



Meeting Date: 01/24/2011
Agenda Item: 5i

Mission Statement
Provide quality services in a modern, courteous and cost-efficient manner.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: President Burt McIntyre & Village Board of Trustees **REVIEWED BY:**
REPORT FROM: Geoffrey S. Farr, PE, Director of Engineering
AGENDA ITEM: Review and Take Action on change order #1 for the Velp Electrical Contract involving a \$10,755.00 deduction.
ACTION REQUESTED: ___Ordinance ___Resolution Motion ___Receive/File

POLICY ISSUE

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

RECOMMENDED ACTION BY VILLAGE BOARD

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

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

“Motion to approve change order #1 for the Velp Electrical Contract reducing the contract total by \$10,755.00”.

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- The Village Board could make a motion not to approve the construction change order but would need to decide how to pay for the installed work.

STRATEGIC PLAN RELEVANCE:
Economic Vitality: Yes
Accountable/Efficient Gov't: Yes
Enhance Gov't Partnerships: Yes
Environmentally Friendly: Yes

STRATEGIC PLAN SYNOPSIS:
Installing buried power on major corridors (Velp Ave. & other streets) is one strategy to create a vibrant community and encourage a strong balanced economy.

POLICY REFERENCE

Wisconsin Statutes: N/A

Howard Municipal Code: N/A

Policies & Procedure Manual: VB-4, VB-5

KEY METRIC SYNOPSIS

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

The original contract totaled \$29,200. With approval of the construction change order, the new contract total would be \$18,445.00 or 36.8% less than the original contract.

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

FINANCIAL INFORMATION

<u>FISCAL IMPACT:</u>	
1. Is There A Fiscal Impact?	<u>Yes</u>
2. Is it Currently Budgeted?	<u>N/A</u>
3. If Budgeted, Which Line?	<u>N/A</u>

FISCAL SYNOPSIS:

The project remains within allotted project budget parameters as approved by the Village Board, however it was not originally budgeted for 2010.

PRIOR ACTION/REVIEW

- The Village Board awarded the Velp Electrical Contract on October 25, 2010.

BACKGROUND INFORMATION

Change orders authorize adjustments to and payment on the contract in order to reflect the actual quantities used and otherwise quantifies the 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.

This change order reflects the reduction of unused quantities.

ATTACHED INFORMATION

- I. Change Order #1

SECTION 00820

Change Order

No. 1

CONTRACTOR (Name and Address):
NICKEL ELECTRIC, INC.
P.O. BOX 12267
GREEN BAY, WI 54313

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

CONTRACT (Name and Number):
VILLAGE OF HOWARD ELECTRICAL CONTRACT

06022E

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: \$29,200.00	Original Contract Time: Substantial Completion (days or date): January 17, 2011 Ready for final payment (days or date): January 17, 2011
Current Contract Price prior to this Change Order: \$29,200.00	Current Contract Time prior to this Change Order: Substantial Completion (days or date): January 17, 2011 Ready for final payment (days or date): January 17, 2011
Cost of this Change Order: (\$10,755.00)	Time allowed on this Change Order: Substantial Completion (days or date): 0 days Ready for final payment (days or date): 0 days
New Contract Price incorporating this Change Order: \$18,445.00	New Contract Time with all approved Change Orders: Substantial Completion (days or date): January 17, 2011 Ready for final payment (days or date): January 17, 2011

Recommended by Engineer / Consulting Engineer

Date

Accepted by Director of Public Works

Date

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

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