



# Change Order | Allowance | Pay App Transmittal

D.C. Building Systems, Inc. | 1015 Water Street Watertown, New York 13601

PROJECT: Ogdensburg City School District 2023 Capital Outlay Project 2023-008      DATE SENT: 8/31/2023

SUBJECT: Catch Basin Rehab      RETURN BY:      CHANGE ORDER | ALLOWANCE | PAY APP ID: 01 (GC) AA-4-002

TYPE: Change Order | Allowance | Pay App      TRANSMITTAL ID: 00178

PURPOSE: CO/AA | For Admin Processing      VIA: Email

ACTUAL AMOUNT: (\$7,741.00)      ESTIMATED AMOUNT: (\$7,741.00)

ACTUAL DAYS: 0      ESTIMATED DAYS: 0

FROM

NAME	COMPANY	EMAIL	PHONE
Robert Porter	D.C. Building Systems, Inc.	rporter@dc-buildingsystems.com	(315) 785-9884

TO

NAME	COMPANY	EMAIL	PHONE
Kevin Kendall	Ogdensburg City School District	kkendall@ogdensburgk12.org	(315) 393-0900

REMARKS: Mr. Kendall,

Please sign/date the first and last pages of the attached Allowance Authorization form and email back to me.  
Thank you.

DESCRIPTION OF CONTENTS

QTY	TITLE	NUMBER	DATE	SCALE	SIZE
1	104-02 Catch Basin Rehab ContSigned.pdf		8/31/2023		

COPIES:

Rachel Barr (Ogdensburg City School District)

# ALLOWANCE AUTHORIZATION



## DISTRIBUTION

<b>Owner</b>	<input checked="" type="checkbox"/> Ogdensburg CSD	<b>Contractor</b>	<input checked="" type="checkbox"/> D.C. Building Systems, Inc.
<b>Architect</b>	<input checked="" type="checkbox"/> BCA Architects & Engineers	<b>Field</b>	<input type="checkbox"/>
<b>CM</b>	<input type="checkbox"/> N/A	<b>Other</b>	<input checked="" type="checkbox"/> NYSED

## CONTRACT INFORMATION

<b>Project:</b>	2023 Capital Outlay Project	<b>Field Order No.:</b>	104-02
<b>Owner:</b>	Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669	<b>Date:</b>	August 4, 2023
<b>Contractor:</b>	D.C. Building Systems, Inc. 19086 US Route 11 Watertown, New York 13601	<b>Architect's Project No.:</b>	2023-008
<b>SED No.:</b>	51-23-00-01-0-007-025 Ogdensburg Free Academy / Golden Dome	<b>Contract For:</b>	No. 1 - General Construction
		<b>Contract Date:</b>	July 3, 2023
		<b>SED Project Manager:</b>	Wendy Clark

## DESCRIPTION

**You are hereby directed to execute promptly this Field Order:**

Add to provide all labor, materials, and equipment to replace deteriorated asphalt around existing catch basin outside work zone limits and provide positive slope for proper stormwater drainage. \$ 7,741.00

**Total Allowance Authorization Amount \$ 7,741.00**




## ATTACHMENTS

Cost Proposal BC04 from DC Building Systems dated 7/25/23  
Contract Drawing L310, L320 & L330

## SUMMARY

<b>Original Allowance:</b>	<b>\$ 50,000.00</b>
Previous Allowance Authorization:	\$ 4,800.00
<b>Allowance Remaining prior to this Authorization:</b>	<b>\$ 45,200.00</b>
Net Decrease of this Allowance Authorization:	\$ 7,741.00
<b>Allowance Remaining:</b>	<b>\$ 37,459.00</b>

## AUTHORIZED SIGNATURES

<p><b>BCA Architects &amp; Engineers</b> Architect/Engineer</p> <p></p> <p>Shawn M. Travers, R.A., LEED Green Associate Principal/Architect</p> <p><b>N/A</b> Construction Manager (If Applicable)</p> <p>_____ Name, Title</p>	<p><b>D.C. Building Systems, Inc.</b> Contractor</p> <p></p> <p>Robert Porter Name, Title</p> <p><b>Ogdensburg City School District</b> Owner</p> <p></p> <p>Ken K. Hill, Superintendent Name, Title</p>
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DC Building Systems, Inc.  
1015 Water Street, Watertown, NY 13601  
(315) 785-9884 (315) 785-9767  
rporter@dc-buildingsystems.com

7/25/23

Attn: Steve Shockley  
BCA Architects & Engineers  
15 Public Square.  
Watertown, NY 13601

RE: Ogdensburg Schools BC04 Catch Basin Remediation

Following please find our proposal:

Option 1: Provide all labor, material, and equipment to cut back existing asphalt binder and top to stable material in line and symmetrical with existing catch basin rim structure. Provide new asphalt binder and top within the removal footprint pitched to catch basin. Provide asphalt sealer at new joints. Recompact subbase as required.

Barret Paving Materials Costs \$7,035

Carpenter Foreman 8 Hours \$706

~~15% OH&P \$1,161~~

~~Total Cost this Item Eight Thousand Nine Hundred Two Dollars \$8,902~~

\$7,741

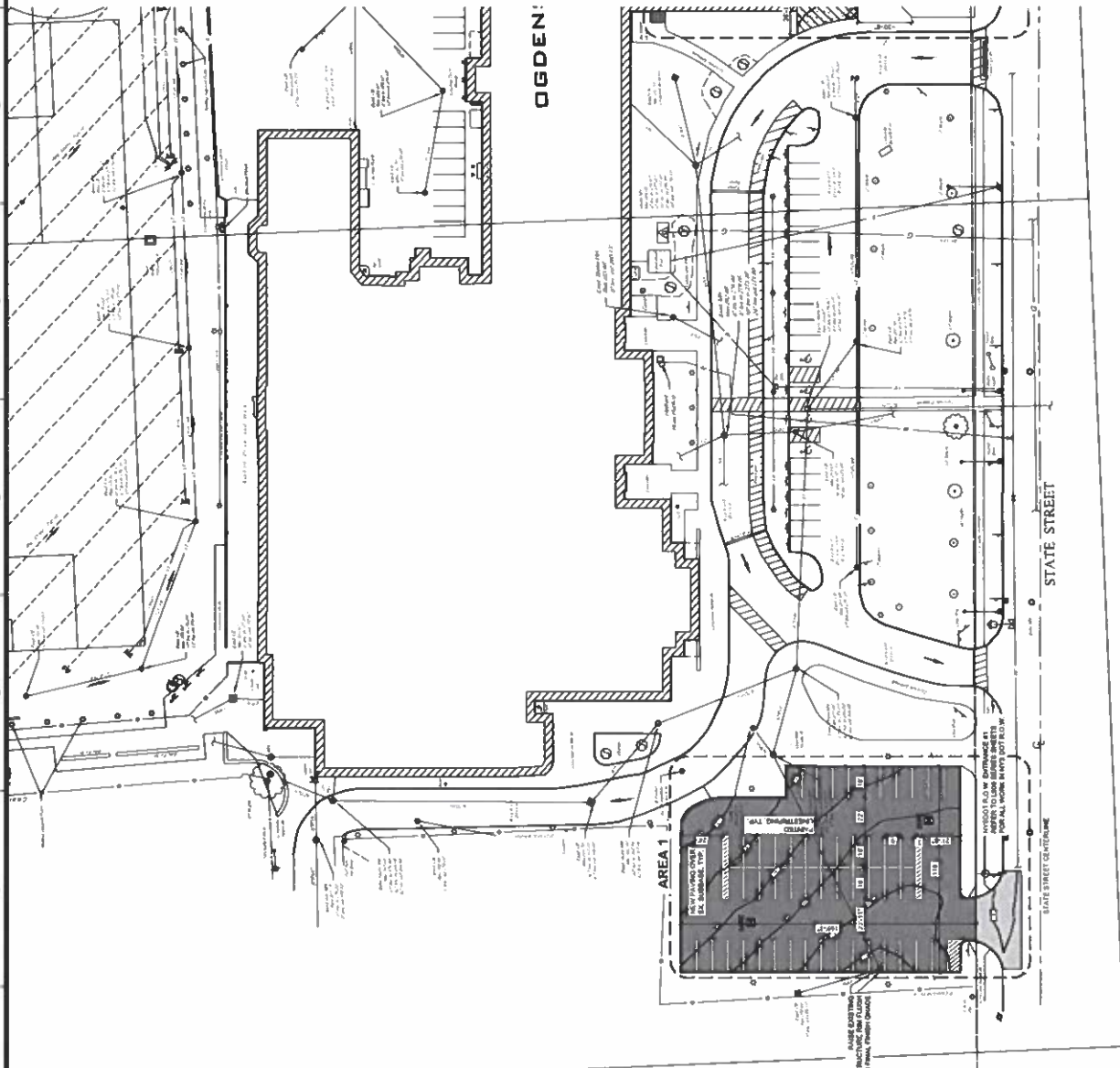
Sincerely,

*Robert Porter*

Robert Porter  
President

cc. Shawn Travers

- SITE LEGEND**
- HEAVY DUTY ASPHALT PAVEMENT
  - ASPHALT PAVING OVER EXISTING SURFACE
  - ASPHALT PAVING
  - CONCRETE PAVEMENT
  - HEATED CONCRETE SLAB
  - PARKING STRIPING



OGDEN:

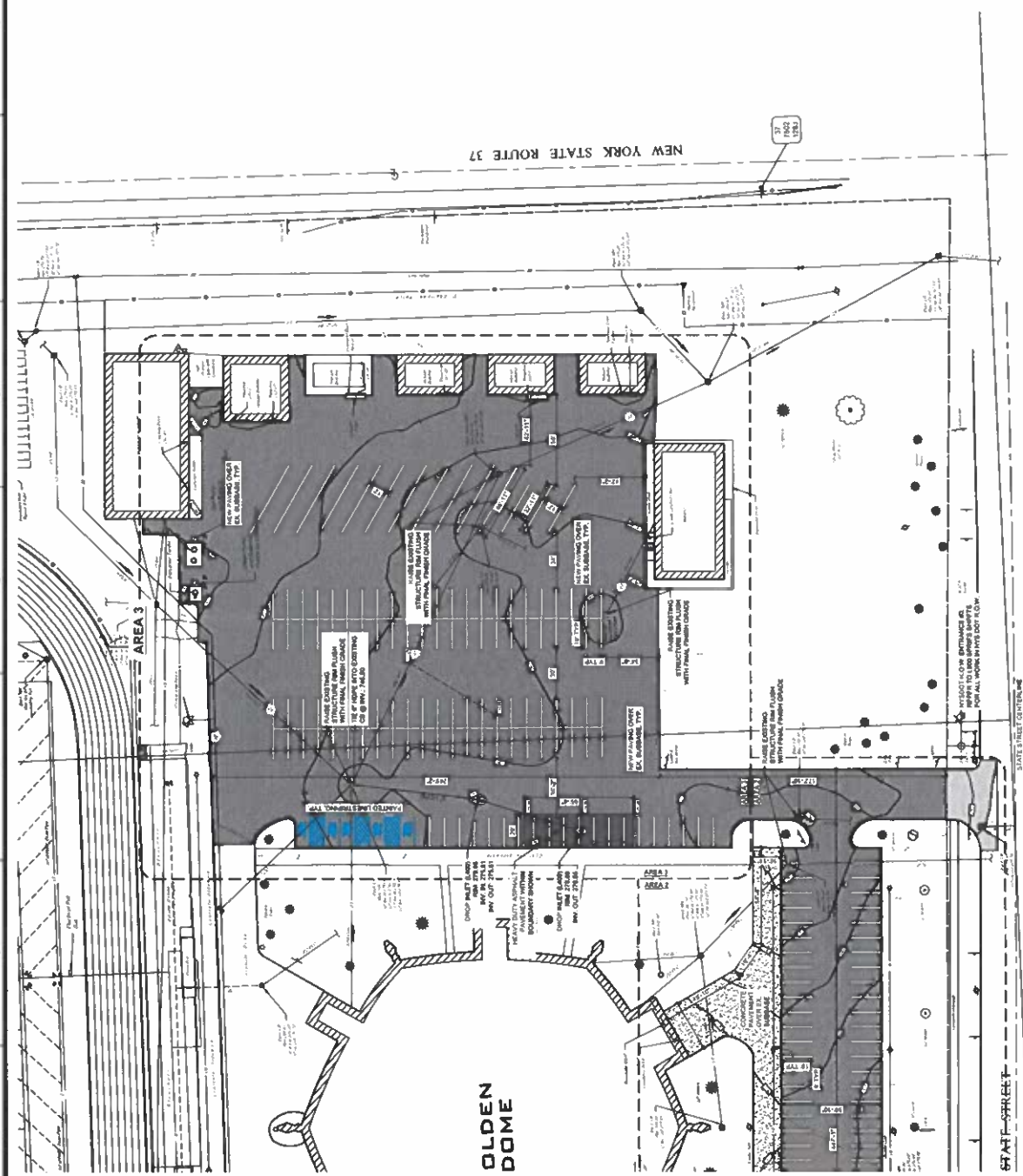
BCA Architects & Engineers  
 Physical | Saratoga Springs | Waterbury  
 2023 CAPITAL OUTLAY PROJECT  
 OGDENSBURG CITY SCHOOL DISTRICT  
 OGA / GOLDEN DOME  
 COMMUNITY OF LEARNERS - WEST TOWN

SCALE: 1" = 10'-0"  
 SHEET NUMBER: 1  
 TOTAL SHEETS: 1310  
 DATE SET: 8/20/23

SITE LAYOUT & GRADING PLAN - AREA 1  
 SCALE: 1" = 10'-0"



- SITE LEGEND**
- HEAVY DUTY ASPHALT PAVEMENT
  - ASPHALT PAVING
  - CURBED DRIVEWAY
  - ASPHALT PAVING WITH HYDROT FLOW
  - CONCRETE PAVEMENT
  - HEATED CONCRETE SLAB
  - PARKING STRIPING



NEW YORK STATE ROUTE 37

ST 1702 (170)

AREA 3

OLDEN DOME

STATE STREET CENTER

SITE LAYOUT & GRADING PLAN - AREA 3  
SCALE: 1"=20'

**BCA Architects & Engineers**  
3000 South 1st Street  
Tomball, Texas 77375  
Tel: 281-291-1100  
www.bcaarchitects.com



**DODDENSBURG CITY SCHOOL DISTRICT**  
2022 CAPITAL OUTLAY PROJECT  
DFA / GOLDEN DOME  
COORDINATOR: JT LUNDQUIST

NO.	DESCRIPTION
1	L330 BIG SET

**SITE LAYOUT & GRADING PLAN - AREA 3**  
SHEET NUMBER: 1  
DATE: 1/13/2023



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234  
 Tel. (518) 474-3906  
 Tel. (518) 474-3906  
 www.p12.nysed.gov/facplan/

**CHANGE ORDER CERTIFICATION**

Must be attached to back of Change Order

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

<b>Change Order Number:</b>
104-02

**Part One - General Information**

Provide separate Change Orders for each Project Number

<b>SED Project Number</b>	5	1	2	3	0	0	0	1	0	0	0	7	0	2	5
	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 2023 Capital Outlay Project

Architect / Engineer firm BCA Architects & Engineers 15 Public Square; Watertown, New York 13601  
name address

Contact Person Shawn M. Travers, R.A. Principal/Architect (315) 782-8130 Ext. 235 / stravers@thebcgroup.com  
name & title phone number & e-mail

Construction Manager firm BCA Architects & Engineers 15 Public Square; Watertown, New York 13601  
name address

Contact Person Stephen Shockley Project Administrator (315) 782-8130 Ext. 290 / sshockley@thebcgroup.com  
name & title phone number & e-mail

District Contact Person Kevin Kendall, Superintendent 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.)


A	Owner
B	Under the Capital Outlay Project, existing catch basins / drop inlets were being adjusted in coordination with scheduled parking lot reconstruction as per Contract Drawing L310, L320 & L330.
C	During construction, the Owner requested that an additional catch basin / drop inlet be addressed since the General Contractor was already mobilized onsite. The catch basin was located in a pavement area outside the scheduled work zone and consisted of severely deteriorated asphalt around the immediate area that no longer allowed for proper stormwater control. To avoid further pavement deterioration, the Owner requested that the General Contractor cut back the asphalt and re-align the pavement with the catch basin rim structure.
D	Add to provide all labor, materials, and equipment to replace deteriorated asphalt around existing catch basin outside work zone limits and provide positive slope for proper stormwater drainage.

# CHANGE ORDER CERTIFICATION

**Part Three**

<b>1</b>	<b><u>Change order requirements:</u></b>
<ul style="list-style-type: none"> <li>✓ The scope of the change order must relate to the project scope previously approved.</li> <li>✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.</li> <li>✓ 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.</li> <li>✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.</li> </ul>	

<b>2</b>	<b><u>Certification of the Superintendent of Schools (District Superintendent if a BOCES project)</u></b>
<p>The following statements are true and correct to the best of my knowledge and belief:</p> <ul style="list-style-type: none"> <li>● The revised total cost is within the authorized appropriation for this project.</li> <li>● 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.</li> </ul>	
<p><u>8/31/23</u> Date</p>	<p> Kevin Kendall, Superintendent of Schools</p>

<b>3</b>	<b><u>Certification of the Architect or Engineer</u></b>
<p>The following statements are true and correct to the best of my knowledge and belief:</p> <ul style="list-style-type: none"> <li>● Work required by this change order is in accordance with applicable sections of the approved contract documents.</li> <li>● Any plan, sketch, or attachment referenced in this change order is included herein.</li> <li>● 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.</li> <li>● Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.</li> <li>● 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.</li> </ul>	
<p><u>August 4, 2023</u> Date</p>	<p>BCA Architects &amp; Engineers Architectural / Engineering Firm Name</p> <p> Shawn M. Travers, R.A. Principal/Architect</p>