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CONTRACT MANAGEMENT

CHANGE ORDER APPROVAL FORM

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PROJECT: West Nassau Convenience Center

CHANGE ORDER NUMBER: 1

DATE: 08/20/09

CONTRACT NUMBER: ~~CM1344~~ CM1441

TO CONTRACTOR: Jordan, Jones & Goulding (JJG)

Reason for Change Order: JJG to provide construction phase services as described in the Scope Change Authorization dated 08/11/09, including attachments.

Original Contract Sum.....	\$	<u>24,900.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>24,900.00</u>
Amount of This Change Order (Add/Deduct).....	\$	<u>7,500.00</u>
New Contract Sum Including this Change Order.....	\$	<u>32,400.00</u>

APPROVED BY: N/A  
Project Manager (Department Head)

DATE: \_\_\_\_\_

APPROVED BY: Charlotte Young  
Contract Manager

DATE: 8/20/09

APPROVED BY: [Signature]  
Director of Office of Management & Budget

DATE: 8/21/09

APPROVED BY: [Signature]  
County Coordinator

DATE: 8/22/09

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FILED  
SWO 11 11 2009

**SCOPE CHANGE AUTHORIZATION**

Project: West Nassau Landfill Conv Center Date Prepared: 08/11/2009  
JIG Project No.: 02482004 Date Revised: 08/11/2009  
Client: Nassau County Client Project No.: \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Change No.: \_\_\_\_\_

1. The following changes in the scope of the work are hereby authorized:

Construction Phase Services as described in Exhibit 'A' attached

2. The effect of these changes in scope is as follows:

a. Fee	(1) Change	7500
	(2) New Total	32400
b. Schedule		
c. Construction	(1) Cost	
	(2) Schedule	
d. Other		

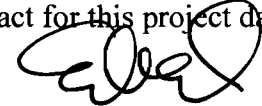
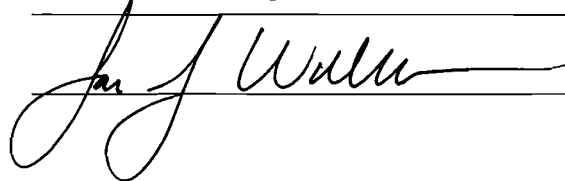
3. The reason for these changes in the scope of the work are as follows:

Construction Services were not a part of the Contract for design services.

4. Project Manager's comments:

The design-built project is proceeding per schedule and plan. This scope change was necessary for the construction observation, review of shop drawings, approval of final storm water management as-built drawings for the District as the Engineer of Record.

This work will not be initiated until this form has been signed and returned by the Client. The terms and conditions of the contract for this project dated July 2009 apply to this change.

Approved by Client:  Date: 8/27/09  
Agreed to by JIG:  Date: 08/12/2009

Distribution:

Client	Director of Projects
Project Manager	Service Leader
Client Services Manager	File

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## **Exhibit A**

### **Convenience Center**

#### **Scope of Services**

**Construction Phase Services:** The CONSULTANT will

- Conform construction contract documents
- Participate in a pre-construction conference with the awarded contractor.
- Review payment applications from the contractor and make recommendation for payment
- Respond to requests for technical information [RFIs] from the contractor.
- Visit the construction site bi-weekly to evaluate progress, determine conformance with plans and specifications, and address construction issues and make written record of each visit ( 4 visits planned)
- Review material submittals and shop drawings from the contractor for suitability and acceptability
- Issue change orders, as directed by the CLIENT.
- Conduct pre-final [punch-out] and final inspections of the work.
- Review and approve as-built drawings of the work, based on the contractor's field-maintained plan mark-ups on an as-built (cad) drawing.

**Assumptions, Exclusions, and Understandings:** The following are integral to the scope of work above:

- The expected levels of construction phase activities are as follows: 10 RFIs, one change order, 10 submittals/shop drawings, one pay application per month; and one pre-final and one final inspection. Should actual levels of these activities vary significantly from these assumptions; the CONSULTANT will be allowed to request appropriate adjustment in compensation.
- Expected duration of construction is two (2) months.

**Exhibit B**

**Convenience Center**

**Compensation**

For services during the construction phase as described in Exhibit A, the CLIENT agrees to pay and the CONSULTANT agrees to accept the lump sum amount of \$7,500 which constitutes compensation for all of the CONSULTANT's salary costs, general and administrative overhead, direct project expenses, and profit. The CLIENT agrees to pay the CONSULTANT monthly based on the estimated percentage of total work completed through the billing period as certified by the CONSULTANT.

Services requested by the CLIENT beyond those described in ITEM A will be considered to be additional services, for which the CLIENT agrees to pay the CONSULTANT monthly, for work completed, on the basis of the standard hourly billing rates in effect when services are provided by the CONSULTANT's employees of various labor grades, currently, as below. In such cases, direct project expenses are also reimbursable at cost.

July 2009 thru June 2010

**RATE SCHEDULE**

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<b>LABOR GRADE</b>	<b>HOURLY BILLING RATE</b>
1	\$ 45.00
2	\$ 55.00
3	\$ 70.00
4	\$ 85.00
5	\$ 95.00
6	\$ 110.00
7	\$ 125.00
8	\$ 140.00
9	\$ 165.00
10	\$ 180.00
11	\$ 195.00
12	\$ 210.00

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