



Meeting: Village Board
Meeting Date: 09/26/2011
Agenda Item: #6b

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

VILLAGE BOARD MEETING STAFF REPORT

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 #5 for the Off Street Trail and Sidewalk Project involving an \$11,283.50 increase.

POLICY ISSUE

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

BACKGROUND INFORMATION

This change order primarily reflects additional items needed to complete curb and gutter, asphalt paving and sidewalk.

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

The original contract totaled \$495,328.25. With approval of the construction change order, the new contract total would be \$496,363.12 or 0.2% more 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 Board awarded the trail and sidewalk project on June 26, 2010.

FISCAL IMPACT:

1. Is There A Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes
3. If Budgeted, Which Line? Capital

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 #5 for the Off Street Trail and Sidewalk Project increasing the contract total by \$11,283.50”.

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 #5

COPIES FORWARDED TO:

- I. None

SECTION 00820

Change Order

No. 5

CONTRACTOR (Name and Address):

RC EXCAVATING
2633 QUAIL LANE
SUAMICO, WI 54173

OWNER (Name and Address):

VILLAGE OF HOWARD
1336 CORNELL ROAD
GREEN BAY, WI 54313

CONTRACT (Name and Number):

VILLAGE OF HOWARD & VILLAGE OF SUAMICO
OFF STREET TRAIL &

08010

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

SEE THE ATTACHED EXPLANATION / JUSTIFICATION ON PAGE 2

Recommend by Engineer / Consulting Engineer

Date

9/20/11

Accepted by Director of Public Works

Date

9-20-11

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. 5

ITEM No.	DESCRIPTION OF WORK	ADDITION QUANTITY	DELETION QUANTITY	UNIT PRICE	ADDITION	DELETION
3-D -7	2" HMA Surface	0.75		\$200.00	\$150.00	\$0.00
3-D -13	18" RCP Storm Sewer		9.00	\$60.00	\$0.00	\$540.00
3-D -16	18" RCP Endwalls		1.00	\$600.00	\$0.00	\$600.00
3-D -17	36" Galvanized Endwall		1.00	\$700.00	\$0.00	\$700.00
3-D -24	24" Mountable Reinforce Concrete Curb and Gutter	3.00		\$21.00	\$63.00	\$0.00
3-D -25	6" Concrete Apron		13.00	\$4.10	\$0.00	\$53.30
3-D -26	5" Concrete Sidewalk	215.00		\$5.00	\$1,075.00	\$0.00
3-D -28	3" HMA Surface (Includes Driveway and Edge of Road)	54.04		\$220.00	\$11,888.80	\$0.00
					\$13,176.80	\$1,893.30
	Net Contract Adjustment					\$11,283.50

JUSTIFICATIONS:

Delete unused bid item quantities; add used bid item quantities from schedules 3-D

VILLAGE OF HOWARD

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