

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: February 15, 2012

Division: Public Works/Engineering

Bulk Item: Yes X No

Department: Project Management

Staff Contact Person/Phone #: Jerry Barnett X4416

AGENDA ITEM WORDING: Receipt of monthly report on change orders reviewed by the County Administrator's Office.

ITEM BACKGROUND: There were two change orders considered and approved by the Deputy Administrator for the period beginning January 1, 2012, and ending January 31, 2012, totaling \$510.00. There were no change orders denied.

PREVIOUS RELEVANT BOCC ACTION: On September 9, 1998, Ordinance No. 026-1998 was adopted in order to provide that the County Administrator may approve separate, non-cumulative change orders for construction projects and professional service contracts in amounts not to exceed \$25,000.00 or 5% of the original contract price, whichever is greater. The BOCC requested a monthly report of all change orders considered by the County Administrator.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: N/A

TOTAL COST: N/A Indirect Costs **BUDGETED:** Yes N/A No

DIFFERENTIAL OF LOCAL PREFERENCE: N/A

COST TO COUNTY: N/A **SOURCE OF FUNDS:** N/A

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DOCUMENTATION: Included X Not Required

DISPOSITION: **AGENDA ITEM #**

**CHANGE ORDERS
CONSIDERED BY THE COUNTY ADMINISTRATOR'S OFFICE
FOR THE PERIOD 01/01/12 – 01/31/12**

PROJECT	CO#	AMOUNT	DESCRIPTION	DATE CONSIDERED	CAUSE
Solar Water Heaters Purchase & Installation	1	\$510.00	Permit fees for enclosure inspections on 3 houses scheduled for Solar Water Heaters.	*01/13/12	It was unknown that enclosure inspections were needed.
MCSO Roofing Improvements	1	\$0.00	Extend the contract time by 90 days, to March 19, 2012.	*01/26/12	Provide time for project closeout, final invoicing, and time lost due to rain.

Total \$510.00

* Approved

MONROE COUNTY/ENGINEERING/ PROJECT MANAGEMENT CONTRACT CHANGE ORDER

PROJECT TITLE:
Solar Water Heaters Purchase & Installation

CHANGE ORDER NO: 1

INITIATION DATE: 01/11/12

TO CONTRACTOR:
SDI Solar, Inc.
850 13th Street
Lake Park, FL 33043

CONTRACT DATE: 10/19/11

The Contract is changed as follows:

The original Contract Sum	\$130,000.00
Net change by previously authorized Change Orders.....	\$ 0.00
The Contract Sum prior to this Change order was.....	\$130,000.00
The Contract Sum will be <u>(increased)</u> (decreased) (unchanged) by this Change Order.....	\$ 510.00
The new Contract Sum including this Change Order is.....	\$130,510.00
The Contract Time will be (increased) (decreased) <u>(unchanged)</u> by.....	N/A
The date of Substantial Completion as of the date of this Change Order is.....	01/15/11

Detailed description of change order and justification:

Permit fees for enclosure inspections on 3 houses scheduled for Solar Water Heaters to be installed. This project is funded by the Florida Energy and Climate Commission Grant Agreement No. ARS010.

This change Order is .39% of the original contract price.

Not valid until signed by Owner, Architect (if applicable), and Contractor

CONTRACTOR:

Del Dunson 1-11-12
SDI, Solar, Inc. Date

SUSTAINABLE INITIATIVES
COORDINATOR

Rhonda Haag 1-11-12
Rhonda Haag Date

DIRECTOR PROJECT MANAGEMENT:

Jeffrey Barnett 1-12-12
Jeffrey Barnett Date

COUNTY/DEPUTY ADMINISTRATOR:

Roman Gastesi/Debbie Frederick 1/13/12
Roman Gastesi/Debbie Frederick Date

Change Order Attachment per Ordinance No. 004-1999

- Change Order was not included in the original contract specifications. Yes No

If Yes, explanation:

Enclosure Inspections were not anticipated at the time specifications were written.

- Change Order was included in the original specifications. Yes No

If Yes, explanation of increase in price:

- Change Order exceeds \$25,000 or 5% of contract price (whichever is greater). Yes No

If Yes, explanation as to why it is not subject for a calling for bids:

- Project architect approves the change order. Yes No

If no, explanation of why:

There is no Project Architect for this project.

- Change Order is correcting an error or omission in design document. Yes No

Should a claim under the applicable professional liability policy be made? Yes No

Explain:



Solar Development, Inc.

Since 1974

January 11, 2011

Monroe County Building Department
Planning, Building & Code Enforcement Division
2798 Overseas Highway
Marathon, FL 33050

Re: Habitat for Humanity/Monroe County
Solar Water Heater Project

Enclosed is our check for permit enclosure inspections fees for the listed residences:

Tony Davila
Filipe Rios
Machado/Amador

Thank you for your assistance.

Sincerely,

David L. Burrows
SDI Solar Inc.
dburrows@sdisolar.com

SDI Solar Incorporated
PO Box 14864
North Palm Beach, FL 33408

63-4630

4916

DATE 1-11-12

PAY TO THE
ORDER OF

MONROE COUNTY BLDG. DEPT. \$ 510.00

FIVE HUNDRED, TEN → DOLLARS

Contains Security Features Visible on Back

BANK OF AMERICA, N.A.

FOR DAVIDO MACHADO PERES ENCLOSURE INSPECTION FEES

⑆063000047⑆ 005481182225⑈ 4916

Riger-Ann

From: dburrows@sdisolar.com
Sent: Wednesday, January 11, 2012 1:38 PM
To: Haag-Rhonda
Cc: Riger-Ann
Subject: [BULK] Re: Solar Equipment; Permit question

Importance: Low

Ok - I had a call a little earlier from Mary Tucker in the Monroe County Building Department and she said that there were now only 3 (of the 7; the Habitat owned home was excluded) of the houses that needed inspections, so we mailed a check for \$510 (3 x 170) earlier today.

David Burrows
SDI Solar Inc.
850 13th Street
Lake Park, FL 33403

-----Original Message-----

From: Haag-Rhonda [<mailto:Haag-Rhonda@MonroeCounty-FL.Gov>]
Sent: Wednesday, January 11, 2012 09:09 AM
To: 'dburrows@sdisolar.com', 'Nalepa-Mike'
Cc: 'Barnett-Jerry', 'Riger-Ann', kverzaro@sdisolar.com
Subject: RE: Solar Equipment; Permit question

Hi David, in order to expedite this project, I am in favor of having SDI pay the \$170 inspection fees, and then invoicing the County. Since this is a fee directly related to the installation of the solar water heaters project, it will be covered by the County. We will expedite the payment of the invoice that contains evidence of payment of these fees?

Just a reminder however, any issues or expenses related to the *outcome* of the inspection of the downstairs enclosures will not be covered by the County's grant agreement, unless directly related to the heater installation.

Thank you!

Rhonda Haag
Sustainable Initiatives Coordinator
Monroe County
1100 Simonton Street, Suite 2-283
Key West, FL 33040
Bus: (305) 292-4482
Cell: (305) 395-9928
Haag-Rhonda@monroecounty-fl.gov

From: dburrows@sdisolar.com [<mailto:dburrows@sdisolar.com>]
Sent: Wednesday, January 11, 2012 8:49 AM
To: Nalepa-Mike; Haag-Rhonda
Cc: Barnett-Jerry; Riger-Ann; kverzaro@sdisolar.com
Subject: Solar Equipment; Permit question

Mike:

Yesterday morning we delivered the 15 solar heaters systems to the Habitat job site on Big Pine. This equipment included
1. 15 tanks (serial numbers are attached, excluding one for which we did not write down; also, all the tanks are numbered 1-14 except for that one tank which has nonumberjon it.)

2. 15 solar collectors (4x8)
3. 15 accessory boxes (numbered 1-15)

The invoice for this equipment delivery has been submitted.

Also we delivered one of the complete systems to Dan McAfee of the Upper Keys Habitat for the house in Islamorada. (Tank #6, serial number1111B01171 and accessory box #6)

We went to the permit office in Marathon and applied for the 7 permits for which we had received customer information that morning from Susan Miller (Habitat). Four of those houses will require "enclosure" inspections before they will issue the solar water heating permit. The enclosure inspection fee is \$170 per home. I listed Mike Moss as contact person to be notified when the inspections for the enclosures was set but nothing will happen until the inspection fee has been paid. While at the permit office the question arose as to whether the County will be issuing a voucher to pay for these fees since it is a County program. I of course am not familiar with that process.

RHONDA- how should this be handled? Will you issue a voucher to get these enclosure fees paid (a question/suggestion/ comment made by the permitting people in Marathon) ? or should we pay and get re-imbursed by the County? If we pay, how soon can we be re-imbursed for this additional expense? It appears that several of the homes with these enclosures will require this additional cost. Please let me know as soon as you can so we can proceed.

David Burrows
SDI Solar Inc.
850 13th Street
Lake Park, FL 33403

-----Original Message-----

From: Kathy [<mailto:kverzaro@sdisolar.com>]
Sent: Wednesday, January 11, 2012 08:16 AM
To: dburrows@sdisolar.com
Subject: Wool Plumbing

Campo-Abra

From: Campo-Abra
Sent: Thursday, January 12, 2012 4:21 PM
To: County Commissioners and Aides
Subject: Change Order
Attachments: CO.pdf

Please review the attached Change Order from SDI Solar, Inc. for purchase and installation of water heaters.

Abra Campo

Sr. Administrative Assistant
Office of County Administrator
The Historic Gato Cigar Factory
1100 Simonton Street, Suite 2-205
Key West, FL 33040
Office: 305.292.4441
Fax: 305.292.4544
campo-abra@monroecounty-fl.gov

 Please consider the environment before printing this email.

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the County regarding County business are public record, available to the public and media upon request. Your e-mail communication may be subject to public disclosure.

MEMORANDUM

TO: Board of County Commissioners

From: Debbie Frederick
Deputy County Administrator

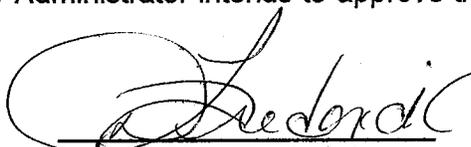
Date: January 12, 2012

RE: Change Orders

Attached is a proposed change order for SDI Solar, Inc. for the purchase and installation of water heaters. Change order #1, for \$510.00 is for permit fees for enclosure inspections on three houses scheduled for Solar Water Heaters to be installed.

According to Ordinance 026-1998 adopted by the Board of County Commissioners, proposed change orders are to be presented to members of the Board of County Commissioners prior to approval, assuming they are within the Administrator's prescribed limits. Change orders not within the Administrator's authority are placed on the BOCC agenda.

The Administrator/Deputy Administrator intends to approve this change order on Friday, January 13, 2012.


Debbie Frederick
Deputy County Administrator

DF:adc

MONROE COUNTY PUBLIC WORKS

Change Order

PROJECT:
Monroe County, FL – MCSO
Roofing Improvements -
Monroe County Detention Center

CHANGE ORDER NUMBER: 001

DATE: December 20, 2011

CONTRACTOR:
Peach State Roofing, Inc.
1401 SW 10th Avenue
Pompano Beach, Florida 33069

PROJECT NUMBER: PWD-118-247-2011
CONTRACT DATE: June 15, 2011
NOTICE TO PROCEED: July 24, 2011
CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

To provide time for project closeout and final invoicing and partially due to rain day delays, the contract time is hereby extended by (90) ninety days. Please note that the contract amount has not changed.

The original Contract Sum was	<u>\$624,200.00</u>
The net change by previously authorized Change Orders	<u>\$ 0</u>
The Contract Sum prior to this Change Order was	<u>\$624,200.00</u>
The Contract Sum will be changed by this Change Order in the amount of	<u>\$ 0</u>
The new Contract Sum including this Change Order will be	<u>\$624,200.00</u>

The Contract Time will be increased by (90) ninety days.
The date of Substantial Completion as of the date of this Change Order therefore, is March 19, 2012.

NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND THE OWNER

Robert A. Stone, MCPW
Owner's Representative

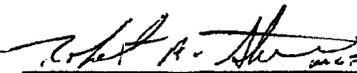
Peach State Roofing, Inc.
Contractor

Monroe County, FL
Owner

10600 Aviation Blvd., Marathon, FL
Marathon, FL 33050
Address

1401 SW 10th Avenue
Pompano Beach, FL 33069
Address

1100 Simonton Street
Key West, FL 33040
Address


BY (Signature)


BY (Signature)


BY (Signature)

12/22/11
DATE

12/21/11
DATE

1/26/12
DATE

MEMORANDUM

DATE: DECEMBER 22, 2011 *Rec'd 1/25/12*

TO: DENT PIERCE, PUBLIC WORKS DIVISION DIRECTOR

FROM: BOB STONE, MIDDLE KEY OPERATIONS DIRECTOR *BS*

RE: ROOFING IMPROVEMENTS-MONORE COUTNY DETENTION
CENTER - STOCK ISLAND

Attached for approval is Change Order No. 1, executed by the Contractor and myself for the project referenced above. This is a no cost change order and only extends the substantial completion date by ninety days.

A number of rain days delayed their progress towards the beginning of the project. In addition, they are utilizing a small crew instead of multiple crews. This was agreed upon by this and the Sheriff's Office due to it facilitating better security and quality control. They have been moving along at a steady pace and the quality is meeting expectations, therefore this ninety-day time extension is requested.

Please let me know if there are any questions or more information is desired.

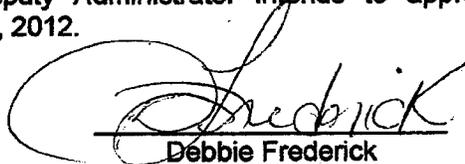
MEMORANDUM

TO: Board of County Commissioners
From: Debbie Frederick
Deputy County Administrator
Date: January 25, 2012
RE: Change Orders

Attached is a proposed change order for Peach State Roofing, Inc. (Change Order #1 for Monroe County Detention Center Roofing Improvements is for a no cost time extension of ninety days, changing the date of substantial completion to March 19, 2012.

According to Ordinance 026-1998 adopted by the Board of County Commissioners, proposed change orders are to be presented to members of the Board of County Commissioners prior to approval, assuming they are within the Administrator's prescribed limits. Change orders not within the Administrator's authority are placed on the BOCC agenda.

The Administrator/Deputy Administrator intends to approve this change order on Thursday, January 26, 2012.


Debbie Frederick
Deputy County Administrator

DF/ac
