



Meeting: Village Board
Meeting Date: 6/27/2011
Agenda Item: 6c

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 Public Works

AGENDA ITEM: Review and Take Action on change order #1 for the Riverdale Utility Relocation project involving a \$1,956.98 increase.

POLICY ISSUE

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

BACKGROUND INFORMATION

The Village prepared plans and submitted estimates to the WISDOT regional utility coordinator on January 20, 2011. The project was bid on March 2, 2011. The Village awarded the project, contingent on funding, on March 14, 2011.

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 \$131,966.23 or 1.5% more than the original contract.

The Village's 10% share of project costs is within allocated utility relocation project budget.

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? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>Yes</u> |
| 3. If Budgeted, Which Line? | <u>Capital</u> |

PRIOR ACTION/REVIEW

- The Village awarded the original project contingent on WISDOT funding approval.

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 #1 for the Riverdale Utility Relocation Project increasing the contract total by \$1956.98”.

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.

ATTACHED INFORMATION

- I. Change Order

COPIES FORWARDED TO:

- I. None

ITEM No.	DESCRIPTION OF WORK	ADDITION QUANTITY	DELETION QUANTITY	UNIT PRICE	ADDITION	DELETION
1	Additional traffic control	1		\$6,288.35	\$6,288.35	
1	Excavate watermain, verify depth	1		\$1,939.54	\$1,939.54	
1	2 Manhole cones for structure adjustments	1		\$550.14	\$550.14	
1	Additional watermain tie in	1		\$3,375.70	\$3,375.70	
1-A -3	6" Diameter Schedule 40 PVC Sewer Service		18.00	\$37.00		\$666.00
1-A -7	Select Backfill Material Soil Class D-3 (as ordered)		20.00	\$9.00		\$180.00
1-A -14	Removing and Disposing of Pavement		121.00	\$1.00		\$121.00
1-B -4	Hydrants (7" Bury)		1.00	\$2,925.00		\$2,925.00
1-B -9	12" Hydrant Extensions (as ordered)		6.00	\$520.00		\$3,120.00
1-B -10	18" Hydrant Extensions (as ordered)		1.00	\$590.00		\$590.00
1-B -14	2" Diameter DR 9 HDPE Water Service		3.00	\$15.75		\$47.25
1-B -17	Select Backfill Material, Soil Class D-3 (as ordered)		50.00	\$9.00		\$450.00
1-B -19	Adjust valve box		3.00	\$20.00		\$60.00
1-A -15	Stone Tracking Pad (as ordered)		25.00	\$9.50		\$237.50
1-A -16	Silt Fence (as ordered)		600.00	\$3.00		\$1,800.00
					\$12,153.73	\$10,196.75
	Net Contract Adjustment					\$1,956.98

JUSTIFICATIONS:

1. Additional traffic control, beyond MUTCD guidance, was required by WISDOT after construction started.
2. Verification of watermain depth occurred on a section that was scheduled for relay. Existing watermain was deeper than indicated on Village record drawings. The cost for this work will be a net reduction when the relay work is deducted from the final watermain quantity.
3. Existing manhole cones (2) did not fit on new manhole riser sections required for adjustment to new road grade. New cones were installed.
4. Additional watermain tie in (install plug, backfill, re-excavate, extra fittings to load main off hydrant) done to preserve pressure to S. Memorial Drive neighborhood.
5. Deletion of unused items.

PAGE 2 OF 3