

City of Santa Fe, New Mexico

memo

DATE: January 21, 2014

TO: Finance Committee

VIA: Marcos Tapia, Finance Director 



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

FROM: LeAnn Valdez, Project Administrator 

ITEM AND ISSUE:

**CIP #698A – MARKET STATION TENANT IMPROVEMENTS
REQUEST FOR APPROVAL OF CHANGE ORDER NO. 5 – SARCON CONSTRUCTION CORP.
IN THE AMOUNT OF \$6,229.11 PLUS \$510.01 (NMGRT) FOR A TOTAL OF \$6,739.12.**

BACKGROUND & SUMMARY:

The City Council, at its meeting of May 8, 2013, approved the Bid Award and Contract for the above noted project. The contract amount is \$855,993.40 plus \$70,084.46 gross receipt tax at 8.1875%, for a total contract amount of \$926,077.86.

On May 28, 2013 the City issued a Notice to Proceed for tenant improvements at the Market Station.

On July 15, 2013 the City Manager approved Change Order No. 1 for tenant improvements in the amount of \$7,819.30 exclusive of GRT.

On July 30, 2013 Ike Pino, interim City Manager approved Change Order No. 2 for tenant improvements in the amount of \$10,610.04.

On September 11 the City Manager approved Change Order No. 3 for tenant improvements in the amount of \$14,989.32.

On October 9, 2013 the City Manager approved Change Order No. 4 for tenant improvements in the amount of \$16,614.82.

Request for Approval
Change Order #5 – Market Station
Sarcon Construction Corp.
1/21/14
Page 2

On January 10, 2014, the City Attorney approved the request for Change Order No. 5, for tenant improvements including:

1) COR #44- ERV Ductwork extension and maintenance work for noise reduction.	\$ 2,678.14
2) COR #45- Furnish and install two 4x6 by 6” CMA Panels	\$ 623.37
3) COR #46- Hook up power poles per the City’s Request	\$ 1,282.17
4) COR #47- Entry door changes	\$ 5,729.06
5) COR #48- Hardware allowance reconciliation	\$ -(4,216.19)
6) COR #49- Extra 20 high security keys for front door	\$ 132.56
Total	\$ 6,229.11

The Facilities Division is requesting approval of Change Order #5.

SCOPE OF WORK:

Market Station Tenant Improvements is located at 500 Market Station Santa Fe Railyard.

The Scope of Work includes but limited to:

1. Provide tenant improvements as required in the Construction Documents.

BUDGET:

Funding is available in Market Station – Business Unit No. 52856.572070.

SCHEDULE:

Substantial Completion was achieved on October 28, 2013.

RECOMMENDED ACTION:

Approval of Change Order #5 – Sarcon Construction Corp., in the amount of \$6,739.12 inclusive of NMGRT.

Attachment: Change Order #5
Contract Summary
Certificate of Insurance

Xc:Project/Book File

CHANGE ORDER

Distribution to:
OWNER _____
ARCHITECT _____
CONTRACTOR _____

PROJECT:
(name/address) **Market Station – Tenant Improvements
CIP #698A**

CHANGE ORDER NUMBER: Five
INITIATION DATE: December 30, 2013

TO (CONTRACTOR):
Sarcon Construction Corp.
PO Box 6020
Santa Fe, New Mexico 87502

ARCHITECT'S PROJECT NO.: N/A
Autotroph Inc.
617B Pauline Street
Santa Fe, NM 87505

CONTRACT FOR: Tenant Improvements

CONTRACT DATE: May 8, 2013

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

- 1) COR #44- ERV Ductwork extension and maintenance work for noise reduction \$ 2,897.41
 - 2) COR #45- Furnish and install two 4x6 by 6" CMA Panels \$ 674.41
 - 3) COR #46- Hook up power poles per the Citys Request \$ 1,387.15
 - 4) COR #47- Entry door changes \$ 6,198.13
 - 5) COR #48- Hardware allowance reconciliation \$ -(4,561.39)
 - 6) COR #49- Extra 20 high security keys for front door \$ 143.41
- \$ 6,739.12

Not valid until signed by both 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) (Guaranteed Maximum Cost) was \$926,077.86
 Net change by previously authorized Change Orders \$ 51,512.24
 The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was \$977,590.12
 The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order inclusive NMGR. \$ 6,739.12
 The new (Contract Sum) (Guaranteed Maximum Cost) including this Change Order will be \$984,329.24
 The Contract Time will be (increased) (decreased) (unchanged)
 The Date Of Substantial Completion as of the date of this Change Order therefore is October 28, 2013

Autotroph Inc
ARCHITECT

ADDRESS
617B Paulin Street
Santa Fe, NM 87505

Sarcon Construction Corp.
CONTRACTOR

ADDRESS
PO Box 6020
Santa Fe, New Mexico 878502

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

BY: _____

DATE: _____

BY: _____

DATE: _____

Mayor DATE

Finance Director DATE

Aracelis Bin 1/22/14
Public Works Director DATE

David Rhiner 1-14-14
Facilities Division Director DATE

Yolanda Y. Vigil City Clerk DATE

Judith
City Attorney DATE

1/10/13



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

Section to be completed by department for each contract or contract amendment

- | | | | |
|---------------------------------|--------------------------|-----------------------------|-------------------------------------|
| 1 FOR: ORIGINAL CONTRACT | <input type="checkbox"/> | CONTRACT AGREEMENT | <input type="checkbox"/> |
| MAINTENANCE AGREEMENT | <input type="checkbox"/> | LICENSE AGREEMENT | <input type="checkbox"/> |
| LEGAL SERVICES AGREEMENT | <input type="checkbox"/> | MEMORANDUM OF UNDERSTANDING | <input type="checkbox"/> |
| MEMORANDUM OF AGREEMENT | <input type="checkbox"/> | JOINT POWERS AGREEMENTS | <input type="checkbox"/> |
| GRANT AGREEMENTS | <input type="checkbox"/> | CHANGE ORDERS | <input checked="" type="checkbox"/> |

2 Name of Contractor Sarcon Construction Corp.

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$855,993.40

Termination Date: through warranty period

- Approved by Council Date: May 8, 2013
 or by City Manager Date: _____

Contract is for: Market Station - Tenant Improvements

Amendment # five to the Original Contract# 13-0313

Increase Amount \$ 6,739.12

Extend Termination Date to: N/A

- Approved by Council Date: Pending
 or by City Manager Date: _____

Amendment is for: Additional changes to tenant improvements at Market Station

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ 926,077.26 of original Contract# 13-0313 Termination Date: Sept. 14 2013

Reason: Original Agreement

Amount \$ 8,459.52 amendment # one Termination Date: Sept. 14, 2013

Reason: additional changes for tenant improvements at Market Station

Amount \$ 11,478.74 amendment # two Termination Date: Sept. 14, 2013

Reason: additional changes for tenant improvements at Market Station

Amount \$ 16,216.57 amendment # three Termination Date: Sept. 14, 2013

Reason: additional changes for tenant improvements at Market Station



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

Amount \$ 16,614.82 amendment # four Termination Date: Sept. 27, 2013

Reason: additional changes for tenant improvements at Market Station

Amount \$ 6,739.12 amendment # five Termination Date: Oct. 28, 2013

Reason: additional changes for tenant improvements at Market Station

5

Total of Original Contract plus all amendments: \$ 985,586.63

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

RFB RFQ Sole Source Other

7 **Procurement History:** contract through warranty period _____

8 example: (First year of 4 year contract)

Funding Source: Market Station **BU/Line Item:** 52856.572970.0112900 _____

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

None _____

(Memo may be attached to explain detail.) _____

Staff Contact who completed this form: LeAnn Valdez *LSV* Phone # 955-5938

Division Contract Administrator: David J. Pfeifer

10 **Division Director:** David J. Pfeifer *David Pfeifer*

11 **Department Director:** Isaac J. Pino P.E. *Isaac J. Pino*

Certificate of Insurance attached. (if original Contract)

12 **Description of your efforts to reduce the cost of the contract including information on efforts to obtain other quotes for the contracted activity:** Negotiated contracted amount.

13 _____

Prior year's contract amount?: N/A

14 _____

Describe service impact from an ongoing commitment to the contractor: Contractual agreement through 11-month warranty period

15 _____

Why staff cannot perform the work?: required licenses

16 _____

If extending contract, why?: none required

17 **Was a Santa Fe company awarded contract? If not, why?:** Yes

18 _____

Has the contract been approved as to form by City Attorney's Office?: Yes

To be recorded by City Clerk: Yes

Is this for City Manager or Council approval?: Council



P.O. Box 6020
Santa Fe, NM 87502
Ph : (505) 474-4700

Change Request

To: Chip Lilienthal
Santa Fe; City of
2651 Siringo Road bldng E
Santa Fe, NM 87505

Number: 44
Date: 10/3/13
Job: 354 Market Station Offices
Phone:

Description: ERV ductwork extension and maintenance work for noise reduction
Reason: Design Change

Per the 10/01 email and sketch from Mitch Fidel, extend return air duct on the existing ERV unit.
Maintenance service on existing ERV. This excludes replacing the belt. It will be determined if the belt needs replacement at the time of the service.

Description	Quantity	Unit	Unit Price	Price
ERV ductwork extension				\$1,782.00
ERV maintenance				\$500.00
Project Manager				\$111.00
			Subtotal:	\$2,393.00
		Liability Insurance	\$2,393.00 0.47%	\$11.25
		Bond	\$2,404.25 1.27%	\$30.42
		GC Fee	\$2,434.67 10.00%	\$243.47
		NMGRT	\$2,678.14 8.19%	\$219.27
			Total:	\$2,897.41

If you have any questions, please contact me at 474-4700.

Submitted by: Katrien Deylgat
Sarcon Construction

Approved by: _____
Date: _____

Cc:



610 Industrial
Albuquerque, N.M. 87107
Phone: (505) 343-6100
Fax: (505) 343-0114

Sarcon Construction
P.O. Box 6020
Santa Fe, NM 87502

October 3, 2013

Re: Market Station

Attn: Katrien Deylgat

This is the quote for extending the Return Air duct, as per sketch for M and E Engineering, on the existing ERV at Market Station. This quote includes fabricating the duct, removing the scrim ceiling as needed, installing the duct and reinstalling the scrim.

Install Return Air Duct Extension	\$485.00
Labor 16 hours @ 62.50 Per hour	\$1,000.00
<hr/>	<hr/>
Total Change Order	\$1,485.00
Markup at 20%	\$297.00
<hr/>	<hr/>
Total Cost for CAC	\$1,782.00

If you have any questions please call me at 505-343-6100 ext. 319.

Sincerely,

Jerry E. Depoy
Construction Manager

+ \$500 for ERV
maintenance
excluding belt replacement.

Acceptance of Proposal . The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

(Purchaser)

CAC, INC.

This Proposal is valid for 30
days

By: _____
Title: _____

From: _____
By: **Jerry Depoy**
Title: Construction Manager



P.O. Box 6020
Santa Fe, NM 87502
Ph : (505) 474-4700

Change Request

To: Chip Lilienthal
Santa Fe; City of
2651 Siringo Road bldng E
Santa Fe, NM 87505

Number: 45
Date: 10/16/13
Job: 354 Market Station Offices
Phone:

Description: Furnish and install two 4 X 6 by 6" CMA panels

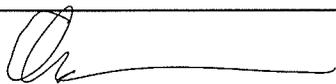
Reason: Design Change

To be installed under AC units in room 115 and room 120. Per the architect's request and in order to reduce the noise coming from the existing AC roof top units.

Description	Quantity	Unit	Unit Price	Price
Furnish and install two 4 X 6 by 6" CMA panels				\$520.00
Project Manager				\$37.00
			Subtotal:	\$557.00
		Liability Insurance	\$557.00 0.47%	\$2.62
		Bond	\$559.62 1.27%	\$7.08
		GC Fee	\$566.70 10.00%	\$56.67
		NMGRT	\$623.37 8.19%	\$51.04
			Total:	\$674.41

If you have any questions, please contact me at .

Submitted by:

Approved by: 
Date: 10-21-13

Cc:



P.O. Box 6020
Santa Fe, NM 87502
Ph : (505) 474-4700

Change Request

To: Chip Lilienthal
Santa Fe; City of
2651 Siringo Road bldng E
Santa Fe, NM 87505

Number: 46
Date: 10/18/13
Job: 354 Market Station Offices
Phone:

Description: Hook Up power poles per the City's request

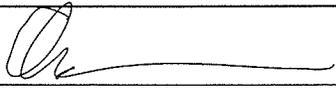
Reason: Owner Request

The City requested Pueblo for a special service on Friday 09/27/13 to power up the modular furniture.

Description	Quantity	Unit	Unit Price	Price
Hook Up power poles per the City's request				\$1,108.66
Project Manager				\$37.00
			Subtotal:	\$1,145.66
		Liability Insurance	\$1,145.66 0.47%	\$5.38
		Bond	\$1,151.04 1.27%	\$14.57
		GC Fee	\$1,165.61 10.00%	\$116.56
		NMGRT	\$1,282.17 8.19%	\$104.98
			Total:	\$1,387.15

If you have any questions, please contact me at .

Submitted by:

Approved by: 
Date: 10-21-13

Cc:



P.O. Box 6020
 Santa Fe, NM 87502
 Ph : (505) 474-4700

Change Request

To: Chip Lillenthal
 Santa Fe; City of
 2651 Siringo Road bldg E
 Santa Fe, NM 87505

Number: 47
 Date: 11/4/13
 Job: 354 Market Station Offices
 Phone:

Description: Entry door changes

Reason: Design Change

Sarcon refers to CR 19 which called for omitting the new entry door that was shown on the drawings. CR 19 did not cover for any hardware.

The Change Request 47 covers for:

- a credit for the initial hardware
- a re-stocking fee for the initial hardware
- a re-stocking fee for the architect specified narrow stile hardware that did not fit
- the fee for the final, surface mounted hardware set
- the extra fee required to finalize the installation of the auto operator, panic device and wall actuator

Description	Quantity	Unit	Unit Price	Price
HM Doors & Frame - Stock				\$3,845.00
Provide power to ADA push button				\$922.09
Project Manager				\$370.00
			Subtotal:	\$5,137.09
		Liability Insurance	\$1,292.09 0.47%	\$6.07
		Bond	\$5,143.16 1.27%	\$65.08
		GC Fee	\$5,208.24 10.00%	\$520.82
		NMGRT	\$5,729.06 8.19%	\$469.07
			Total:	\$6,198.13

If you have any questions, please contact me at 474-4700.

Submitted by: Katrien Deylgat
 Sarcon Construction

Approved by: _____
 Date: _____

Cc:

JOB #51: ID 130813C
 JOB NAME 12 MARKET STATION CHANGES
 EST. #06: ID 131021
 ESTIMATE ADA PUSHBUTTON
 PRINTED 10/21/2013 10:05:59 AM
 DATA SET #2: Comm Indust TSC/EST/NECA ...

1. Section Breakout Report
 Pueblo Electric, Inc.
 200 DP Road
 Los Alamos, New Mexico 87544
 (505) 662- 2000
 FAX: (505) 662- 2570
 patrick@puebloelectric.com

MATERIAL Primary Pricing
 LABOR Alternate Labor

NOTES

Item				Material		Labor	
Size	Item Desc	Qty	UOM	Mat Unit	Mat Ext	Adj. Labor	Lbr Ext
3/4"	EMT	60.00	FEET	1.22	73.20	0.0625	3.7500
3/4"	EMT STEEL SS CONN	2.00	EACH	0.68	1.36	0.1250	0.2500
3/4"	EMT STEEL SS COUP	6.00	EACH	0.84	5.04	0.0625	0.3750
	#12 GRD PIGTAIL	1.00	EACH	3.43	3.43	0.0250	0.0250
3/4"	EMT 1 HOLE STRAP	8.00	EACH	0.92	7.36	0.0500	0.4000
	1/4" PLASTIC ANCHOR	2.00	EACH	0.10	0.20	0.1750	0.3500
	3/16" PLASTIC ANCHOR	8.00	EACH	0.10	0.80	0.1750	1.4000
3/8.	MC CONNECTOR SINGLE	4.00	EACH	0.90	3.60	0.0213	0.0850
4 SQ BOX	1-1/2D 1/2 & 3/4 KO	1.00	EACH	3.91	3.91	0.3750	0.3750
4 SQ	4 SQ BLANK COVER	1.00	EACH	1.65	1.65	0.1000	0.1000
12	THHN STR CU	186.00	FEET	0.28	52.08	0.0075	1.3950
#12-2/C	MC CABLE W/GRN GRD	30.00	FEET	1.02	30.60	0.0325	0.9750
	WIRE NUT-YELLOW	3.00	EACH	0.10	0.30	0.0375	0.1125
Grand Totals					183.53		9.5925



P.O. Box 6020
 Santa Fe, NM 87502
 Ph : (505) 474-4700

Change Request

To: Chip Lilienthal
 Santa Fe; City of
 2651 Siringo Road bldng E
 Santa Fe, NM 87505

Number: 48
 Date: 11/4/13
 Job: 354 Market Station Offices
 Phone:

Description: Hardware Allowance reconciliation

Reconciliation of hardware allowance.
 The allowance amount was for \$12,000. \$8,215 was used - see attached Purchase Order to Stock Building Supplies. Delta is \$3,785.00.
 The entry door hardware changes have been handled per CR #47.

Description	Quantity	Unit	Unit Price	Price
Hardware Allowance				\$-3,785.00
			Subtotal:	\$-3,785.00
Liability Insurance				\$0.00
Bond	-\$3,785.00		1.27%	\$-47.90
GC Fee	-\$3,832.90		10.00%	\$-383.29
NMGRT	-\$4,216.19		8.19%	\$-345.20
			Total:	\$-4,561.39

If you have any questions, please contact me at 474-4700.

Submitted by: Katrien Deylgat
 Sarcon Construction

Approved by: _____
 Date: _____

Cc:

Purchase Order Agreement

Contractor: Sarcon Construction Corp.
P.O. Box 6020
Santa Fe, NM 87502
(505) 474-4700

Vendor: Stock Building Supply
Eddie Justus
5815 Edith Blvd NE suite B
Albuquerque, NM 87107

Telephone: (505) 823-2206

Purchase Order #: 01
Date: May 30, 2013
Sarcon Job # #354

Owner: City of Santa Fe
Chip Lilienthal
2651 Siringo Road
Santa Fe, NM 87505

Project: Market Station
Project Location: 500 Market Street
Santa Fe, NM 87501

THIS PURCHASE ORDER AGREEMENT, made and entered into at Santa Fe, New Mexico this 30th day of May, 2013 by and between **Sarcon Construction Corporation**, hereinafter called CONTRACTOR, and **Stock Building Supply** hereinafter called VENDOR.

SECTION 1 - SCOPE OF WORK

The VENDOR agrees to furnish all of the items listed hereunder, including any services or actions necessary thereto, in strict compliance with the requirements of this Purchase Order and in strict accordance with the applicable specifications section(s) of the contract documents (if applicable). Copies of the Contract Documents are on file in the offices of the CONTRACTOR and are available for inspection by VENDOR.

- Hollow Metal Frames
- Wood Doors
- Door Hardware
- Door operator

OK E

SECTION 2 - PURCHASE ORDER PRICE \$22,035 (Including an \$8,215 door hardware allowance)

CONTRACTOR agrees to pay the VENDOR for the purchase order items to be furnished herein subject to additions and deductions for changes in the work as may be agreed upon, and to make payment in accordance with the Payment Schedule, section 4.

SECTION 3 – SUBMITTALS

The **VENDOR** agrees to submit, through **CONTRACTOR'S** office, submittals no later than June 3rd 2013; all for approval of Owner's Architect or Engineer.

SECTION 4 - PAYMENT SCHEDULE

CONTRACTOR agrees to pay **VENDOR** on a net 30 day basis. If additional information is required by the specification section, such as warranty provisions, payment will be reduced until receipt of information.

SECTION 5 – TIME

HM Frames and doors will be furnished to the job site within 3 weeks of approved submittal. Doors and hardware will be submitted within 2 weeks of approved submittal. All deliveries will be made by arrangement with Project Manager.

SECTION 6 - SPECIAL PROVISIONS

IN WITNESS WHEREOF: The parties hereto have executed this Agreement for themselves, their heirs, executors, successors, assignees on the day and year first written above.

VENDOR:
Stock Building Supply

By Eddie Justus Commercial Sales Manager
Name Title

Circle one:
Corporation Partnership Proprietorship

CONTRACTOR:
SARCON CONSTRUCTION CORPORATION

By [Signature] P.M.
Name Title



P.O. Box 6020
Santa Fe, NM 87502
Ph : (505) 474-4700

Change Request

To: Chip Lilienthal
Santa Fe; City of
2651 Siringo Road bldng E
Santa Fe, NM 87505

Number: 49
Date: 12/4/13
Job: 354 Market Station Offices
Phone:

Description: Extra 20 high security keys for front door

Reason: Owner Request

Description	Quantity	Unit	Unit Price	Price
Keys				\$119.00
			Subtotal:	\$119.00
			Liability Insurance	\$0.00
			Bond	\$119.00 1.27% \$1.51
			GC Fee	\$120.51 10.00% \$12.05
			NMGRT	\$132.56 8.19% \$10.85
			Total:	\$143.41

If you have any questions, please contact me at .

Submitted by:

Approved by: _____

Date: _____

Cc:

Change Request Log by Status

Sarcon Construction Corporation

Date: 1/2/2014

354 Market Station Offices

Number	Date	Description	Amount
Verbal okay			
44	10/3/13	ERV ductwork extension and maintenance work for noise reduction	2,897.41
45	10/16/13	Furnish and install two 4 X 6 by 6" CMA panels	674.41 ✓
46	10/18/13	Hook Up power poles per the City's request	1,387.15 ✓
47	11/4/13	Entry door changes	6,198.13 ✓
48	11/4/13	Hardware Allowance reconciliation	-4,561.39 ✓
49	12/4/13	Extra 20 high security keys for front door	143.41 ✓
Verbal okay Total			6,739.12

Original Contract Amount:	926,077.86
Approved Contract Changes:	52,769.63
Revised Contract Amount:	978,847.49
Pending Contract Changes:	6,739.12