



**Meeting:** Village Board  
**Meeting Date:** 02/13/2012  
**Agenda Item:** 51

**Mission Statement**  
Delivering quality services in a courteous, cost-effective and efficient manner.

## VILLAGE BOARD MEETING STAFF REPORT

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**REPORT TO:** Burt R. McIntyre, President  
Village Board of Trustees

**REPORT FROM:** Geoffrey S. Farr, PE, Director of Public Works

**AGENDA ITEM:** Review and take action on Change Order #3 for the HWY 29/Packerland Utility Relocations Project involving a \$116.50 deduction.

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### **POLICY ISSUE**

Should the Village Board approve a contract change order necessary to complete the project?

### **BACKGROUND INFORMATION**

This change order reflects the cost of a sewer repair and reduction of unused basecourse quantities. This project is 90% funded by the WDOT.

*Department Measurement:* Remain within the established budget plus 10% contingency.

The original contract totaled \$481,651.80. With approval of the construction change order, the new contract total would be \$469,000.45 or 2.6% less than the original contract.

The change order will not change the substantial completion date of this project.

Change orders authorize adjustments to the original contract in order to reflect the actual quantities of work needed to complete a project. Adjustments typically include the additions to or the elimination of unused work items or quantities allocated to the project.

### **PRIOR ACTION/REVIEW**

The Village awarded the project in 2011.

#### **FISCAL IMPACT:**

- |                              |   |
|------------------------------|---|
| 1. Is There A Fiscal Impact? | <u>Yes</u>  |
| 2. Is it Currently Budgeted? | <u>Yes</u>  |
| 3. If Budgeted, Which Line?  | <u>Water &amp; Sewer</u><br><u>Enterprise funds</u> |
| 4. Amount?                   | <u>(\$116.50)</u>                                   |

**RECOMMENDED ACTION**

Village staff recommends that the Village Board approve the change order.

If the Village Board were in favor of this action, the following motion could be made:

***“Motion to approve Change Order #3 for the HWY 29/ Packerland Utility Relocations Project reducing the contract total by \$116.50.”***

**POLICY ALTERNATIVE(S)**

The Village Board could take the following actions:

- Approve the change order.
- Not approve the construction change order but would need to decide how to pay for the installed work.

**ATTACHED INFORMATION**

- I. Change Order #3

**COPIES FORWARDED TO:**

- I. None

SECTION 00820

Change Order

No. 3

COPY

CONTRACTOR (Name and Address):  
FEAKER AND SONS CO., INC.  
P.O. BOX 5817  
DEPERE, WI, 54115

OWNER (Name and Address):  
VILLAGE OF HOWARD  
1336 CORNELL ROAD  
GREEN BAY, WI 54313

CONTRACT (Name and Number):  
HWY 29/PACKERLAND  
UTILITY RELOCATIONS  
  
10022D

The Contract Documents are modified as follows upon execution of this change order:

SEE THE ATTACHED EXPLANATION / JUSTIFICATION ON PAGE 2

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES (FOR ALL WORK):
Original Contract Price:  \$481,651.80	Original Contract Time: Substantial Completion (days or date): November 11, 2011  Ready for final payment (days or date): November 11, 2011
Current Contract Price prior to this Change Order:  \$469,116.95	Current Contract Time prior to this Change Order: Substantial Completion (days or date): November 11, 2011  Ready for final payment (days or date): November 11, 2011
Cost of this Change Order:  (\$116.50)	Time allowed on this Change Order: Substantial Completion (days or date): November 11, 2011  Ready for final payment (days or date): November 11, 2011
New Contract Price incorporating this Change Order:  \$469,000.45	New Contract Time with all approved Change Orders: Substantial Completion (days or date): November 11, 2011  Ready for final payment (days or date): November 11, 2011

\_\_\_\_\_  
Recommend by Engineer / Consulting Engineer

\_\_\_\_\_  
Date 1-18-12

\_\_\_\_\_  
Accepted by Director of Public Works

\_\_\_\_\_  
Date 1/18/12

\_\_\_\_\_  
Accepted by Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by Contractor

\_\_\_\_\_  
Date 1-24-12

E/CDC No. C-941 (2002 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

VILLAGE OF HOWARD

FAUSERS\ENGINEER\10Project\10022 - Highway 29 Sewer & Water Relocations\Pay Requests\Packerland Pay Request.xlsx

SECTION 00820

Attachment to Change Order

No. 3

ITEM No.	DESCRIPTION OF WORK	ADDITION QUANTITY	DELETION QUANTITY	UNIT PRICE	ADDITION	DELETION
1A	Repair Sewer Main	1.00		\$ 5,463.50	\$5,463.50	
1-A -15	Crushed Aggregate Base Course		600.00	\$ 9.30		\$5,580.00
					\$5,463.50	\$5,580.00
	Net Contract Adjustment					(\$116.50)

JUSTIFICATIONS:

- 1 Delete unused bid item quantities
- 2 Repair Sanitary Sewer on Packerland Drive
- 2 All project costs are within budget & funded by WISDOT @ 90%