



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Contract Change Order No. 1 for Aquatics Facility Design

MEETING DATE: May 1, 2002

PREPARED BY: Parks and Recreation Director

RECOMMENDED ACTION: That the City Council be informed of Additional Services Change Order No. 1 for Aquatics Facility Design work.

BACKGROUND INFORMATION: The project design work was awarded to ELS Architecture and Urban Design on February 6, 2002, in the amount of \$269,075. The design work has proceeded with a 25 meter and 50 meter option being presented to the City Council for selection and concept approval prior to the start of schematic design. The City Council reviewed the concept design option and provided direction on April 3, 2002.

In accordance with the Contract Change Order Policy approved by Resolution 85-173, Council is being informed of Contract Change Order No. 1. The attached Contract Change Order which was approved was in the amount of \$8,000 (\$12,775 was included in the original contract for contingency and was utilized for the change order). The Change Order covers the additional services to prepare two concept plans and additional presentations to Parks and Recreation Commission, City Council, Swim Club Board, and Aquatics Task Force. These services to produce two options and required presentations were not included in the original scope of services.

Please note that an additional change order to request additional design fees is anticipated due to direction received by Council for this project and will be brought to Council upon receipt.

Funding Available: *Vincent M. ...*
Finance Director

Roger Baltz
Roger Baltz
Parks and Recreation Director

cc: City Attorney

APPROVED: _____

H. Dixon Flynn
H. Dixon Flynn -- City Manager

04/25/02

RESOLUTION NO. 85-173

RESOLUTION ADOPTING A FORMAL POLICY AND PROCEDURE
TO GOVERN CONTRACT CHANGE ORDERS

RESOLVED, that the City Council of the City of Lodi does hereby adopt a formal policy and procedure to govern contract change orders as shown on Exhibit "A" attached hereto and thereby made a part hereof.

Date: December 4, 1985

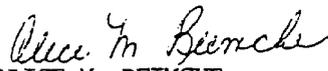
I hereby certify that Resolution No. 85-173 was passed and adopted by the City Council of the City of Lodi in a Regular Meeting held December 4, 1985 by the following vote:

AYES: Council Members - Olson, Pinkerton, Reid, Snider
and Hinchman (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


ALICE M. REIMCHE
City Clerk

RECOMMENDED POLICY & PROCEDURES

CONTRACT CHANGE ORDERS

Purpose

To establish formal policy and procedures to govern contract change orders.

Policy

. Definition

As used in this policy, a change order shall mean a written order to change the amount of work to be done on a formal contract awarded by the City Council which is anticipated to result in an increase or decrease in contract price. Change orders may not increase or change the scope of the project specified in the contract plans and specifications approved by the City Council.

. Department Head Authority

The responsible Department Head shall be authorized to approve and issue individual change orders to increase the contract price up to \$5,000 or 10% of the formal contract, whichever is larger. The aggregate total of all change orders to each contract may not exceed \$25,000.

. Authority of the City Manager

The City Manager may authorize change orders in excess of 10% of the formal contract or in excess of \$25,000 to avoid extraordinary delay of work or to protect the safety of human life and the environment at or near the work site. The City Manager shall report the change orders and the amounts to the City Council at its next regular meeting.

Procedure

Written change orders shall be submitted to the Finance Department to be added to the construction contract and encumbered against the specific appropriation prior to payment to the contractor. In the event unencumbered funds are not available a special allocation must be processed to increase the applicable appropriation.



Parks and Recreation Department
The Benefits are Endless

MEMO TO: Vicky McAthie, Finance Director
FROM: Roger Baltz, Parks and Recreation Director
DATE: March 27, 2002
SUBJECT: Additional Service/Change Order for ELS contract

As follow up to my conversations with Mr. Flynn and Ms. Keeter and in compliance with City Resolution 85-173 this memo and attachments are submitted for your review and files.

ELS has proposed the attached additional services request for the not to exceed amount of \$8,000. The consulting services contract with ELS for the Aquatics Facility design appropriates \$269,075 for the project. A total of 5% (\$12,775) of the amount is designated for contingencies.

Mr. Flynn has indicated his verbal approval for this additional work to occur. The amount of \$8,000 will not exceed the contingency amount already included in the existing contract with ELS. Many thanks for your assistance.

Cc: Dixon Flynn, City Manager
Janet Keeter, Deputy City Manager
File

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FAX: (209) 333-0162

ELS
ARCHITECTURE AND URBAN DESIGN



2040 Addison Street Berkeley, CA 94704
510.549.2929 510.843.3304 fax

Additional Services Request No. 1R

Date: March 19, 2002, revised 3/26/02 Project: Lodi Aquatics Facility
 To: Roger Baltz Project No: 200118
 From: David Petta Subject: Develop 2 Preferred Concepts

ELS REQUESTS ADDITIONAL SERVICES AUTHORIZATION FOR THE FOLLOWING:

At the request of the Department of Parks and Recreation, ELS proposes to provide two Preferred Concept Plans for Steering Committee Review, and presentation to Parks and Recreation Commission and City Council as an Additional Service. One plan will be based on a 25m pool and one will be based on a 50m pool. Both plans will include a separate recreational pool, and support buildings and site work as may be required for each approach. Rate of recovery and order-of-magnitude construction costs will be provided for each plan. Basic Services include development of only a single preferred plan to such an extent. These Additional Services also include the additional public presentations listed below. It is assumed that after the Commission and Council presentations, only one of the two plans will be selected to proceed into full Schematic Design and documentation.

- (X) WORK HAS BEGUN PER VERBAL DIRECTION AND TO MAINTAIN SCHEDULE.
- () AUTHORIZATION REQUIRED BEFORE WORK BEGINS.
- (X) RESPONSE REQUESTED WITHIN 5 DAYS

PROPOSED FEE:

Landscape	\$1,000
Pool Design	\$1,000
Architectural and Coordination (ELS)	
• Additional Design	\$2,000
• Present to Task Force (2/19), Swim Club Board (2/28)	\$2,000
• Present to Commission (4/2), Council (4/3)	\$2,000
Total Not to Exceed:	\$8,000

Submitted By:

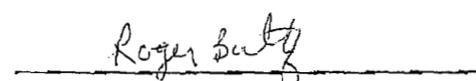


ELS

3/26/02

Date

Authorized by:



City of Lodi

3-27-02

Date