

# LEGISLATIVE FILE

File ID No. 14-0605  
Introduction Date 4-9-2014  
Enactment No. 14-0601  
Enactment Date 4-9-14  
By \_\_\_\_\_

## OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Board of Education

April 9, 2014

To: Board of Education

From: Dr. Gary Yee, Acting Superintendent and Secretary, Board of Education  
By: Vernon Hal, Deputy Superintendent, Business Operations **VEH**  
Timothy E. White, Associate Superintendent of Planning & Management

Subject: Change Order No. 1 with McGuire & Hester for Washington Small Schools Project in an amount of (\$20,069.00) decreasing the current contract from \$590,000.00 to \$569,931.00

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### ACTION REQUESTED

Authorize the President and Secretary of the Board to enter into and execute Change Order No. 1 on behalf of the District with McGuire & Hester for additional work due to District requested improvements and DSA or Agency requested changes to Washington Small Schools Project in the amount not to exceed (\$20,069.00), decreasing the current contract amount from \$590,000.00 to \$569,931.00

### BACKGROUND

The scope of work for the original contract was to provide modernization construction services for the **Washington Small Schools Project**. Funding for the project is General Obligation Bond-Measure B.

All costs associated with this change order have been thoroughly monitored and documented by the Architect, Inspector of Record, and Project Manager.

All changes pertaining to this change order, amount to -3.40% of original contract sum, have been categorized as to source. Percentage figures relate amount of change (by source), to the original contract sum of \$590,000.00.

	Amount \$	Percent %
Changes Due to Owner Requested Change		
(Preliminary Change Order No. 1)	(\$20,069.00)	-3.40%
TOTAL	(\$20,069.00)	-3.40%

## **DISCUSSION**

Under a separate series of actions not related to this change order approval, the District will review and adjust the consultant fees to acknowledge costs resulting from their errors and omissions.

Original Contract Sum:	\$590,000.00
Sum of previously approved Change Orders:	<u>\$0.00</u>
Contract sum prior to this Change Order:	\$590,000.00
Cost of current Change Order No. 1	<u><del>(\$20,069.00)</del></u>
New Contract Sum:	569,931.00
Current Change Order(s) as % of contract	-3.40%
Contract completion date as of this Change Order No. 1	December 31, 2012

## **RECOMMENDATION**

Authorize the President and Secretary of the Board to enter into and execute Change Order No. 1 on behalf of the District with McGuire & Hester for additional work due to District requested improvements and DSA or Agency requested changes to Washington Small Schools Project in the amount not to exceed (\$20,069.00), decreasing the current contract amount from \$590,000.00 to \$569,931.00

All remaining portions of the agreement shall remain in full force and effect as originally stated.

## **FUNDING SOURCE**

The funding source for this change order is the General Obligation Bond-Measure B. The scope of work is included in the Board of Education approved total budget for the Washington Small Schools Project. The total budget for this project is \$569,931.00.

## **ATTACHMENT**

Change Order No. 1 which includes: Washington Small Schools Project PCO  
(Preliminary Change Order) Number: 1

Key Codes: 1619901881-6271

# OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-879-8385 - FAX 510-879-1860

CHANGE ORDER NO. 01

1073114

**PROJECT:** Washington  
Landscaping

**OWNER:** Oakland Unified School District

**CONTRACTOR:** McGuire & Hester  
9009 Railroad Avenue  
Oakland, CA 94603

**DATE:** 5/1/2012

**DSA FILE NO.:**

**DSA APP NO.:**

**OUSD PROJECT#:** 06012-2

**PROJECT MGR.:** Wil Newby

The Contractor is authorized to make the changes listed in the **Summary** and described in **Change Order Attachment** when this Change Order has been approved.

Original Contract Sum  
Net Change by previously authorized Change Orders  
The Contract sum prior to this change order  
The Contract sum will be increased/decreased  
The New Contract Sum including the Change Order will be  
Change Order percentage of base contract  
The Contract is changed by (0) Zero Calendar Days  
Contract completion date as of this Change Order therefore is:

4-10-14  
David Kakishiba  
President, Board of Education

\$590,000.00

(\$20,069.00)


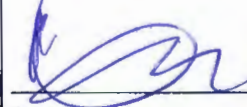
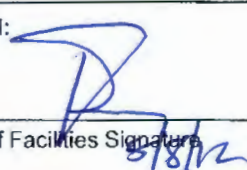
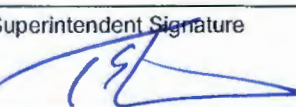
\$569,931.00

-3.40%

0 days

Gary Yee, Ed.D.  
Secretary, Board of Education

Summary reference attached items : 1

<b>Approved:</b> Architect of Record  Signature:  Date: 5/4/2012	<b>Approved:</b> General Contractor  Signature:  Date: 5/1/12	<b>Approved:</b> OUSD  Director of Facilities Signature:  Date: 5/8/12  Asst. Superintendent Signature:  Date: 5/8/12
<b>Approved:</b> Electrical or Structural Engineer  Signature: _____ Date: _____	<b>Approved:</b> Mechanical Engineer  Signature: _____ Date: _____	<b>Approved:</b> Division of the State Architect  Signature: _____ Date: _____  RECEIVED MAY 18 2012 DIVISION OF FACILITIES PLANNING OAKLAND, CA 94601

File ID Number: 14-0605  
Introduction Date: 4-9-14  
Enactment Number: 14-0601  
Enactment Date: 4-9-14  
Rv

161 790 1881-627

RECEIVED

5-18-2012



# OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-879-8385 - FAX 510-879-1860

Change Order 1-2 (Revised 1/19/2006)

## SUMMARY OF CHANGE ORDER NO. 01

<b>PROJECT:</b>	Washington Landscaping	<b>DATE:</b>	5/1/2012
<b>OWNER:</b>	Oakland Unified School District	<b>DSA FILE NO.:</b>	
<b>CONTRACTOR:</b>	McGuire & Hester 9009 Railroad Avenue Oakland, CA 94603	<b>DSA APP NO.:</b>	
		<b>OUSD PROJECT#:</b>	06012-2
		<b>PROJECT MGR.:</b>	Wil Newby
1	PCO # 1	<b>DEDUCT</b>	(\$20,069.00)
		<b>ADD/DEDUCT</b>	
Description:	Deductive Change		
Reason:	For the purposes of closing out the project		
Requested By:	2 Owner Requested Change		
DSA Prelim approval date:			
		<b>CO #1 (1 PCO's)</b>	
		<b>Total:</b>	(\$20,069.00)

Change Order 2-2 (Revised 1/19/2006)

# OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-879-8385 - FAX 510-879-1860

## PRELIMINARY CHANGE ORDER NO. 1

PROJECT: **Washington  
Landscaping**

DATE: 4/30/2012

CONTRACTOR: **McGuire & Hester**

DSA FILE:

PROJECT MGR: **Wil Newby**

DSA APP:

OUSD PROJ: **06012-2**

You are hereby directed to make the indicated change(s) in the Contract. When signed by the Owner and received by the Contractor, this document becomes effective immediately and the Contractor shall proceed as with the changes described below. An official change order shall be issued to follow up on this preliminary change proposal as soon as possible.

### CONTRACTOR TO COMPLETE THIS SECTION ONLY

#### DESCRIPTION:

Deductive change order for the amount of the credit towards the construction contingency.

CODE: 2 Owner Requested Change

#### REASON:

For the purposes of closing out the project

ATTACHMENTS: AED Summary Log

The proposed basis of adjustment to the Contract Price and Contract Time are as follows:

Amount of Change:	ADD	<input checked="" type="checkbox"/> DEDUCT	Final Price: <u>(20,069)</u>
	<input checked="" type="checkbox"/> Lump Sum	<input checked="" type="checkbox"/> Time / Materials Not To Exceed	Date: <u>4/30/2012</u>


~~Contractor to proceed with work described herein, cost not to exceed (\$20,069); final cost to be determined after review and negotiation.~~

Time Extension: calendar days

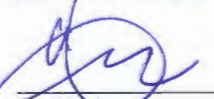
INITIATED BY:

REVIEWED BY:

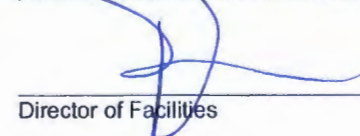
ACKNOWLEDGED BY:

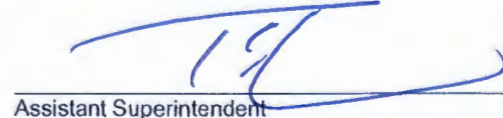
  
Architect of Record Date 5/4/2012

  
Project Manager Date 4/30/2012

  
Contractor Date 5/1/12

OAKLAND UNIFIED SCHOOL DISTRICT APPROVAL

  
Director of Facilities Date 6/8/12

  
Assistant Superintendent Date

Washington Landscaping  
 Project No. 06012-2  
 581 61st Street  
 Oakland, CA 94609

## AED Summary Log

PCO	Description	Status	Date	Proposed Dollar Amount	NTE Amount	Approved Amount	Days Req'd	Code	CO
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### \$-Approved

2	Resilient Surfacing	S-Approved	10/5/2011	\$1,027.70	\$1,027.70	\$1,028.00	4		
3	Turf Drainage	S-Approved	10/5/2011	\$653.00	\$653.00	\$653.00	2		
4	Add Plants & Jute	S-Approved	10/14/2011	\$3,950.57	\$3,950.57	\$3,950.57	7	2	
5	System Performance	S-Approved	4/30/2012	\$4,299.10	\$0.00	\$4,299.10	7	2	

#### Summary for \$-Approved (4 items)

**Subtotal:** \$9,930.37 \$5,631.27 \$9,930.67 14

### \$-For Approval

1	Logs in Lieu of Boulders	S-For Approval	10/14/2011	\$0.00	\$0.00	\$0.00	2		
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#### Summary for \$-For Approval (1 detail record)

**Subtotal:** \$0.00 \$0.00 \$0.00

Washington Landscaping  
Project No. 06012-2  
581 61st Street  
Oakland, CA 94609

## AED Summary Log

PCO	Description	Status	Date	Proposed Dollar Amount	NTE Amount	Approved Amount	Days Req'd	Code	CO
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**Grand Totals:**      \$9,930.37      \$5,631.27      \$9,930.67      14

### AED Rollup

Original Allowance Budget	\$30,000
Approved	\$9,931
Completed	
For Approval	\$0
Pricing	
Total AEDs	\$9,931
AED Balance	\$20,069



## CHANGE ORDER ROUTING FORM

Project Information			
<b>Project Name</b>	Washington Elementary School Landscape Improvement Phase II Project	<b>Site</b>	161
Basic Directions			
Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.			
<b>Attachment Checklist</b>	<input type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider		

Contractor Information							
Contractor Name	McGuire & Hester	Agency's Contact	Michael Hester				
OUSD Vendor ID #	V073114	Title	Project Manager				
Street Address	9009 Railroad Avenue	City	Oakland	State	CA	Zip	94603
Telephone	510-632-7676	Policy Expires					
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
OUSD Project #	06012.3						

Term			
Date Work Will Begin	5-23-2012	Date Work Will End By (not more than 5 years from start date)	12-31-2012

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$569,931.00
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Changed Amount	(\$ 20,069.00)
Other Expenses		Requisition Number	

Budget Information				
If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.				
Resource #	Funding Source	Org Key	Object Code	Amount
9499	Measure B	1619901881	6271	(\$20,069.00)

Approval and Routing (in order of approval steps)				
Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.				
	<b>Division Head</b>	<b>Phone</b>	510-535-7038	<b>Fax</b> 510-535-7082
1.	<b>Director, Facilities Planning and Management</b>			
	Signature 	Date Approved	3/20/14	
2.	<b>General Counsel, Department of Facilities Planning and Management</b>			
	Signature 	Date Approved		
3.	<b>Associate Superintendent, Facilities Planning and Management</b>			
	Signature 	Date Approved		
4.	<b>Deputy Superintendent</b>			
	Signature 	Date Approved	3/24/14	
5.	<b>President, Board of Education</b>			
		Date Approved		