

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

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**SUBJECT:** Board Approval of Change Order 1-01, 2019 Capital Outlay Project– Ogdensburg Free Academy Edgar A. Newell, II Memorial Golden Dome - Project Number: 2019-064

**DATE:** April 20, 2020

**REASON FOR BOARD CONSIDERATION:**

The Board of Education must approval all changes that increase or decrease the cost of the current renovation project.

**FACTS AND ANALYSIS:**

Since the above-mentioned Change Order **decreases** the contract sum by \$3,157.83 and since it carries the recommendation of the Superintendent of Schools, the same is presented to the Commissioners for review and/or approval.

**RECOMMENDED ACTION:**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that, having the approval of the Superintendent of Schools, the Board of Education of the Ogdensburg City School District does hereby approve Change Order 1-01, 2019 Capital Outlay Project– Ogdensburg Free Academy Edgar A. Newell, II Memorial Golden Dome - Project Number: 2019-064, presented this 20<sup>th</sup> day of April 2020.

**APPROVED FOR PRESENTATION TO THE BOARD:**

  
\_\_\_\_\_  
Superintendent

KK/alf  
Attachment



# BCA ARCHITECTS & ENGINEERS

## Transmittal

327 Mullin Street, Watertown, New York 13601

PROJECT: Ogdensburg City School District 2019 Capital Outlay Project 2019-064      DATE: 4/14/2020

SUBJECT: Change Order 1-01, Contractor Substantial Completion      TRANSMITTAL ID: 00020

PURPOSE: For Signature      VIA: Info Exchange

### FROM

NAME	COMPANY	EMAIL	PHONE
Stephen Shockley, LEED Green Associate 327 Mullin Street Watertown, New York 13601	BCA Architects & Engineers	sshockley@thebcgroup.com	(315) 782-8130

### TO

NAME	COMPANY	EMAIL	PHONE
Kevin Kendall 1100 State Street Ogdensburg, New York 13669	Ogdensburg City School District	kkendall@ogdensburgk12.org	(315) 393-0900

REMARKS: Please find attached the following documents for your approval and signature:

- Change order 1-01(\$3,157.83)
- Contractor Certificate of Substantial Completion

Please sign and date each document where indicated, retain one copy for your records, and email return an executed copy to my attention.

Thank you

### DESCRIPTION OF CONTENTS

QTY	DATED	TITLE	NOTES
1	4/14/2020	1-01 040720, Deduct allowance (Skelly signed).pdf	
1	4/14/2020	Cont 1, Skelly (OFA-Dome) signed 041420.pdf	

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

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DATE OF ISSUANCE February 18, 2020

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OWNER Ogdensburg City School District

CONTRACTOR Skelly Contractors, Inc.

Contract: No. 1 – Mechanical

Project: 2019 Capital Outlay Project

OWNER's Contract No. \_\_\_\_\_

ENGINEER's Project No. 2019-064

SED Control Nos. 51-23-00-01-0-007-022 OFA/Dome

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This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof:

**2019 Capital Outlay Project**  
Excluding the attached *Items to be Completed List*.

To Ogdensburg City School District  
OWNER

And To Skelly Contractors, Inc.  
CONTRACTOR

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The Work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

February 10, 2020  
DATE OF SUBSTANTIAL COMPLETION

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of CONTRACTOR to complete all the Work in accordance with the Contract Documents. When this Certificate applies to a specified part of the Work, the items in the tentative list shall be completed or corrected by CONTRACTOR within 20 days of the date of execution of this document by the Prime Contractor unless otherwise noted.

EJCDC No. 1910-8-D (1996 Edition)

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities and insurance shall be as follows:

**OWNER:** In accordance with General Conditions and all other requirements of the Contract Documents to include any and all addendums.

**CONTRACTOR:** In accordance with General Conditions and all other requirements of the Contract Documents to include any and all addendums.

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The following documents are attached to and made part of this Certificate:

Attached the *Items to be Completed List* dated February 10, 2020

*[For items to be attached see definition of Substantial Completion as supplemented and other specifically noted conditions precedent to achieving Substantial Completion as required by Contract Documents.]*

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This certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of CONTRACTOR's obligation to complete the Work in accordance with the Contract Documents.

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Executed by ARCHITECT/ENGINEER on 2.18.20  
Date

**BCA Architects & Engineers**

ARCHITECT/ENGINEER

By: 

(Authorized Signature)

CONTRACTOR accepts this Certificate of Substantial Completion on 4-14-2020  
Date

**Skelly Contractors, Inc.**

CONTRACTOR

By: 

(Authorized Signature)

OWNER accepts this Certificate of Substantial Completion on \_\_\_\_\_  
Date

**Ogdensburg City School District**

OWNER

By: \_\_\_\_\_

(Authorized Signature)

I:\Project\3007-0000207-122B-04\CD\Substantial Completion (Contractor)\Emergency\Substantial Completion - Contract 1 2, BAC.doc

EJCDC No. 1910-8-D (1996 Edition)

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.

# CHANGE ORDER

No. 1-01

<b>PROJECT:</b> 2019 Capital Outlay Project  <b>OWNER:</b> Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669  <b>CONTRACTOR:</b> Skelly Contractors, Inc. <small>(Name, Address)</small> 5878 NYS Rt. 68 Ogdensburg, NY 13669  <b>CONTRACT FOR:</b> No. 1 - Mechanical  <b>CONTRACT DATE:</b> September 16, 2019	<b>DATE OF ISSUANCE:</b> April 7, 2020  <b>ENGINEER:</b> BCA Architects & Engineers 327 Mullin Street Watertown, New York 13601  <b>ENGINEER'S PROJECT NO.:</b> 2019-064  <b>SED PROJ. MGR.:</b> Sigrid Coons  <b>SED CONTROL NO.:</b> 51-23-00-01-0-007-022
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**You are directed to make the following changes in the Contract Documents to include all labor, material, and equipment:**




Deduct for the remainder of the Field Directive Allowance.	\$ (3,157.83)
	<b>Total \$ (3,157.83)</b>

Attachments: (list documents supporting change)

Contract No. 1 - Mechanical Form of Proposal, Field Order 101-01

This Change Order constitutes compensation in full to the Contractor for all costs attributable to these changes for all delays related thereto and for performance of the work within the time stated herein. The Contractor further waives all rights resulting from the cumulative effect of this and all preceding Change Orders.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIME:
Original Contract Price  \$ 72,094.00	Original Contract Time as per Milestone Construction Schedule <small>days or date</small>
Previous Change Order: N/A  \$ 0.00	Net Change from previous Change Orders none <small>days</small>
Contract Price prior to this Change Order  \$ 72,094.00	Contract Time prior to this Change Order as per Milestone Construction Schedule <small>days or date</small>
Net Increase of this Change Order  \$ (3,157.83)	Net Increase of this Change Order none <small>days</small>
Contract Price with all approved Change Orders  \$ 68,936.17	Contract Time with all approved Change Orders as per Milestone Construction Schedule <small>days or date</small>

<b>RECOMMENDED:</b> BCA ARCHITECTS & ENGINEERS  <small>Architect/Engineer</small> Shawn M. Travers, RA <small>Print or Type Name</small>  phone: (315) 782-8130 date: 4/7/20	<b>APPROVED:</b> OGDENSBURG CITY SCHOOL DISTRICT  <small>Owner</small> Kevin K. Kendall <small>Print or Type Name</small>  phone: (315) 393-0900 date:	<b>APPROVED:</b> SKELLY CONTRACTORS  <small>Contractor</small> Edward J. Skelly <small>Print or Type Name</small>  phone: (315) 393-3900 date: 4-14-2020
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**FIELD ORDER /  
ALLOWANCE  
AUTHORIZATION**

OWNER  Ogdensburg CSD  
 ARCHITECT  BCA  
 CONSULTANTS   
 CONTRACTOR  Skelly  
 FIELD   
 OTHER  NYSED

PROJECT: 2019 Capital Outlay Project

FIELD ORDER NO. 101-01

OWNER: Ogdensburg City School District  
 1100 State Street  
 Ogdensburg, New York 13669

DATE: April 7, 2020

TO: Skelly Contractors, Inc.  
 (Contractor) 5878 NYS Rt. 68  
 Ogdensburg, NY 13669

ARCHITECT'S  
 PROJECT NO.: 2019-064

CONTRACT NO.: No. 1 - Mechanical

CONTRACT DATE: September 16, 2020

SED NO.: 51-23-00-01-0-007-022

SED PROJ. MGR: Sigrid Coons

**You are hereby directed to execute promptly this Field Order to include all labor, materials, and equipment:**

Add to replace deteriorated section of existing 3-inch hot water return line discovered while replacing the boiler. \$ 1,842.17

**Total \$ 1,842.17**

ATTACHMENTS:  
 Skelly Proposals  
 BCA related Contract Drawings

<b>ALLOWANCE SUMMARY</b>	
Original Allowance:	\$ 5,000.00
Previous Field Order:	\$ -
Allowance Remaining prior to this Field Order:	\$ 5,000.00
Net Decrease of this Field Order:	\$ (1,842.17)
Allowance Remaining:	\$ 3,157.83

BCA Architects & Engineers

Shawn M. Travers, RA  
 Architect/Engineer



Signature

4/7/20

Date

FORM OF PROPOSAL  
Ogdensburg City School District  
2019 Capital Outlay Project

The Undersigned Skelly Contractors, Inc.  
Contractor

5878 State Highway 48 Ogdensburg, New York 13669  
Address Zip Code

hereby certifies that he has examined and fully comprehends the requirements and intent of the drawings and specifications as prepared by BCA Architects & Engineers, for **CONTRACT NO. 1 - MECHANICAL** to furnish all labor, materials, supplies, plant and equipment and other facilities to properly perform the work for the total:

BASE BID SUM of

fifty thousand, five hundred and thirty DOLLARS (\$50,530.<sup>00</sup>)

Bid Item No. 1 – Field Directive Allowance

Five Thousand DOLLARS (\$ 5000.00 )

**TOTAL BASE BID (Base Bid and Bid Item No. 1)**

fifty five thousand, five hundred and thirty DOLLARS (\$55,530.<sup>00</sup>)

Alternate No. 1 – Domestic Water Storage Tank

Sixteen thousand, five hundred and sixty four DOLLARS (\$ 16,564.<sup>00</sup>)  
ADD



# CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

FP-COC 09/02, rev 08/06,  
rev. 04/10  
Page One

**THE STATE EDUCATION DEPARTMENT**  
**THE UNIVERSITY OF THE STATE OF NEW YORK / Albany, NY 12234**  
Office of Facilities Planning, Room 1060 Education Building Annex  
Tel. (518) 474-3906 Fax (518) 486-5918  
www.emsc.nysed.gov/facplan/

Instructions: This CERTIFICATION is required for all change orders submitted to SED  
Fill out all three parts completely.

**Change Order Number:**  
1-01

## Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

5	1	2	3	0	0	0	1	0	0	0	7	0	2	2
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District BEDS Code

Building Identification Number

Project number

District & Building Name

Ogdensburg City School District, Ogdensburg Free Academy/Golden Dome

Type of Project

Reconstruction /Alteration  Addition & Alteration  New Building  Other

Project Description

2019 Capital Outlay Project

Architect / Engineer firm

**BCA Architects & Engineers** 327 Mullin Street Watertown, NY 13601  
name address

Contact Person

**Shawn M. Travers, R.A. Principal/Architect** (315) 782-8130 stravers@thebcgroup.com  
name & title phone number & e-mail

Construction Manager firm

**BCA Architects & Engineers** 327 Mullin Street Watertown, NY 13601  
name address

Contact Person

**Stephen E. Shockley, Project Administrator** (315) 782-8130 sshockley@thebcgroup.com  
name & title phone number & e-mail

District Contact Person

**Kevin Kendall, Supt. of Schools** (315) 393-0900 kkendall@ogdensburgK12.org  
name & title phone number & e-mail

## Part Two

Provide the following information for each individual item in the change order:

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

A1	Owner requested credit.
B1	As part of Contract 1 - Mechanical, there was a Field Directive Allowance in the amount of \$5,000.
C1	During construction, there was (1) field order charged against the Field Directive Allowance in the amount of \$1,842.17, leaving a balance of \$3,157.83.
D1	Deduct for the remainder of the Field Directive Allowance.




# CHANGE ORDER CERTIFICATION

FP-COC 04/10  
Page Two

## Part Three

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### Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

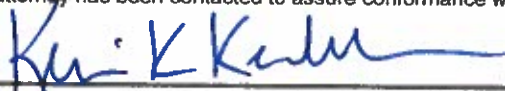
2

### Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

4/14/20  
Date

  
Mr. Kevin Kendall, Superintendent of Schools

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### Certification of the Architect or Engineer

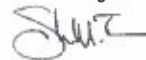
The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

4/7/20  
Date

BCA Architects & Engineers

Architectural / Engineering Firm Name



Mr. Shawn M. Travers, RA