



Date of Council Meeting: August 28, 2012

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Police Station Technical Support Building Expansion and Renovation Change Order No.5 for construction administration services

Staff Contact: Renée LaFollette, P.E., Director of Capital Projects
Anne D. Geiger, P.E., Senior Engineer

Recommendation: To approve Change Order No. 5 for the Police Station Technical Support Building Expansion and Renovation in the amount of \$48,968.00 for construction administration services, and to authorize the Town Manager to execute this change order.

Issue: Change Order No. 5 increases the modified contract amount by more than the allowable 25% or \$50,000, whichever is greater, as allowed by the Virginia Public Procurement Act and the CIP Policies and Procedures Manual. Therefore, approval by Town Council is required.

Fiscal Impacts: The project has sufficient funding, and an additional appropriation is not required.

Background: The design contract, dated October 2011, between the Town and Hughes Group Architects Inc., was for \$91,903.00. The scope of contract was to design the 1,900 square foot expansion of the technical support building to provide increased evidence storage space, renovate the existing building, and provide the site work necessary for this expansion.

Change Order Nos. 1-4 totaled \$8,944.97 for design changes associated with soil borings, miscellaneous surveying required during the design phase, and the potential inclusion of a best management practices facility.

Change Order No. 5 is for the professional oversight of the construction of the expansion and renovation of the existing building.

Capital Projects staff recommends the approval of Change Order No. 5.

PRESENTED August 28, 2012

RESOLUTION NO. 2012-_____

ADOPTED _____

A RESOLUTION: POLICE STATION TECHNICAL SUPPORT BUILDING EXPANSION AND RENOVATION CHANGE ORDER NO. 5 FOR CONSTRUCTION ADMINISTRATION SERVICES

WHEREAS, the Police Station Technical Support Building Expansion and Renovation project is a funded capital project; and

WHEREAS, the Town awarded a contract to Hughes Group Architects Inc. in October 2011 in the amount of \$91,903.00 to provide architectural and engineering services for the design of the Police Station Technical Support Building Expansion and Renovation project; and

WHEREAS, Change Order Nos. 1-4 for design changes totaled \$8,944.97, which increased the contract to \$100,847.97; and

WHEREAS, Change Order No. 5 increases the modified contract amount by more than the allowable 25% or \$50,000, whichever is greater, as allowed by the Virginia Public Procurement Act and the CIP Policies and Procedures Manual; and

WHEREAS, the construction administration services of \$48,968.00 is necessary for the professional oversight of construction of the expansion and renovation of the facility; and

WHEREAS, no additional funding is required; and

WHEREAS, the Director of the Office of Capital Projects recommends that this change order be approved.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that the Town Manager is authorized to execute Change Order No. 5 with Hughes Group Architects Inc. in the amount of \$48,968.00 to provide construction administration services for the Police Station

A RESOLUTION: POLICE STATION TECHNICAL SUPPORT BUILDING EXPANSION
AND RENOVATION CHANGE ORDER NO.5 FOR CONSTRUCTION
ADMINISTRATION SERVICES

Technical Support Building Expansion and Renovation project for a revised contract total of
\$149,815.97.

PASSED this ____ day of August, 2012.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council