager