



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

**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

**REPORT FROM:** Geoffrey S. Farr, PE, Dir of Public Works **REVIEWED BY:**

**AGENDA ITEM:** Review and Take Action on change order #6 for the Glendale Avenue and Stonewater Crossing Projects involving a \$1,996.20 addition.

**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 #6 for the Glendale Avenue and Stonewater Crossing Projects increasing the contract total by \$1,996.20”.***

### **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:	<u>Yes</u>
Accountable/Efficient Gov't:	<u>Yes</u>
Enhance Gov't Partnerships:	<u>No</u>
Environmentally Friendly:	<u>Yes</u>

**STRATEGIC PLAN SYNOPSIS:**  
Extending municipal utilities is the most cost effective and reliable means of providing potable water and sanitary facilities for the health and welfare of Village residents. Approval and installation of new developments and transportation facilities is a vital local gov't function.

**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 \$261,029.30. With approval of the construction change order, the new contract total would be \$482,287.65 or 84.8% more than the original contract. This large increase is due to the after the fact addition of the Stonewater Crossing subdivision work that was not awarded as part of the original contract due to developer financing delays.

Including the Stonewater Crossing the original contract total would have been \$507,912.60. With approval of the construction change order, the new contract total would be \$482,287.65 or 5.0 % less than the original contract. Thus the overall project is actually within budget.

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

**FINANCIAL INFORMATION**

<p><b><u>FISCAL IMPACT:</u></b></p> <ol style="list-style-type: none"> <li>1. Is There A Fiscal Impact? <u>Yes</u></li> <li>2. Is it Currently Budgeted? <u>Yes</u></li> <li>3. If Budgeted, Which Line? <u>Capital</u></li> </ol>	<p><b><u>FISCAL SYNOPSIS:</u></b></p> <p>The project remains within allotted project budget parameters as approved by the Village Board.</p>
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**PRIOR ACTION/REVIEW**

- The Village Board awarded the utility extension project on Dec 14, 2009.
- The Village Board added the Stonewater Crossing Development work via Change Order #1 on June 14, 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, and final quantity adjustments for base course and restoration items.

**ATTACHED INFORMATION**

- I. Change Order #6

# ATTACHMENT I

Division 0 - BIDDING AND CONTRACT DOCUMENTS

SECTION 00820

Change Order

No. 6

**CONTRACTOR (Name and Address):**  
PTS CONTRACTORS, INC  
4075 EATON ROAD  
GREEN BAY, WI 54311

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

**CONTRACT (Name and Number):**  
GLENDALE AVENUE SEWER AND WATER EXTENSIONS AND  
STONEWATER CROSSING UTILITY & ROADWAY EXTENSIONS

09003

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

SEE THE ATTACHED EXPLANATION / JUSTIFICATION ON PAGE 2

<u>CHANGE IN CONTRACT PRICE:</u>	<u>CHANGE IN CONTRACT TIMES (FOR ALL WORK):</u>
<b>Original Contract Price:</b> <u>\$261,029.30</u>	<b>Original Contract Time:</b> Substantial Completion (days or date): <u>August 18, 2010</u> Ready for final payment (days or date): <u>August 18, 2010</u>
<b>Current Contract Price prior to this Change Order:</b> <u>\$480,291.45</u>	<b>Current Contract Time prior to this Change Order:</b> Substantial Completion (days or date): <u>August 18, 2010</u> Ready for final payment (days or date): <u>August 18, 2010</u>
<b>Cost of this Change Order:</b> <u>\$1,996.20</u>	<b>Time allowed on this Change Order:</b> Substantial Completion (days or date): <u>0 days</u> Ready for final payment (days or date): <u>0 days</u>
<b>New Contract Price incorporating this Change Order:</b> <u>\$482,287.65</u>	<b>New Contract Time with all approved Change Orders:</b> Substantial Completion (days or date): <u>August 18, 2010</u> Ready for final payment (days or date): <u>August 18, 2010</u>

Recommend by Engineer / Consulting Engineer

Date

1-17-11

Accepted by Director of Public Works

Date

1/17/11

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. 6

ITEM No.	DESCRIPTION OF WORK	ADDITION QUANTITY	DELETION QUANTITY	UNIT PRICE	ADDITION	DELETION
2-D -2	Crushed Aggregate Base Course	9.95		\$8.10	\$80.60	
2-D -17	Erosion Control Maintenance Personnel (as ordered)		4.00	\$60.00		\$240.00
2-D -18	Erosion Control Maintenance Equipment (as ordered)		5.00	\$50.00		\$250.00
2-D -19	Seeding, Fertilizing & Mulch	7760.00		\$0.31	\$2,405.60	
				Total	\$2,486.20	\$490.00
	Net Contract Adjustment					\$1,996.20

JUSTIFICATIONS:

- 1 Deletion and addition of actual quantities required.