

Date: May 25, 2017

For ACTION X

For INFORMATION X

Board Agenda: Yes X
No

FROM: Elijah Gross, Director, Planning Design and Construction
Richard Jackson, Director Ed Facilities

THROUGH: Alvin Crawley, Ed.D., Superintendent of Schools
Clarence E. Stukes, Chief Operating Officer
Michael Herbstman, Chief Financial Officer

TO: The Honorable Ramee Gentry, Chairman, and Members of the Alexandria City School Board

TOPIC: **F.C. Hammond Elevator Addition Project Change Order #3 to Protec Construction**

BACKGROUND: The purpose of this memorandum is to request approval of Change Order #3 for construction services to Protec Construction, Inc. occurring during the final completion of the F.C. Hammond elevator addition project.

The F.C. Hammond elevator addition project was initiated through the competitive bid process and awarded to Protec Construction, Inc. During the final completion of the project unforeseen conditions were encountered and in order to facilitate elevator inspection requirements; additional work was incurred in the amount of \$23,299.77. Those changes were reviewed by the designer of record, (Maginniss + Del Nino Architects) and the Educational Facilities Department of ACPS.

This work was executed over the winter break and was required by the City and state elevator inspectors in order for the elevator to be used when school came back in session.

The combined amount of change orders 1,2, and 3 are covered under the available budget for the project but together exceeds the contract amount by more than 10%; thus requiring School Board approval per ACPS FEG policy section on *Financial Management of Construction Funds* as referred to in the ACPS Regulations for Capital Improvement Program (CIP) Procedures.

The attached narrative summarizes the details for each Change Order, and the attached Change Order #3 provides details of the required work.

RECOMMENDATION: Approve the attached Change Order request in the amount of \$23,299.77 for the F.C. Hammond elevator addition project.

CONTACT PERSON: Elijah Gross, (703) 619-8038

ATTACHMENTS: 1. Narrative Summary of Change Order.
2. Change Order #3, PO CP-16-FH-41861559-1-P130007-56