



# AIA®

# Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
 Ogdensburg CSD  
 2024 Capital Outlay Project  
 1100 State Street  
 Ogdensburg, New York 13669

**CONTRACT INFORMATION:**  
 Contract For: 1 - General Construction  
  
 Date: July 01, 2024  
  
 SED Control No. 51-23-00-01-0-007-027  
  
 Architect Project No. 2024-029

**CHANGE ORDER INFORMATION:**  
 Change Order Number: 1-01  
  
 Date: August 22, 2024

**OWNER:** *(Name and address)*  
 Ogdensburg City School District  
  
 1100 State Street  
 Ogdensburg, New York 13669

**ARCHITECT:** *(Name and address)*  
 Bernier, Carr & Associates, Engineers,  
 Architects and Land Surveyors, P.C.  
 dba BCA Architects & Engineers  
 15 Public Square  
 Watertown, New York 13601

**CONTRACTOR:** *(Name and address)*  
 D.C. Building Systems, Inc.  
  
 1015 Water Street  
 Watertown, New York 13601

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Deduct for unused Field Directive Allowance in the amount of \$5,000.00.

The original Contract Sum was	\$	<u>55,207.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>55,207.00</u>
The Contract Sum will be decreased by this Change Order in the amount of	\$	<u>5,000.00</u>
The new Contract Sum including this Change Order will be	\$	<u>50,207.00</u>

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be August 30, 2024

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Bernier, Carr & Associates, Engineers,  
Architects and Land Surveyors, P.C.  
**ARCHITECT** *(Firm name)*

  
**SIGNATURE**

Shawn M. Travers, R.A., LEED Green  
Associate, Principal/Project Architect  
**PRINTED NAME AND TITLE**

8/22/2024  
**DATE**

D.C. Building Systems, Inc.  
**CONTRACTOR** *(Firm name)*

  
**SIGNATURE**

Robert Porter, President  
**PRINTED NAME AND TITLE**

8/26/24  
**DATE**

Ogdensburg City School District  
**OWNER** *(Firm name)*

**SIGNATURE**

Kevin Kendall, Superintendent  
**PRINTED NAME AND TITLE**

**DATE**



§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

[ ] Not later than ( ) calendar days from the date of commencement of the Work.

[ X ] By the following date: August 30, 2024 (per attached Exhibit B – Milestone Construction Schedule

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
Not Applicable	

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

**ARTICLE 4 CONTRACT SUM**

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum shall be Fifty-five Thousand Two Hundred Seven Dollars and Zero Cents (\$ 55,207.00 ), subject to additions and deductions as provided in the Contract Documents.

**§ 4.2 Alternates**

§ 4.2.1 Alternates, if any, included in the Contract Sum: None

It is mutually understood and agreed that the Owner shall have the right of selection in respect to any or all of the Alternates as bid and that in respect to each said Alternate the Contractor shall give the Owner thirty (30) days’ written notice of the time when the doing of said Work necessitates the removal of Work and materials already done or installed or increase his/her Contract cost.

(Table deleted)

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.

(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
None		

§ 4.3 Allowances, if any, included in the Contract Sum:  
(Identify each allowance.)

\$5000.00 unused Field Directive Allowance to be credited to Owner.

Item	Price
Bid Item No. 3 – Field Directive Allowance	\$5,000.00

**§ 4.4 Unit prices, if any:**

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
Asbestos Abatement of Floor Tile & Mastic	Square Foot	\$15.00
Cementitious Cast Underlayment	Square Foot	\$10.00

**§ 4.5 Liquidated damages, if any:**

(Insert terms and conditions for liquidated damages, if any.)

Refer to Article 8.4 of the General Conditions of the Contract for Construction

(Paragraphs deleted)





**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>
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	7
	District BEDS Code			Building Identification Number						Project number					

District & Building Name Ogdensburg School District / Ogdensburg Free Academy / Golden Dome

Type of Project  Reconstruction /Alteration  Addition & Alteration  New Building  Other

Project Description 2024 Capital Outlay Project

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

name address

Contact Person Shawn Travers, Principal / Architect (315) 782-8130 Ext. 235 / stravers@thebcgroup.com

name & title phone number & e-mail

Construction Manager firm Not Applicable

name address

Contact Person

name & title phone number & e-mail

District Contact Person Kevin Kendall, Superintendent (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 Requested
B	Under the Capital Outlay Project, the Form of Proposal for Contract No. 1 - General Construction included Bid Item No.3 - Field Directive Allowance in the amount of \$5,000.00.
C	During construction, there were no Allowance Authorizations issued; thereby leaving a balance of \$5,000.00.
D	Deduct for unused Field Directive Allowance in the amount of \$5,000.00.

# CHANGE ORDER CERTIFICATION

**Part Three**

**1**

**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.

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Kevin Kendall, Superintendent

**3**

**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.

8/22/2024   
 \_\_\_\_\_   
 Date

BCA Architects & Engineers   
 \_\_\_\_\_   
 Architect/Engineer Firm



Shawn Travers, Principal / Architect   
 \_\_\_\_\_