



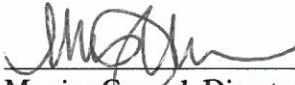
Lexington-Fayette Urban County Government  
DEPARTMENT OF GENERAL SERVICES

Jim Gray  
Mayor

Geoff Reed  
Commissioner, General Services

**MEMORANDUM**

**TO:** Jim Gray, Mayor  
Sally Hamilton, CAO  
Urban County Council Members

**FROM:**   
Monica Conrad, Director  
Parks and Recreation

**RE:** Change Order #1  
Architectural and Engineering Services for Castlewood Community Center  
Contract No. 56-2015

**DATE:** August 25, 2016

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Request

Please find attached a Change Order Request for Contract No. 56-2015 Architectural and Engineering Services for Castlewood Community Center in the amount of \$22,500.

Why are you requesting?

Department needs this action completed because:

The original contract was for Phase I & II architectural and structural assessment of the building. Based on the results of that assessment, the most immediate repair recommended is roof replacement which has been funded in FY17 capital budget. This change order is to add professional services to produce plans and specifications required to bid the recommended roof replacement. The professional services to be added are:

Phase II

4. Prepare Plans, Special Conditions and Technical Specifications for bidding (8%)
5. Provide Construction Administration during construction (2%)

These fees are based on the percentages provided in the original RFP for additional work.

What is the cost in this budget year and future budget years?

The cost for this FY is: \$22,500.00

The cost for future FY is: 0

Are the funds budgeted? Yes

The funds are budgeted or a budget amendment is in process: Budgeted

Account number: CASTE\_REN\_2016/RENOVATE      2606 707601 7211 71299      2016  
\$22,500.00

File Number: 993-16

Director/Commissioner: Conrad/Reed