

**Carson City Board of Supervisors  
Agenda Report**

**Date Submitted:** April 12, 2011

**Agenda Date Requested:** April 21, 2011  
**Time Requested:** Consent  
**Labor Commissioner PWP #** CC-2011-046

**To:** Mayor and Supervisors  
**From:** Purchasing and Contracts

**Subject Title:** Action to accept the Work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$23,568.30 for Contract No. 1011-154 titled C.D.B.G. ADA Compliant Restrooms at the Community Center to Shaheen Beauchamp Builders, LLC. (*Sandy Scott-Fisher*)

**Staff Summary:** Carson City received sealed bids for the C.D.B.G. ADA Compliant Restrooms at the Carson City Community Center. Project consisted of demolition of existing improvements, construction of new ADA compliant restrooms and two storage rooms, including plumbing, mechanical and electrical work. Additive Alternates included construction of a floor cleaner storage bay, ceramic tiles, installation of bathroom stall partitions and painting.

**Type of Action Requested:** (check one)

Resolution                       Ordinance  
 Formal Action/Motion    Other (Specify)

**Recommended Board Action:** I move to accept the Work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$23,568.30 for Contract No. 1011-154 titled C.D.B.G. ADA Compliant Restrooms at the Community Center to Shaheen Beauchamp Builders, LLC. (*Sandy Scott-Fisher*)

**Explanation for Recommended Board Action:** Project is complete and contractor is entitled to final payment.

**Applicable Statute, Code, Policy, Rule or Policy:** Final payment approval by the Carson City Board of Supervisors is an internal requirement. NRS 338 requires that payment be made within 30 days from the completion of work or interest must be paid to the contractor.

**Fiscal Impact:** No additional impact.

**Explanation of Impact:** Funding was approved in a prior Commission Action.

**Engineers Estimate:** \$105,000.00

**Project Cost:**

|                    |               |
|--------------------|---------------|
| Bid Award          | \$ 94,674.00  |
| Change Orders      | \$ (1,398.90) |
| Total Project Cost | \$ 93,275.10  |




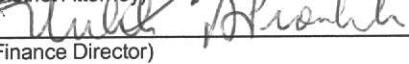
**Funding Source:** Funding was approved in a prior Commission Action.

**Prior Board Funding:** Bid was awarded on December 2, 2010 in the amount of \$94,674.00 with a contingency amount of \$9,500.00

**Alternatives:** Provide other direction pursuant to Board Action

**Supporting Material:** Memo from Project Manager and Approved Change Orders

**Prepared By:** Sandy Scott-Fisher, Purchasing and Contracts Coordinator

**Reviewed By:**  Date: 4/11/11  
(Andy Burnham)  
 Date: 4/12/11  
(City Manager)  
 Date: 4/11/11  
(District Attorney)  
 Date: 4/11/11  
(Finance Director)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**PUBLIC WORKS  
DEPARTMENT**

**ADMINISTRATION**

3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**FLEET SERVICES**

3303 Butti Way, Building 2  
Carson City, NV 89701-3498  
Ph: 775-887-2356  
Fx: 775-887-2258

**OPERATIONS**

(Water, Sewer, Wastewater,  
Streets, Landfill, Environmental)  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**ENGINEERING/  
TRANSPORTATION/  
CAPITAL PROJECTS**

3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**BUILDING and SAFETY  
PERMIT CENTER**

2621 Northgate Lane, Suite 62  
Carson City, NV 89706-1319  
Ph: 775-887-2310  
Fx: 775-887-2202

**PLANNING**

2621 Northgate Lane, Suite 62  
Carson City, NV 89706-1319  
Ph: 775-887-2180  
Fx: 775-887-2278

**CARSON CITY NEVADA**  
Consolidated Municipality and State Capital



**MEMORANDUM**

**Date:** March 30, 2011  
**To:** Sandy Scott, Contract Coordinator  
**From:** Tom Grundy, Project Manager *TG*  
**Subject:** C.D.B.G. ADA Compliant Restrooms at the Community Center  
Contract No. 1011-154 Project No. 1.0808  
**Completion of Contract Work**

This is to advise you that all work required for the subject contract has been satisfactorily completed. Please prepare the necessary actions to release the final payment for this contract. There was 1 Change Order on this project as summarized below:

- C.O. #1 This Change Order covers addition of a floor drain, relocation and repair of swamp cooler water supply piping, adding a hot water return loop and balance valve and adding a hose bib.  
Cost to the City = \$2,740.00
- C.O. #2 This deductive Change Order covers addition of adjustable louvers in the men's and women's rest rooms, adjusting for work which was not completed in Room #6 (Schedule B-Item BP.6) and adjustment time of performance due to delays caused by painting, tiling, and the installation of stalls.  
Deductive Change Order Amount = \$4,138.90  
Additional days added to time of performance 24 days.

The net effect of the above Change Orders was a decrease in the total contract amount of \$1,398.90. The ending balance of the contract was \$93,275.10.



**CARSON CITY CONTRACTS  
CHANGE ORDER No. 2**

Contract No. 1011-154  
Project Title: ADA Compliant Restrooms at the Community Center Project File No. 1.0808

The Contractor is hereby authorized to make the following changes to the Scope of Work for the referenced contract, subject to the provisions of the contract documents:

This change order is initiated by the City to cover modifications made to add adjustable louvers in the men's and women's rest rooms, adjust for work which was not completed in Room #6 (Schedule B-Item BP.6) and to adjust time of performance due to delays caused by painting, tiling, and the installation of partitions.

Justification: Contract documents allow the City to make adjustments to the contract.

Requested By: City

Item #1: Increases  Decreases  Does not change  the Contract Sum by: \$4,138.90  
 Item #1: Increases  Decreases  Does not change  the Contract Term by: 24 Calendar days

**SUMMARY**

|   |   |             |
|---|---|-------------|
| 1 | Original Contract Sum   | \$94,674.00 |
| 2 | Net change by previously approved Change Orders   | \$2,740.00  |
| 3 | Contract Sum prior to this Change Order   | \$97,414.00 |
| 4 | Contract Sum will be increased <input type="checkbox"/> decreased <input checked="" type="checkbox"/> unchanged <input type="checkbox"/> by:  | \$4,138.90  |
| 5 | Revised Contract Sum including this Change Order  | \$93,275.10 |
| 6 | Original number of calendar days to complete the contract   | 60          |
| 7 | Contract Term will be increased <input checked="" type="checkbox"/> decreased <input type="checkbox"/> unchanged <input type="checkbox"/> by: | 24          |
| 8 | Revised number of days to complete the contract   | 84          |
| 9 | Revised date of Completion by this Change Order   | 2/28/2011   |

**Not valid until signed by Contracts, Contractor, and Project Manager.**

This change authorization constitutes full and complete compensation for all labor, equipment, materials, overhead, profit, any and all indirect costs, and time adjustment to perform the above described change. All other costs are non-compensable.

**CONTRACTOR**

City of Carson City  
By: Harley White Printed Name: \_\_\_\_\_  
Title: Project Manager Title: \_\_\_\_\_  
Date: 3-29-11 Date: \_\_\_\_\_

**PROJECT MANAGER**

By: Tom Grundy  
Printed Name: Tom Grundy  
Title: Senior Project Manager  
Date: 3-29-11

**CARSON CITY CONTRACTS  
CHANGE ORDER No. 1**

Contract No. 1011-154  
Project Title: ADA Compliant Restrooms at the Community Center Project File No. 1.0808

The Contractor is hereby authorized to make the following changes to the Scope of Work for the referenced contract, subject to the provisions of the contract documents:

This change order is initiated by the City to cover modifications made to add a floor drain, relocate and repair swamp cooler water supply piping, add hot water return loop and balance valve and add a hose bib.

Justification: Contract documents allow the City to make adjustments to the contract.

Requested By: City

Item #1: Increases  Decreases  Does not change  the Contract Sum by: \$2,740.00

Item #1: Increases  Decreases  Does not change  the Contract Term by: \_\_\_\_\_ Calendar days

**SUMMARY**

- 1 Original Contract Sum \$94,674
- 2 Net change by previously approved Change Orders \$0.00
- 3 Contract Sum prior to this Change Order \$94,674
- 4 Contract Sum will be increased  decreased  unchanged  by: \$2,740
- 5 Revised Contract Sum including this Change Order \$97,414
- 6 Original number of calendar days to complete the contract 60
- 7 Contract Term will be increased  decreased  unchanged  by: 0
- 8 Revised number of days to complete the contract 60
- 9 Revised date of Completion by this Change Order 2/4/2011

**Not valid until signed by Contracts, Contractor, and Project Manager.**  
This change authorization constitutes full and complete compensation for all labor, equipment, materials, overhead, profit, any and all indirect costs, and time adjustment to perform the above described change. All other costs are non-compensable.

**CONTRACTOR**

By: Aileen White  
Printed Name: Aileen L White  
Title: Management Asst III  
Date: 1-6-11

**PROJECT MANAGER**

By: Tom Grundy  
Printed Name: Tom Grundy  
Title: Senior Project Manager  
Date: 1-6-11