


Memorandum

To: Doug Hasler
Director of Business Services

From: Dave Spooner 
Manager of Facilities

Date: September 5, 2017

Re: SAS+ Associates Phase II – Removal of Rubber Mulch from Playgrounds – RFP #306 – Change Order #2

RFP #306 – Phase II Removal of Rubber Mulch from Playgrounds was approved February 28, 2017, for a not to exceed fee of \$46,500.00. CO #1 was approved June 20, 2017, for a new contract total amount of \$55,950.00 as related to the re-bid process.

However, once work began, it was quickly realized that there were many unknown conditions at all sites. Sites were not constructed as plans showed, and resulted in much more construction observation and design effort to “individualize” the specification and the plan to each site. This condition as well as the fact that this type of work has not been done before with no baseline for the consultant to base fee’s upon has led to the need for CO #2. Further details are attached as related to this change order from our consultant.

Change order #2 to the RFP results in an increase of \$12,475.00, to the previously awarded base bid and CO #1 for a new not to exceed contract total of \$68,425.00.

Recommendation:

I am recommending that the Director of Business Services approve the change order as listed above pertaining to RFP #306 – Removal of Rubber Mulch from Playgrounds. This change order adds \$12,475.00 to the previously awarded base bid plus CO #1 for a new contract sum of \$68,425.00.

Attachments

DATE: 1 September 2017

TO: Doug Hasler, CFO/Director of Business Services
Independent School District #709
730 East Central Entrance
Duluth, MN 55811

FROM: Luke Sydow
SAS+Associates

RE: Request for Amendment #1 to ISD 709 Rubber Mulch Replacement
Additional Professional Services

Mr. Hasler,

Per my conversations with Mr. Spooner on August 31st concerning the status of this project, the need for additional professional design and construction administrative services has become apparent.

The removal and replacement of the rubber mulch within an existing playground is a project filled with unknowns and uncertainties for design and construction administration, as well as the on-site construction of the project. This being a rather unusual project does not have a precedent to calculate the amount hours and anticipated changes needed to provide adequate clarification, document changes, and oversight of the contractor's construction work, all of which has become extensive.

The redesign and rebidding of the project to leave the playground equipment in place rather than removing and reinstalling it, while overall, a less expensive approach for the district, has complicated and slowed construction, and is requiring more on-site meetings and clarification of, and adjustments to, the construction documents beyond what was anticipated.

SAS+Associates' original contract hours were based on a quick design and construction timeline and on anticipated typical construction means and methods. As construction progresses at each individual school site and existing conditions at each school site becomes exposed, changes in design and construction are necessary. The additional on-going, and anticipated need, for more site visits for meetings, site investigations necessary for design clarification, additional clarifications and changes to the design and contractor construction oversight throughout the remainder of the project, exceeds our original proposal.

See below for our proposal for these additional services. Please feel free to call me with any questions regarding the following proposal.

Our proposal is as follows:

Additional work is required due to:

- Additional site investigations, meetings, and contractor oversight.
- Unforeseen/unknown previous construction methods and existing conditions such as:
 - ❑ Drainage material used
 - ❑ Varying sidewalk thickness
 - ❑ Footing depth and required excavation
- Development of additional designs and details identifying RFI options for discussion by Contractor and Owner to identify construction costs, methods, and alternatives based on exposed conditions.
 - ❑ Results will create opportunities to save the district funds, identify construction methods, identify maintenance requirements, etc.

We propose to provide the additional services for this work for the amount of \$12,475.

Upon completion of the additional meetings, details and coordination, the project's regular schedule will be on track for completion in early October.

SAS+Associates does not anticipate any additional services beyond the proposed work outlined above. The services of any supplementary professionals will be considered an additional service and billed accordingly as per our Rate and Expense Sheet.

Deliverables:

- Additional meetings, construction observation, meeting minutes, RFI Plans

We have attempted to describe all tasks and products in this scope of work so there is a clear expectation of SAS+Associates' products and responsibilities. We are ready to proceed with work as soon as authorized.

SAS+ASSOCIATES

Luke W. Sydow, PLA
Owner



SAS+Associate - Hours Estimate

Proposal #	17-035	Project Name	ISD 709 - Additional Services - Proposal
Date	8/30/2017	Client	

TASK DESCRIPTION	Hours Breakdown						SUBTOTAL
	Principle	LA II	LA I	CAD/TECH	ADMIN	CLARICAL	
BASE BID - LANDSCAPE ARCHITECTURE ELEMENTS							
Schematic Design Phase (Completed)							\$ -
Design Development Phase							\$ -
- Permitting (3 meetings, County, DNR, Owner)							\$ -
Plan Preparation							\$ -
- Septic Coordination							\$ -
- Site Plan							\$ -
- Layout Plan							\$ -
- Landscape Plan							\$ -
- Details							\$ -
- Utility Layout Plans - For use by Design Build contractor							\$ -
- Cost Estimates							\$ -
Construction Document Phase							\$ -
Bidding /Negotiation Phase							\$ -
Costruction Phase - Administration of Contract							\$ -
Plan Preparation							\$ -
- Additional Details-		8	8	30	8		\$ 3,670.00
- Contractor Coordination			30	15			\$ 3,225.00
Project Meetings / Partial Day Site Visits		54			18		\$ 5,580.00
							\$ -
							\$ -
* Assumes an Engineer signature will not be required for plan preparation, utilities plans will be signed by contractor (or contractors engineer) at time of permitting.							\$ -
							\$ -
Task Total	0	62	38	45	26	0	\$ 12,475.00

TASK DESCRIPTION	Hours Breakdown - ADDITIONAL SERVICES						SUBTOTAL
	Principle	LA II	LA I	CAD/TECH	ADMIN	CLARICAL	
SITE - LANDSCAPE ARCHITECTURE ELEMENTS							
							\$ -
							\$ -
							\$ -
On Site Visit Per Day If Requested		8					\$ 680.00
							\$ -
							\$ -
							\$ -
							\$ -
Task Total	0	8	0	0	0	0	\$ 680.00

HOURLY RATES	
Principle	\$ 90.00
LA II	\$ 85.00
LA I	\$ 75.00
CAD / TECH	\$ 65.00
Clerical	\$ 55.00
Administrative	\$ 40.00

REIMBURSABLES	Qty	Cost
Copies B/W	\$ 1.00	0 \$ -
Plots B/W	\$ 5.00	0 \$ -
Plots Color	\$ 10.00	0 \$ -
Boards	\$ 15.00	0 \$ -
Mileage	\$ 0.55	0 \$ -

SUMMARY	
Hours Total	
Contingency - 0%	\$ -
Reimbursables	\$ -

Total Reimbursables	\$ -
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Project Total	\$ -
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- SAS+Associates may shift tasks within the hours breakdown but will remain within estimate.



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Change Order

PROJECT: *(Name and address)*
1258- Rubber Mulch Replacement
215 N. 1st Ave East, Duluth MN

CHANGE ORDER NUMBER: 002

DATE: September 5, 2017

ARCHITECT'S PROJECT NUMBER:
16140

OWNER

ARCHITECT

CONTRACTOR

FIELD

OTHER

TO CONTRACTOR: *(Name and address)*
SAS+Associates
219 West First Street, Ste 350
Duluth, MN 55802

CONTRACT DATE: January 24, 2017

CONTRACT FOR: Landscape Arch. Services

The Contract is changed as follows:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

Additional site visits for meetings, site investigations necessary for design clarification, clarifications and changes to the design and contractor construction oversight.

The original (Contract Sum) (Guaranteed M was	\$	46,450
The net change by previously authorized Change Orders	\$	9,500
The (Contract Sum) (Guaranteed M prior to this Change Order was	\$	55,950
The (Contract Sum) (Guaranteed M will be (increased) (by this Change Order in the amount of	\$	12,475
The new (Contract Sum) (Guaranteed M, including this Change Order, will be	\$	68,425
The Contract Time will be (increased) (by	(0)	days.

The date of Substantial Completion as of the date of this Change Order, therefore, is October 15, 2017

(NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.)

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT <i>(Firm name)</i>	SAS+Associates CONTRACTOR <i>(Firm name)</i>	Independent School District #709 OWNER <i>(Firm name)</i>
ADDRESS	219 West First Street, Suite 350 Duluth, MN 55802 ADDRESS	730 East Central Entrance Duluth, MN 55811 ADDRESS
BY <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
<i>(Typed name)</i>	Luke Syrow <i>(Typed name)</i>	Doug Hasler, CFO/ Dir. of Bus. Serv. <i>(Typed name)</i>
DATE	September 5, 2017 DATE	DATE