



TO: Mayor Linda Gorton
Urban County Council

FROM: 
Monica Conrad, Acting Commissioner, General Services

CC: Jamshid Baradaran, Director, Facilities & Fleet Management
Chris Litton, Project Program Manager, General Services
Teresa Grider, Administrative Officer, Facilities & Fleet Management
Todd Slatin, Director, Central Purchasing
Susan Speckert, Commissioner, Law Department

DATE: May 21, 2020

RE: Change Orders for Structural Systems Repair Group's Contract to Improve the Government Center Envelope

On May 7, 2020, the Urban County Council passed Resolution Number 202-2020, accepting the bid amount of \$697,000.00 to Structural Systems Repair Group for Construction Services for the Government Center Envelope Improvements. Pursuant to Resolution 202-2020, a contract has been executed with Structural Systems Repair Group for this work.

Construction will begin shortly with a substantial completion date of October 7, 2020. In order to maintain the progressive construction schedule necessary, the Administration requests that the Council authorize the Mayor or her designee (i.e., the CAO) to execute the change orders to the contract subject to the following conditions:

- No individual change order increase exceeds Seven Thousand Dollars (7,000) (1.0% of the original bid amount),
- No change order materially changes the scope of the project or contract,
- The cumulative total increase for all change orders executed pursuant to this resolution does not exceed Seventy Thousand Dollars (\$70,000) (10.0% of the original bid amount),
- Budgeted funds are available to cover change order increase,
- Any and all change order decreases are authorized,
- A summary of all change orders executed by this arrangement will be furnished to the Urban County Council quarterly, unless more frequent reporting is requested.

All change orders that fall within these conditions will be reviewed and recommended by the consulting architect (EOP Architects) and their sub-consultants, by the Urban County Government's Project Manager, and by the Commissioner of General Services to assure need, appropriateness and accuracy. The reviews will be conducted prior to submittal of such change orders to the Mayor



or her designee (i.e., the CAO) for signature. Any change orders that do not comply with these conditions will be submitted to the Council for authorization by the normal blue-sheet process.

This project includes invasive work on the exterior of the building that may uncover unforeseen conditions requiring immediate remediation. Council authorization of this conditional change order process will help to prevent costly time delays in a project that is of high importance to the community.

