

Board of Trustees Meeting Agenda Memo - Revised

Date: April 27, 2021

Title: **Building A Renovations Project: Change Order**

Section & Item:

Department: R&M/Capital

Fiscal Impact: TBD

Contact: Matt Goetz, Property Services Manager; and John W. Coffey, ICMA-CM, Community Manager

Attachments: March 23, 2021 agenda memo, change order tracker, proposed change orders and cover letter

Reviewed by General Counsel: No

Approved by: John W. Coffey, ICMA-CM, Community Manager

Requested Action by BOT

Review and approve any required change orders to be provided to the BOT prior to the meeting.

Background and Summary Information

On February 16, 2020, the BOT authorized Chairman Klosky to sign the contract with Parkit Construction in the amount of \$564,435.00 for the Building A Renovations project. Work commenced on August 4, 2020 (after a lengthy COVID-19 complicated building permit review and issuance process). As authorized by the BBRD Policy Manual, change orders in excess of 10% of the contract price (convention is to view this limit as cumulative when multiple change orders are involved) must be pre-approved by the BOT unless it would substantively delay the project.

On March 23, 2021, the BOT approved change orders #9, #10, and #10A. The following excerpt (in italic) from that agenda memo indicated possible additional change orders to complete the project.

The reader should note, as requested by staff, the vendor provided a list of 6 additional areas of concern that may generate additional change orders:

- 1. Working platform may be required on the existing Mansard roof for 2 new exhaust fans (deemed not required by the engineering team on March 15, 2021)*
- 2. Modifications to entry walls and doorway system*
- 3. Some of the kitchen equipment items may need to be scaled down slightly to facilitate clear walkway aisles*
- 4. Fire alarm system additions or modifications to accommodate new kitchen configuration*
- 5. New insulation to be provided above the ceiling in the kitchen and men's room area*
- 6. New walk-in cooler / freezer modifications for concrete slab footprint (The concrete slab-on-grade that needs to be built in order to accommodate the new walk-in unit is approximately 33.6 SF larger than the slab detailed on the structural bid set of the plans. Specifically, the permitted bid set of structural plans show the dimensions for the slab to be 16'-0" X 9'-8" or 154.72 SF with a note to coordinate the length and width*

dimension with the equipment manufacturer. The actual unit supplied will require a slab footprint of 16'-10 & 3/4" x 11'-1 & 3/4" or 188.32 SF.)

As part of the daily project management, the Community Manager spoke with the owner of the company the week of April 12th and asked about the status of the remaining possible change orders. Mr. Park stated he would provide BBRD an email by close of business April 20th with any requests. Said email was received, but was overly vague. Community Manager Coffey informed Mr. Park that the BOT would need specifics regarding any final change orders before they would consider approving additional time on the contract (substantial completion is currently May, 4, 2021). Mr. Park stated he would provide the requested information by the end of the week of April 19, 2021. Staff will revise this agenda memo once said information is received and provide it to the BOT and place it on www.bbrd.org for public viewing.

The attached cover letter and proposed change orders (as summarized below) request a combined additional \$3,657.26 and 39 calendar days.

Change Order #11 \$1,137.74 (adjustment to main kitchen entrance ceiling [deconfliction with electrical/HVAC system])

Change Order #12 \$2,519.52 (increase size of footer for walk in cooler/freezer)

Change Order #12a 39 additional days (time between change proposals and Building Department approval)

Overall, the work is progressing and staff anticipates the BOT and residents will be happy with the project once it is completed. Estimated total revised project cost is approximately \$691,000 or 14% over the FY22-26 5yrFM&CIP project cost estimate. The new substantial completion date will be June 12, 2021.

Staff recommends the BOT approve change orders 11, 12, and 12a in the amount of \$3,657.26 and 39 additional days.

Building A Renovations Project Contract Cost History

Date	Change Order #	Description	Change Order Cost	Revised Contract Cost	Approved By	Date Approved
26-May-20	N/A	Original contract		564,435.00	BOT	26-May-20
N/A	N/A	Various direct equipment purchases by BBRD (previous and remaining planned) as allowed by the contract	(191,992.55)	372,442.45	N/A	N/A
17-Nov-20	1	Replace structural support under rooftop HVAC systems (30 extra days)	22,245.60	394,688.05	Comm. Mgr.	17-Nov-20
17-Nov-20	2	Replace AC duct and exhaust fan system in eastside air handler room	10,044.89	404,732.94	Comm. Mgr.	17-Nov-20
17-Nov-20	3	Add Electrical run, step down transformer, lights, and ceil fan outlet to Pavilion (cost to be offset by CVO donation of \$2,555.78)	17,767.50	422,500.44	BOT	14-Dec-20
17-Nov-20	4	Remove and replace storage area floor to facilitate plumbing changes	1,725.00	424,225.44	Comm. Mgr.	17-Nov-20
14-Jan-21	5	Removal of unforeseen vent pipe (was abandoned in place year unknown)	747.50	424,972.94	Comm. Mgr.	1/14/2021 (confirmed by BOT on 26Jan21)
14-Jan-21	6	Removal of obsolete rooftop HVAC (abandoned in place circa 2007)	977.50	425,950.44	Comm. Mgr.	1/14/2021 (confirmed by BOT on 26Jan21)
14-Jan-21	7	Conversion of propane tank usage to connection of existing 1,000 gallon underground tank) (7 extra days)	5,635.00	431,585.44	Comm. Mgr.	1/14/2021 (confirmed by BOT on 26Jan21)
14-Jan-21	8	Removal of electrical outlet conflicting with new opening in a wall and installation of new electrical home run	3,450.00	435,035.44	Comm. Mgr.	1/14/2021 (confirmed by BOT on 26Jan21)
16-Mar-21	9	Deconfliction of existing duct work for new hood system	1,897.00	436,932.44	BOT	23-Mar-21
16-Mar-21	10	Additional hand sink	4,046.85	440,979.29	BOT	23-Mar-21
16-Mar-21	10a	Time extension of 45 days	-	440,979.29	BOT	23-Mar-21
22-Apr-21	11	Main kitchen entrance ceiling adjustment	1,137.74	442,117.03	BOT	
22-Apr-21	12	Increased size of freezer slab	2,519.52	444,636.55	BOT	
22-Apr-21	12a	Time extension of 39 days	-	444,636.55	BOT	
Total			72,194.10			
		Direct purchases per contract		201,667.55		
		Plug in equipment outside of contract		44,248.26		
		Estimated Project Total		690,552.36		
		FY22-25 5yrFM&CIP Budget Estimate		607,000.00		
		Overage		83,552.36		13.76%

Parkit Construction, Inc.



C.G.C. 1507351



4/22/21

Mr. John W. Coffey, ICMA-CM
Community Manager
Barefoot Bay Recreation District
625 Barefoot Boulevard
Barefoot Bay, Florida 32976

RE: BBRD Building A Renovation
 Pending Revisions and Changes (FCN 11 and 12)

Dear Mr. Coffey:

As a follow-up to our earlier discussions, attached are FCN's numbered 11 and 12 respectively for your corresponding review and consideration regarding 2 of the remaining open-ended items detailed in our prior letter dated 15MAR21 as follows:

Item #2: Modifications to entry walls and doorway system (FCN #11)
Item #6: New walk-in cooler / freezer modifications for concrete slab footprint
 (FCN #12)

With respect to Item #2, please note that we are only charging for the additional ceiling work that was not part of our base contract agreement with BBRD. In addition, we have upgraded and expedited the Eliason door package at our own expense and have not charged BBRD for any design related costs or extended overhead costs associated with the time impacts incurred to the project as the result of the various kitchen entry changes or in general. We do, however, respectfully request a non-compensable contract time extension of 39 calendar days to cover the timeframe from 11MAR21 when we proposed solutions to various project issues inclusive of the kitchen entry changes until 19APR21 when the revised kitchen entry framing was ultimately approved by the Brevard County Building Department in the field.

With respect to Item #6, please note that we are only seeking the additional, incremental cost of the freezer slab being 21.72% larger than depicted on the original structural plans at our previously established unit price for this particular line item of \$11,600.00.

Moreover, please be advised that we are also able to close out the previous outstanding Item #3 at this time from our prior letter dated 15MAR21 entitled, "Some of the kitchen equipment

Parkit Construction, Inc.



C.G.C. 1507351



items may need to be scaled down slightly to facilitate clear walkway aisles”. Based on our subsequent discussions with Complete Restaurant Equipment, it is our current understanding that this item will no longer be an issue of concern going forward.

Finally, please allow the following update on the remaining open-ended issues for the project that we are aware of at this time as outlined in our prior letter dated 15MAR21:

- 1.) Working platform may be required on the existing Mansard roof for 2 new exhaust fans. **As an update, please note that we are aware of the EOR’s position on this matter, however, we are double checking with Complete Restaurant Equipment as well as the Building Code on this line item from a liability standpoint due to the significant pitch of the Building A Roof which may require a 3 sided level work platform around each fan.**
- 2.) Fire alarm system additions or modifications to accommodate new kitchen configuration. **As an update, please be advised that we have met with the County’s fire official earlier this week who advised us of the fire alarm requirements for the HVAC system on this project and for the walk-in cooler. We will coordinate with BBRD’s fire alarm service provider in the near term to work with them and with you on resolving this outstanding item.**
- 3.) New insulation to be provided above the ceiling in the kitchen and men’s room area. **As an update, please be advised that we will be meeting with a few insulation vendors next week in order to work towards resolving this item, as well.**

In closing, thank you, in advance and again, for your ongoing cooperation and your time. As always, please feel free to contact us with any questions that you have or if we can be of further assistance. Thank you.

V/r,

A handwritten signature in blue ink, appearing to read 'Dave Park'.

Dave Park, P.E., C.G.C.
Owner / Director

Job No./Name BBRD Building A Parkit Construction, Inc.			Date Through 22-Apr-21	
FCN No. 11			RFI or RFP No. RCO No.	
Description of Work: Main Kitchen Entry Revisions (Reference Parkit Letter 15MAR21 Remaining Item #2) Billing for Additional Ceiling Work Only				
Subcontractor				
	Qty	U/M	Unit Cost	Total Amount
Tuffest Concrete	1.00	LS	\$ 537.00	\$ 537.00
Total Subcontractor				\$ 537.00
Material				
	Qty	U/M	Unit Cost	Total Amount
Lumber for Joists, Plywood Ceiling & Simpson Hangers	1.00	LS	\$ 452.34	\$ 452.34
Small tools / Consumables (5% of Labor)	0.05	LS	-	-
Total Material				\$ 452.34
Labor				
	Qty	U/M	Unit Cost	Total Amount
	0.00	HRS	-	-
Total Labor				\$ -
Equipment				
	Qty	U/M	Unit Cost	Total Amount
Small Dump Truck per location	0.00	Days	\$ 360.00	-
Roller / Compactor Estimate w/ Fuel	0.00	Days	\$ 300.00	-
Small Crew Truck per Location	0.00	Days	\$ 96.00	-
Total Equipment				\$ -
Other				
	Qty	U/M	Unit Cost	Total Amount
Dump Truck Fuel per location	0.00	Days	\$ 57.60	-
Small Crew Truck per Location	0.00	Days	\$ 14.40	-
Total Other				\$ -
Subtotal #1				\$ 989.34
Overhead Markup (Discount from 10 to 5)	5.00%		\$ 49.47	\$ 49.47
Profit Markup	10.00%		\$ 98.93	\$ 98.93
Bond (Not needed due to ODP reductions)	3.00%		-	-
Total Cost for Change				\$ 1,137.74
Time Requested		=		See Cover Letter

Job No./Name BBRD Building A Parkit Construction, Inc.			Date Through		22-Apr-21	
FCN No. 12			RFI or RFP No. RCO No.			
Description of Work: Increased Freezer Slab Footprint (Reference Parkit 15MAR21 letter, Remaining Item #6) Derivation of Footprint for Slab differential provided in email dated 16MAR21						
Subcontractor			Qty	U/M	Unit Cost	Total Amount
Actual Slab Needed 21.72 % larger than Plan			0.22	LS	\$ 11,600.00	\$ 2,519.52
Total Subcontractor						\$ 2,519.52
Material			Qty	U/M	Unit Cost	Total Amount
Small tools / Consumables (5% of Labor)			0.05	LS	\$ -	\$ -
Total Material						\$ -
Labor			Qty	U/M	Unit Cost	Total Amount
			0.00	HRS	\$ -	\$ -
Total Labor						\$ -
Equipment			Qty	U/M	Unit Cost	Total Amount
Small Dump Truck per location			0.00	Days	\$ 360.00	\$ -
Roller / Compactor Estimate w/ Fuel			0.00	Days	\$ 300.00	\$ -
Small Crew Truck per Location			0.00	Days	\$ 96.00	\$ -
Total Equipment						\$ -
Other			Qty	U/M	Unit Cost	Total Amount
Dump Truck Fuel per location			0.00	Days	\$ 57.60	\$ -
Small Crew Truck per Location			0.00	Days	\$ 14.40	\$ -
Total Other						\$ -
Subtotal #1						\$ 2,519.52
Overhead Markup (Incl in above from Base Bid)			0.00%		\$ -	\$ -
Profit Markup (Incl in Above from Base Bid)			0.00%		\$ -	\$ -
Bond (Not needed due to ODP reductions)			3.00%		\$ -	\$ -
Total Cost for Change						\$ 2,519.52
Time Requested				=		See Cover Letter

Board of Trustees Meeting Agenda Memo

Date: March 23, 2021

Title: **Building A Renovations Project: Change Orders #9, #10, and #10A**

Section & Item:

Department: R&M/Capital

Fiscal Impact: \$5,943.85

Contact: Matt Goetz, Property Services Manager; John W. Coffey, ICMA-CM, Community Manager

Attachments: Requests from vendor, summary of project expenditures

Reviewed by General Counsel: N/A

Approved by: John W. Coffey, ICMA-CM, Community Manager

Requested Action by BOT

Review and approval of change orders #9, #10, and #10A to the Building A Renovations Project.

Background and Summary Information

On February 16, 2020, the BOT authorized Chairman Klosky to sign the contract with Parkit Construction in the amount of \$564,435.00 for the Building A Renovations project. Work commenced on August 4, 2020 (after a lengthy COVID-19 complicated building permit review and issuance process). As authorized by the BBRD Policy Manual, change orders in excess of 10% of the contract price (convention is to view this limit as cumulative when multiple change orders are involved) must be pre-approved by the BOT unless it would substantively delay the project.

- Change order #9 addresses unforeseen work needed to accommodate the new hood system at a cost of \$1,897.50 (work is completed).
- Change order #10 addresses the Department of Business and Professional Regulations requirement for a third hand sink in the food assembly/expeditor area of the kitchen at a cost of \$4,046.85).
- Change Order 10A (number added by staff for historical clarity) requests 45 additional days to the contract for the following reasons:
 - Additional hand sink and resulting overhead and underground utility work
 - Procurement of equipment by BBRD direct purchases to avoid sales tax payments
 - Delays in obtaining alternate flooring quote as requested by BBRD staff (election of alternate flooring was not made due to substantially higher cost)
 - Modification to entrance (from assembly area) doors and wall
 - Delays due to BBRD and other vendors in re-routing adjacent CCTV system lines and equipment

The revised total contract with Parkit is now estimated at \$440,979.29 (exact amount is in flux due to the on-going BBRD direct purchase of equipment and the subsequent deductions of said cost and avoided sales tax from the contract). Additionally, the revised contractual date of substantial completion changes to May 4, 2021 with this change order.

Sufficient funds are available in the R&M/Capital Contingency account to cover the costs.

Staff recommends the BOT approve change orders #9, #10, and #10A at a cost of \$5,943.85 and an additional 45 days added to the contract.

The reader should note, as requested by staff, the vendor provided a list of 6 additional areas of concern that may generate additional change orders:

1. Working platform may be required on the existing Mansard roof for 2 new exhaust fans (deemed not required by the engineering team on March 15, 2021)
2. Modifications to entry walls and doorway system
3. Some of the kitchen equipment items may need to be scaled down slightly to facilitate clear walkway aisles
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Appendix