

**ACTION SHEET
ITEM FROM THE
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING
OF
MONDAY, SEPTEMBER 8, 2014**

ITEM 7

CIP PROJECT #474A – COLONIA PRISMA PARK

- REQUEST FOR APPROVAL OF CHANGE ORDER NO. 1 WITH LEE LANDSCAPES, INC. IN THE AMOUNT OF \$55,739.28
- REQUEST FOR APPROVAL OF BUDGET ADJUSTMENT REQUEST (MARY MACDONALD)

PUBLIC WORKS COMMITTEE ACTION: Meeting cancelled due to lack of Quorum; Forward with No Recommendation

FUNDING SOURCE: 423056.572970.0113400

SPECIAL CONDITIONS / AMENDMENTS / STAFF FOLLOW UP:

VOTE	FOR	AGAINST	ABSTAIN
CHAIRPERSON TRUJILLO			
COUNCILOR BUSHEE			
COUNCILOR DIMAS			
COUNCILOR DOMINGUEZ			
COUNCILOR RIVERA			

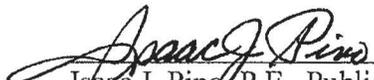
City of Santa Fe, New Mexico

memo

DATE: September 8, 2014

TO: Public Works, CIP, Land Use Committee & Finance Committee

VIA:


Isaac J. Pino, P.E., Public Works Department Director
David Pfeifer, Facilities Division Director 

FROM: Mary MacDonald, Facilities Development Section *mm*

ISSUE:

CIP Project No. 474A Colonia Prisma Park

- **Approval of Change Order #1 (Exhibit 1), Lee Landscapes, Inc. \$ 55,739.28 & Budget Adjustment Request (BAR), Exhibit 2**

INTRODUCTION:

On August 13, 2014, City Council approved the agreement with Lee Landscapes, Inc. in the amount of \$230,702.00, to construct Colonia Prisma Park and a 5.5% construction contingency amount, \$12,631.00. Several important design elements of the park were eliminated from the scope of work in this agreement because the lowest bid exceeded the funds available.

CHANGE ORDER #1

Change Order #1, Exhibit 1, in the amount of \$55,739.28 would authorize Lee Landscapes to add in four bid deductions, the shade structure, an additional picnic table, a concrete path section with brick paver accents, and the split rail park fence. The fence is important for safety; there are steep arroyo slopes on the three sides of the park where it will be installed.

BUDGET ADJUSTMENT REQUEST (BAR)

At their meeting on August 14, 2014, the Capital Improvements Advisory Committee approved the use of Park Impact Fees in the amount of \$60,000.00 for the construction of Colonia Prisma Park.

BUDGET:

Funds for the amount of Change Order #1, \$55,739.28, tax included, will be available upon approval of the BAR, Exhibit 2, to transfer \$60,000.00 from fund 2721.100700 (Park Impact Fees/Cash due from Hub) to 423056.572970.0113400 (JOB Colonia Prisma/WIP Construction). The total contract amount with this change order will be \$286,441.28. The Summary of Contracts form is Exhibit 3.

Public Works Committee & Finance Committee
September 8, 2014
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SCHEDULE:

Construction completion date will be December 2, 2014 (a 90 calendar day construction period); no time extension is requested in this change order.

ACTION:

Recommend to City Council approval of Change Order #1 in the amount of \$55,739.28, to the contract with Lee Landscapes, Inc., and approval of the BAR.

Attachments: Exhibit "1" Change Order #1
Exhibit "2" BAR
Exhibit "3" Summary of Contracts Form

xc: Gary Varela, Superintendent, Parks Division
Mark Aragon, Mechanical & Electrical, Parks Division
John Tennyson, Finance
Project/book file

CHANGE ORDER

Distribution to:
OWNER X
ARCHITECT X
CONTRACTOR X
USER REP. X

PROJECT: Colonia Prisma Park

CHANGE ORDER NUMBER: 1

TO (CONTRACTOR):

INITIATION DATE: August 27, 2014

C.I.P. PROJECT NO. 474B

CONTRACT FOR: Construction of Colonia Prisma Park

CONTRACT DATE: August 13, 2014

You are directed to make the following changes in this Contract:

Provide and install the shade structure, the split rail fence, the Anova picnic table, the concrete path with brick accent pavers and the jumbo valve box at the main irrigation valve. The shade structure, split rail fence and path shall be in accordance with the as-bid plans and specifications. Cost: \$51,521.00 plus tax \$4,218.28 = \$55,739.28

Not valid until signed by the Owner and Architect.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time

The original Contract Sum was	\$ 230,702.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 230,702.00
The Contract Sum will be increased by this Change Order	\$ 55,739.28
The new Contract Sum including this Change Order will be	\$ 286,441.28
The Contract Time will be increased by <u> 0 </u> days.	
The Date Of Substantial Completion as of the date of this Change Order therefore is December 2, 2014.	
Total percentage (%) of change to date: 24 %	

APPROVED:

TERRAPLEN ARCHITECTS & PLANNERS
ARCHITECT

LEE LANDSCAPES, INC.
CONTRACTOR

City participation in the cost of this work is contingent upon additions. City funds made available by a modified project agreement if necessary.

P.O. BOX 1183
ADDRESS

5604 WILSHIRE AVE. NE
ADDRESS

SANTA FE, NEW MEXICO 87504

ALBUQUERQUE, NEW MEXICO 87113

BY: [Signature]
HARVEY N. MONROE JR., A.I.A.

BY: [Signature]
LEE B. SCOTT, PRESIDENT

City Clerk Date

DATE: 9.4.14

DATE: 9/28/14

Mayor Date

Finance Committee Date

Public Works Committee Date

MDM 9/2/14
City Attorney Date

David Rhodes 9.25.14
Facilities Division Director Date

Exhibit 1

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE	
Public Works Department/Facilities Division/Facilities Development				08/21/2014	
ITEM DESCRIPTION	BU / LINE ITEM	<< (Finance Dept Use Only) >>		INCREASE	DECREASE
		SUBLEDDER / SUBSIDIARY	DR / (CR)		
Cash due from Hub	2721.100700	01000	CR		\$160,000
WIP Construction	423056.572970	0113400	DR	\$60,000	
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				TOTAL	\$60,000 - \$60,000 -

The Capital Improvements Advisory Committee approved the use of the above amount of Park Impact Fees for Colonia Prisma Park at their 8/14/14 meeting; this action was supported by the Parks and Open Space Advisory Committee.

Mary MacDonald *mm* 8/28/14
Prepared By Date

David Pfeifer *David Pfeifer* 8/28/14
Division Director Date

Isaac J. Pino *Isaac J. Pino* 9.3.14
Department Director Date

CITY COUNCIL APPROVAL

City Council Approval Required

City Council Approval Date

Agenda Item #:

Carl Brown 9/10/14
Budget Officer Date

Erica Martinez
Finance Director Date

City Manager Date



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP RFB Sole Source Other

6 **Procurement History:** first year of two year contract

example: (First year of 4 year contract)

7 **Funding Source:** JOB Colonia Prisma/WIP Construction **BU/Line Item:** 423056.572970.0113400

8 **Any out-of-the ordinary or unusual issues or concerns:**

a BAR is also included with this memo to transfer \$60,000 from Park Impact Fees to the above BU/Line item
(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Mary MacDonald Phone # 955-5934

Division Contract Administrator: David Pfeifer

Division Director: David Pfeifer, Facilities Division Director

Department Director: Isaac J. Pino, P.E., Public Works Department Director

10 **Certificate of Insurance attached.** (if original Contract)

11 **Description of your efforts to reduce the cost of the contract including information on efforts to obtain other quotes for the contracted activity:** The Request For Bids helps with getting a competitive cost

12 **Prior year's contract amount?:** N/A

13 **Describe service impact from an ongoing commitment to the contractor:** N/A

14 **Why staff cannot perform the work?:** N/A

15 **If extending contract, why?:** N/A

16 **Was a Santa Fe company awarded contract? If not, why?:** The one company from Santa Fe County who submitted qualifications did not pre-qualify. Only pre-qualified contractors could bid this project.

17 **Has the contract has been approved as to form by City Attorney's Office?:** yes

18 **Is this for City Manager or Council approval?:** Council

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

