

RECEIVED  
PLANS  
SERVICES  
FLORIDA  
NASSAU COUNTY, FL

### CHANGE ORDER APPROVAL FORM

JAN 04 10 4:00

PROJECT: Chester Road/SR200/Amelia Concourse CHANGE ORDER NUMBER: 06

Intersection Improvements Project DATE: 01/05/11

CONTRACT NUMBER: CM1594

TO CONTRACTOR: W.R. Townsend Contracting, Inc.

Reason for Change Order: The plans identified WM service to be tapped as a 16"WM but actual service was exposed to be a 24"WM. This will require additional material costs; provide conduit beneath Amelia Concourse for the electrical and water services to the irrigation system. Additionally, provide electrical service to up-lighting located at southern end of Amelia Concourse median. Further, reestablish damaged electrical service (landscape).

Original Contract Sum.....	\$	<u>1,402,947.48</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>21,919.83</u>
Contract Sum Prior to This Change Order.....	\$	<u>1,424,867.31</u>
Amount of This Change Order (Add/Deduct).....	\$	<u>2,273.57</u>
New Contract Sum Including this Change Order.....	\$	<u>1,427,140.88</u>

11 JAN 20 PM 2:19  
OFFICE

Change in contract days: 0 days

APPROVED BY: [Signature] DATE: 1/18/11  
Project Manager (Department Head)

APPROVED BY: Charlotte Young DATE: 1/20/11  
Contract Manager

APPROVED BY: [Signature] DATE: 1-21-11  
Director of Office of Management & Budget

APPROVED BY: [Signature] DATE: 1/24/11  
County Manager

2011 JAN 19 PM 4:18

63331541-563100 CAC46 RECEIVED CONTRACT MANAGEMENT

SECTION 00 63 63

CHANGE ORDER REQUEST FORM

RECEIVED  
CONTRACT MANAGEMENT

2011 JAN 12 PM 2:28  
No. 6 (per updated number system)

(Instructions on 00 63 63-2)

CM 1594

PROJECT  
DATE OF ISSUANCE EFFECTIVE DATE

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY Contract / Purchase Order No.: 10000553-05

CONTRACTOR: WR Townsend Contracting, Inc. ENGINEER / ARCHITECT: Connelly & Wicker Inc.

You are directed to make the following changes in the Contract Documents.

**Description:** To provide conduit beneath Amelia Concourse for the electrical and water services of the irrigation system. Additionally, provide electrical service to up-lighting located at southern end of Amelia Concourse median. Further, reestablish damaged electrical service (landscape).

**Reason for Change Order:** The plans identified WM service to be tapped as a 16"WM but actual service was exposed to be a 24"WM. This will require additional material costs as noted below. (Connected to CO No. 5)

Attachments: See attached.

<p>CHANGE IN CONTRACT PRICE:</p> <p>Original Contract Price</p> <p><del>\$1,483,510.48</del>      1,402,947.48 (C) 1-15-11</p>	<p>CHANGE IN CONTRACT TIMES:</p> <p>Original Contract Times</p> <p>Substantial Completion: 180</p> <p>Ready for Final Payment: 225 (days or dates)</p>
<p>Net change from previous Change Orders No. 1 to No.5</p> <p>\$21,919.83</p>	<p>Net change from previous Change Orders No. n/a to No. 1</p> <p>n/a (days)</p>
<p>Contract Price prior to this Change Order</p> <p><del>\$1,514,109.31</del>      1,424,867.31 (C) 1-15-11</p>	<p>Contract Times Prior to this Change Order</p> <p>Substantial Completion: 180</p> <p>Ready for Final Payment: 225 (days or dates)</p>
<p>Net Increase (decrease) of this Change Order</p> <p>\$2,273.57</p>	<p>Net Increase (decrease) of this Change Order</p> <p>n/a (days)</p>
<p>Contract Price with all approved Change Orders</p> <p><del>\$1,516,382.88</del>      \$ 1,427,140.88</p>	<p>Contract Times with all approved Change Orders</p> <p>Substantial Completion: 180</p> <p>Ready for Final Payment: 225 (days or dates)</p>

RECOMMENDED:

By: C.B. Arz  
Engineer/Architect (Authorized Signature)

Date: 12/20/10

APPROVED:

By: [Signature]  
COUNTY (Authorized Signature)

Date: 1/7/11

ACCEPTED:

By: [Signature]  
Contractor (Authorized Signature)

Date: 1/5/2011

## **CHANGE ORDER**

### **INSTRUCTIONS**

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#### **A. GENERAL INFORMATION**

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed, any effect of a Change Order, thereon, should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

#### **B. COMPLETING THE CHANGE ORDER FORM**

Engineer / Architect / Etc. initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from the County or both.

Once Engineer / Architect / Etc. has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to the County for approval. Engineer should make distribution of executed copies after approval by the County.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.

The breakdown is as follows:

1. previous	
C.O. ....	
.....\$ 2,736.60	
2. Additional Materials 24" SS Tapping sleeve and 4" Tapping Valve, etc.....	\$ 1,751.00
3. Tax.....	
.....\$ 122.57	
4. Additional for Tapping	
Sub.....	\$ 200.00
5. Mark	
up.....	
.....\$ 200.00	
Total.....	
.....\$ 5,010.17	

*See email  
1/21/11*

## Sue Butler

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**From:** Jonathan Page  
**Sent:** Friday, January 21, 2011 2:00 PM  
**To:** Sue Butler  
**Cc:** Charlotte Young; Scott Herring; Shelley Caldwell  
**Subject:** FW: Cost Justification\_Change Order #6\_W.R. Townsend Contracting

Sue,

See the response from the CEI firm below. Basically the full amount included some items that were already paid for in a previous change order. The CEI firm caught this and thus the Contractor signed the Change order for the amount of \$2,273.57.

Please let me know if you need anything further.

Thanks!

Jonathan

-----Original Message-----

**From:** Mayforth, George [mailto:Mayforth@pbworld.com]  
**Sent:** Friday, January 21, 2011 1:54 PM  
**To:** Jonathan Page  
**Subject:** RE: Cost Justification\_Change Order #6\_W.R. Townsend Contracting

It is likely that Contract Price I have been carrying reflects JEA items...I should have corrected this earlier. As to the \$5,010.17 not being supported...previous irrigation CO included 16"WM work at \$2,736.60...Quote for 24"WM work was \$5,010.17...difference being CO amount of \$2,273.57.

George F. Mayforth, Jr., P.E.  
Project Manager

PB Americas, Inc.  
1400 Prudential Drive  
Suite 1  
Jacksonville, FL. 32207

904-396-2074 (office)  
904-396-1339 (fax)

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**From:** Jonathan Page [mailto:jpage@nassaucountyfl.com]  
**Sent:** Fri 1/21/2011 1:09 PM  
**To:** Mayforth, George  
**Cc:** Shelley Caldwell; Scott Herring  
**Subject:** FW: Cost Justification\_Change Order #6\_W.R. Townsend Contracting

Can you shed some light on this for us George?

Thanks!

Jonathan Page, P.E.

Engineer III

Engineering Services Dept.

96161 Nassau Place

Yulee, FL 32097

(904) 491-7330

jpage@nassaucountyfl.com <mailto:jpage@nassaucountyfl.com>

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From: Charlotte Young  
Sent: Friday, January 21, 2011 1:00 PM  
To: Scott Herring; Jonathan Page  
Cc: Sue Butler; Shelley Caldwell  
Subject: Cost Justification\_Change Order #6\_W.R. Townsend Contracting

The attached change order is in the Office of Management & Budget to be processed for approval. I received a call from Sue questioning the amount difference that is shown on the Change Order Request form that was signed by the Engineer, County, and Contract vs.. the breakdown that was attached which totaled \$5,010.17.

If this was a negotiated final amount, we need something to provide as additional backup that shows how we got to his amount.

Please provide any additional backup to OMB

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