




May 16, 2016

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Certificate of Final Inspection for the Wakulla Environmental Institute Project

Item Description

This item requests Board approval of the Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, for the Wakulla Environmental Institute Project.

Overview and Background

In support of Board Policy 11-12, Reduction of Retainage for Construction, Renovation and Remodeling Projects, TCC staff developed Administrative Procedure 11-12AP. By this procedure, the College will complete OEF Form 209 for projects with a construction value of more than \$250,000 and will provide the form to the Board for approval.

The General Contractor for the project has completed all close out documents and the building is in full operation. The General Contractor achieved a net \$14,036.45 in savings for the project which is shown on the attached Change Order.

Past Actions by the Board

On March 16, 2015, the Board of Trustees authorized the execution of a contract with Cook Brothers for the proposed construction of the Wakulla Environmental Institute per the recommendation from results of Invitation to Bid 2015-02.

Funding/Financial Implications

The construction project is complete. Final payment to the contractor is contingent upon Board approval.

Staff Resource

Barbara Wills

Recommended Action

Approve the Certificate of Final Inspection, OEF Form 209, for the Wakulla Environmental Institute Project.

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: <u>March 18, 2015</u>		COMPLETION DATE: <u>April 15, 2016</u>	
9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).			
C.O. No. <u>One</u>	<u>\$ (42,159)</u>	C.O. No. _____	\$ _____
C.O. No. <u>Two</u>	<u>\$ 32,591.80</u>	C.O. No. _____	\$ _____
C.O. No. <u>Three</u>	<u>\$ (4,469.25)</u>	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
10. Date of Occupancy: <u>March 15, 2016</u>			
11. Additional Information:			

CHANGE ORDER REQUEST FORM

This form is to be used for requesting a change to the scope of work of an existing project or the duration of time to an existing contract. Upon acceptance of the request a modification may be made to the purchase order, contract or both. This request does not constitute a change order until accepted and signed by the College.

COR #: 03
Date: 4/13/16

Project Name: TCC Wakulla Environmental Institute
Contractor's Name: Cook Brothers, Inc.
PO #: PO-001085
Date Needed: _____

Reference Documents: (attach copies of all backup documentation)

Architectural Supplemental Instruction # N/A Date: _____
Request for Information # N/A Date: _____
Construction Change Directive # N/A Date: _____

Scope of Work Summary: (attach additional sheets as needed)

Return contingency. See attached contingency modifications. All scope changes done by contingency modifications are hereby incorporated into the scope of the project.

Impact to Project:

Additional Calendar Days Required: 30
Original ~~Substantial~~^{Final} Completion Date: 1/23/15
New ~~Substantial~~^{Final} Completion Date: 4/15/16

Summary of Impact: (attach additional sheets as needed)

Cost Summary:

Original Contract Sum: \$ 5,147,000.00
Net of Previous Change Orders: \$ (9,567.20)
Contract Sum to Date: \$ 5,137,432.80
Amount of Change Order: \$ (4,469.25)
New Contract Amount: \$ 5,132,963.55

Authorizations:

Contractor: _____ Date: 4/13/16
Material Provider: _____ Date: _____
Architect: _____ Date: 4/22/2016
Construction Coordinator: [Signature] Date: 4/15/2016
Account Manager: [Signature] Date: 4/28/16

CONTINGENCY MODIFICATION REQUEST FORM

This form is to be used for requesting the use of Project Contingency. This request does not constitute approval until acceptance and signed by the college.

CMR #: Five
Date: 3/31/16

Project Name: TCC Wakulla Environmental Institute
Contractor's Name: Cook Brothers, Inc.
PO #: PO-001085
Date Needed: _____

Reference Documents: (attach copies of all backup documentation)

Architectural Supplemental Instruction # _____ Date: _____
Request for Information # _____ Date: _____
Construction Change Directive # _____ Date: _____
Change Order # _____ Date: _____
Other: See attached. Date: 3/31/16

Scope of Work Summary: (attach additional sheets if needed)

Additional plumbing fittings required for Siemens monitoring of rainwater harvesting. Additional water and gas hook ups to lab tables; plans show one hook up to each lab table, lab tables require (2) each. Reimbursement to Plumbing contractor for rainwater harvesting manufacturer's optional site visit, which was included in the direct purchase for rainwater harvesting materials. Added GFI outlets required for rainwater harvesting system, and additional piping for Siemens monitoring of rainwater harvesting system. Deduct for sign permitting and using aluminum letters with copper color.

Impact to Project:

Additional Calendar Days Required: 0
Original Substantial Completion Date: 1/23/16
New Substantial Completion Date: 1/23/16

RECEIVED

APR 11 2016

**Barnett Fronczak Bariowe
Tallahassee, Florida**

Cost Summary:

Original Contingency Sum: \$ 0
Net of Previous Modifications: \$ 35,053.53
Contingency Sum to Date: \$ 11,922.46
Amount of this Modification: \$ (7,453.21)
New Contingency Amount: \$ 4,469.25

Authorizations:

Contractor: _____ Date: 3/31/16
Material Provider: _____ Date: _____
Architect: _____ Date: 4/12/2016
Construction Coordinator: _____ Date: 3/31/16
Account Manager: _____ Date: 4/28/16

CHANGE ORDER REQUEST FORM

This form is to be used for requesting a change to the scope of work of an existing project or the duration of time to an existing contract. Upon acceptance of the request a modification may be made to the purchase order, contract or both. This request does not constitute a change order until accepted and signed by the College.

COR #: 02
Date: 2/2/16

Project Name: TCG Wakulla Environmental Institute
Contractor's Name: Cook Brothers, Inc.
PO #: PO-001085
Date Needed: _____

Reference Documents: (attach copies of all backup documentation)

Architectural Supplemental Instruction # N/A Date: _____
Request for Information # N/A Date: _____
Construction Change Directive # N/A Date: _____

Scope of Work Summary: (attach additional sheets as needed)

Add monument sign at Preservation Way entrance.

Impact to Project:

Additional Calendar Days Required: 53
Original ~~Substantial~~ ^{Final} Completion Date: 1/23/15
New ~~Substantial~~ ^{Final} Completion Date: 3/15/16

Summary of Impact: (attach additional sheets as needed)

Cost Summary:

Original Contract Sum: \$ 5,147,000.00
Net of Previous Change Orders: \$ (42,159.00)
Contract Sum to Date: \$ 5,104,841.00
Amount of Change Order: \$ 32,591.80
New Contract Amount: \$ 5,137,432.80

Authorizations:

Contractor: _____ Date: 2/2/16
Material Provider: _____ Date: _____
Architect: _____ Date: 9 March 2016
Construction Coordinator: [Signature] Date: 2/2/16
Account Manager: [Signature] Date: 3/15/16

DIRECT PURCHASE CHANGE ORDER REQUEST FORM (Sales Tax Saving)

This form is used to request a deduction in the amount of an existing PO for the Direct Purchase of materials or equipment for the SALES TAX SAVINGS to the College.

DPO #: 001

Date: 10/6/2015

Project Name: WEI Wakulla Environmental Institute

PO # Being Modified: 1) PO-001085

Contractor's Name: 2) Cook Brothers Inc.

Subcontractor's Name: 3) Scott-Burnett Inc.

Material Provider: 4) Resource Conservation Technology Inc.

Supporting Documentation: (If multiple DPO's are submitted, list each on a separate form)

Quote #: 5) ID 114509

Amount of Quote: 6) \$ 42,159.00 (Note: Quote already has tax removed)

Amount of Tax: 7) \$ 2,259.00

Amount of Purchase: 8) \$ 39,900.00

(Line 8 should = the total amount of the DPO)

Sales Tax Savings: (Line 9 should = the amount on line 7) 9) \$ 2,259.00

Original PO Amount (PO from line 1) 10) \$ 5,147,000.00

Net of Previous Change Orders: 11) \$ 0.00

PO Sum to Date: 12) \$ 5,147,000.00

Amount of this Deduction: 13) \$ 42,159.00

New PO Amount: 14) \$ 5,104,841.00

Authorizations:

Material Provider: _____

Date: 10/19/15

Contractor: _____

Date: 10.15.15

Architect: _____

Date: _____

Construction Coordinator: _____

Date: 2/3/2014

Account Manager: _____

Date: 4/28/15