



Date of Council Meeting: July 9, 2013

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Approving Change Order #5 for the North End Access Road Capital Improvement Project at the Leesburg Executive Airport.

Staff Contact: Renée LaFollette, P.E., Director, Office of Capital Projects
Scott Coffman, Airport Operations Manager
Kathy Elgin, Chief Procurement Officer

Recommendation: Staff offers the following recommendations:

1. To approve Change Order No. 5 for the North End Access Road project at the Leesburg Executive Airport; and
2. To authorize the Town Manager to execute the respective change order; and
3. To increase the project budget in the amount of \$140,000.

Issue: Should Town Council approve Change Order No. 5 for the North End Access Road Capital Improvement Project at the Leesburg Executive Airport?

Fiscal Analysis: The cumulative sum of the change orders exceeds the threshold allowed by the Virginia Public Procurement Act (VPPA) and the Capital Projects Policy and Procedures manual. The original construction contract was awarded by Town Council in the amount of \$297,285. The total amount added to the contract for Change Orders No. 1-4 is \$39,694.28, all of which are within 25% of the original contract amount and have been administratively approved, consistent with the Virginia Public Procurement Act (VPPA), and the Town's CIP Policies and Procedures.

Change Order No. 5 is for the lime stabilization of 18" of sub-grade soils on the access road and the total amount for this work is \$99,858.

Below is a summary of all change orders listed above:

Change Order	Description	Cost
Change Order #1	Replace 18" circular pipe with elliptical pipe	\$2,232.40
Change Order #2	Installation of 12" drainage structure and one manhole	\$8,909.88
Change Order #3	Installation of sod around the helipads	\$5,148.00
Change Order #4	1,800 LF of UD-4 under-drain, fabric wrapped	\$23,404.00
Change Order #5	18" lime stabilization of sub-grade materials	\$99,858.00
Total Additional Costs		\$139,552.28

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Approval of Change Order No. 5 will result in the project exceeding the total budget by \$99,858. There is funding available in Fiscal Year 2013 that will need to be appropriated forward to Fiscal Year 2014. Due to the nature of the work, a reasonable contingency in addition to the change order should be appropriated forward to Fiscal Year 2014. As a result, staff requests \$140,000 be appropriated forward from Fiscal Year 2013 to Fiscal Year 2014.

Background: At the August 28, 2012 Town Council Meeting, Resolution No. 2012-093 awarded the construction contract for the Airport Helipads and Airport North End Access Road to Fort Myers Construction Corporation. At the June 25, 2013 Town Council Meeting, the Town Manager was granted authorization to enter into an agreement with Fort Myers Construction in an amount not to exceed \$140,000 for the necessary stabilization work.

Change Order No. 5 deals with the unsuitable soils that were encountered after the existing asphalt was removed, and the contractor began to manipulate it for the compaction requirement of the contract. High moisture in the soils required the contractor to attempt to dry the materials to within +/-2% of optimum moisture. This effort was unsuccessful and the geotechnical company for the contractor and the independent geotechnical company hired by the construction management firm both agreed that the best course of action was to lime stabilize the soils to a depth of 18" and provide an under-drain system.

Electrical lines that provide power to the condominium hangars also must be relocated. The pricing for the electrical work has been received, and is in review. The electrical relocation must be completed prior to the road stabilization work.

PRESENTED July 9, 2013

RESOLUTION NO. _____

ADOPTED _____

A RESOLUTION: APPROVING CHANGE ORDER NO. 5 FOR THE NORTH END ACCESS ROAD CAPITAL IMPROVEMENT PROJECT AT THE LEESBURG EXECUTIVE AIRPORT

WHEREAS, the North End Access Road and South Apron Helipads are funded capital projects at the Leesburg Executive Airport; and

WHEREAS, Resolution No. 2012-093 awarded the construction contract to Fort Myer Construction Corporation in the amount of \$297,285; and

WHEREAS, Change Orders No. 1 through 4, in the cumulative amount of \$39,694.28, are within the 25% of the original contact value and have been administratively approved; and

WHEREAS, Change Order No. 5, in the amount of \$99,858, caused the cumulative sum of change orders to exceed the higher of \$50,000 or 25% administrative approval level and thus requires Town Council approval; and

WHEREAS, the total approved budget for these projects is \$378,000 in the Fiscal Years 2012-2017 Capital Improvement Plan; and

WHEREAS, Change Order No. 5 exceeds the available budget by \$99,858; and

WHEREAS, there are sufficient funds available in the Fiscal Year 2013 Capital Projects Fund to cover this overage; and

WHEREAS, the Finance Director has reviewed and concurred that there are sufficient funds available in the Capital Projects Fund to cover this overage; and

WHEREAS, the Department of Capital Projects and the Airport Operations Manager recommend approval of this change order.

A RESOLUTION: APPROVING CHANGE ORDER NO. 5 FOR THE NORTH END ACCESS ROAD CAPITAL IMPROVEMENT PROJECT AT THE LEESBURG EXECUTIVE AIRPORT

THEREFORE, RESOLVED that the Council of the Town of Leesburg in Virginia that:

SECTION I: Change Order No. 5 in the total amount of \$99,858 is hereby approved, and the Town Manager is hereby authorized to execute this change order.

SECTION II: The budget for the North End Access Road Capital Improvement Project at the Leesburg Executive Airport is hereby increased by \$140,000 from available Capital Projects Funds. Therefore, an appropriation of \$140,000 from the Fiscal Year 2013 Capital Projects Fund is forwarded to the Fiscal Year 2014 Capital Projects Fund to cover Change Order No. 5 and to cover potential contingencies to complete the project.

PASSED this _____ day of _____ 2013.

Kristen C. Umstatt, Mayor
Town of Leesburg

ATTEST:

Clerk of Council