



TO: Mayor Jim Gray
Urban County Council

FROM: 
Sally Hamilton, Acting Commissioner of General Services

CC: Jamshid Baradaran, Director, Facilities & Fleet Management

DATE: October 17, 2018

SUBJECT: Change Orders for the following: Fristoe & Reynolds, INC D/B/A Comfort & Process Solutions; contract for Rigging & Replacement. Pentecost Mechanical Services; contract for Cooling Tower Installation.

The Urban County Council passed Resolution Number 537-2018, accepting the bid amount of \$264,260 Fristoe & Reynolds, INC D/B/A Comfort & Process Solutions for the Rigging & Replacement of the Phoenix Cooling Tower. The Urban County Council also passed Resolution Number 588-2018, accepting the bid amount of \$175,343 Pentecost Mechanical Services for the Cooling Tower Installation of the Phoenix Colling Tower. Pursuant to Resolutions 537-2018, and 588-2018, contracts have been executed with Fristoe & Reynolds, INC D/B/A Comfort & Process Solutions, and Pentecost Mechanical Services for the work pertaining to the replacement of the Phoenix Cooling Tower.

The New Cooling Tower is scheduled to ship on November 27, 2018. The rigger will setup during one weekend (particular weekend depends on weather conditions) in January 2019 to complete the scope under the Rigging contract. Once the existing Cooling Tower is removed, and the new Cooling Tower is placed, the installation contractor has to February 24, 2019 to be substantially complete. The installing contractor has an additional 14 days before final completion. In order to maintain the construction schedule necessary for the completion of the Cooling Tower Replacement prior to warmer weather requiring cooling for the Phoenix Building, the Administration requests that Council authorize the Mayor or his designee (i.e., the CAO) to execute change orders to the contract subject to the following conditions:

- No individual change order increase exceeds Ten Thousand Dollars (\$10,000) (2.28% of the combined original bid amounts),
- 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 Twenty-Two Thousand Dollars (\$22,000) (5% of the combined original bid amounts),
- 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 engineer (Technical Horizons), 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 his designee (i.e., the CAO) for signature. Change orders meeting the above criteria will not need to go to Council prior to approval. Any changes that do not comply with these conditions will be submitted to the Council for authorization by the normal blue-sheet process.



Council authorization of this conditional change order process will help to prevent costly time delays in replacing the Cooling Tower for the Phoenix Building prior to warmer weather. A delay in this project could result in no cooling at the Phoenix Building during warm weather. The replacement is currently scheduled to be completed before March 2019.

File Number:

Director/Commissioner: Jamshid Baradaran, Director of Facilities & Fleet