



**Meeting:** Village Board  
**Meeting Date:** 12/12/2011  
**Agenda Item:** 5h

**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 Engineering

**AGENDA ITEM:** Review and take action on Change Order #3 for the Riverdale Utility Relocation project involving a \$1,889.50 decrease.

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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 deletion of unused quantities and additional costs related to project award delays, acceleration of work schedules and plan changes associated with DOT construction projects. This project is funded 90% by the DOT.

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

The original contract totaled \$130,009.25. With approval of the construction change order, the new contract total would be \$116,086.53 or 10.7% 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.

### **FISCAL IMPACT:**

1. Is There A Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes
3. If Budgeted, Which Line? Water and Sewer Enterprise Funds
4. Amount? (\$1,889.50)

**PRIOR ACTION/REVIEW**

The Village awarded the project on March 14, 2011.

**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 Riverdale Utility Relocation Project decreasing the contract total by \$1,889.50”.***

**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

**CONTRACTOR (Name and Address):**  
 AG EXCAVATING  
 1870 PRIDE TERRACE  
 SUAMICO, WI, 54313

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

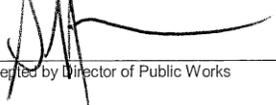
**CONTRACT (Name and Number):**  
 RIVERDALE UTILITY RELOCATIONS  
 UTILITY CONSTRUCTION

10022C

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: \$130,009.25	Original Contract Time: Substantial Completion (days or date): <u>May 4, 2011</u> Ready for final payment (days or date): <u>June 4, 2011</u>
Current Contract Price prior to this Change Order: \$117,976.03	Current Contract Time prior to this Change Order: Substantial Completion (days or date): <u>May 4, 2011</u> Ready for final payment (days or date): <u>June 4, 2011</u>
Cost of this Change Order: (\$1,889.50)	Time allowed on this Change Order: Substantial Completion (days or date): <u>0 days</u> Ready for final payment (days or date): <u>0 days</u>
New Contract Price incorporating this Change Order: \$116,086.53	New Contract Time with all approved Change Orders: Substantial Completion (days or date): <u>May 4, 2011</u> Ready for final payment (days or date): <u>June 4, 2011</u>

 Recommended by Engineer / Consulting Engineer	Date <u>12-6-11</u>
 Accepted by Director of Public Works	Date <u>12/6/11</u>
Accepted by Owner	Date
Accepted by Contractor	Date

EJCDC 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

SECTION 00820

Attachment to Change Order

No. 3

ITEM No.	DESCRIPTION OF WORK	ADDITION QUANTITY	DELETION QUANTITY	UNIT PRICE	ADDITION	DELETION
1-A -13	Bituminous Pavement Surface Course 2" (as -ordered)		100.00	\$75.75		\$7,575.00
1-A -23	Seeding, Fertilizing, & Mulch		3000.00	\$0.95		\$2,850.00
1-B -3	Open cut 24" Steel Casing Pipe with Chocks and End Plugs		32.00	\$105.00		\$3,360.00
1-B	Additional watermain tie in (South side)	1.0		\$3,375.70	\$3,375.70	
1-B	Project Delay, Overtime costs	1.0		\$5,259.35	\$5,259.35	
1-B	Project Delay, Material Costs	1.0		\$2,684.45	\$2,684.45	
1-B	Re-stock Casing Pipe, <del>net</del>	1.0		\$576.00	\$576.00	
					\$11,895.50	\$13,785.00
	Net Contract Adjustment					(\$1,889.50)

JUSTIFICATIONS:

- 1 Deletion of unused bid items.
- 2 Construction timeframe was delayed by DOT funding authorization, causing a change in the cost of materials, at the time of ordering. An early start by DOT workforces shortened the time allotted for completion, resulting in significant overtime.
- 3 Proposed watermain location changed due to concurrent DOT construction, south of Hwy. 29. The new location resulted in a shorter watermain casing and a re-stocking fee. The net result was a cost reduction.