

RE: Moore Building Elevator

October 3, 2016

To: Board of Commissioners
Cc Laura Tschabold, Ken Huffer

As you know we put out for bid in 2015 the refurbishing of both the Court House and the Moore Building elevators, due to costs of the project it was determined at the time to go ahead with the Court House elevator and wait on the Moore Building moving it out a year.

At this time we would like to go ahead with the refurbishing of the Moore Building elevator using the same company who bid both projects originally, Brockamp & Jaeger. Attached you will find the change order to the original contract requesting the contractor to move ahead pending your approval.

Thank you for your consideration in this matter,

Respectfully,

A handwritten signature in cursive script that reads "Joe Moore".

Joe Moore
Yamhill County Facilities Manager

B.O. 11e-405

August 8, 2016

MEMO

TO: Joe Moore, Facilities Manager
Yamhill County
535 Northeast 5th Street, Room 49
McMinnville, Oregon 97128
(503) 434-7471 FAX: (503) 434-4358
moorej@co.yamhill.or.us

FROM: Randy Saunders
RSS ARCHITECTURE, P.C.
2225 Country Club Road
Woodburn, Oregon 97071
(503) 982-1211 Fax: (503) 982-2236
randy-rssarch@qwestoffice.net

**RE: YAMHILL COUNTY ELEVATORS REHABILITATION PROJECT
Architect's Project No. 1504**

1. Brockamp & Jaeger, Incorporated has proposed to complete Moore Building elevator rehabilitation work, as shown in the drawings and as specified as Additive Alternate Bid No. 1, at this point in time for \$207,711.00. The original bid amount for Additive Alternate Bid No. 1 was \$182,096.00 - the bid date was August 27, 2015.
2. Since the original bid date a few changes were made and contingency money utilized for the rehabilitation of the Yamhill County Courthouse Elevator. The Contractor has accounted for the same changes occurring at the Moore Building elevator and incorporated the cost in their updated proposal to complete the work. We believe the dollar amount accounted for is \$16,400.00. The Contractor has also built in to their updated proposal \$5,000.00 as the contingency amount for work specific to the Moore Building elevator.
3. \$21,400.00 has been added to the original bid amount of \$182,096.00 = \$203,496.00; money added to address known changes and a contingency amount.
4. 207,711.00 (revised cost of doing the Moore Building elevator work) - \$203,496.00 = \$4,215.00. What does \$4,215.00 account for? Contractor overhead over the duration of the work and inflation; the schedule for completing the work is 22 calendar weeks after receiving notice to proceed. This puts project completion at the third week of January 2017.
5. We have seen a marked increase in construction costs over the past six months. Our instinct is further escalation of costs will continue. This trend and state of the economy also contributes to the increase in proposed cost of the project.
6. No one likes to "pay" more than they were originally told. It is the Architect's opinion market conditions, time of year, duration of project, accounting for known changes, and a construction contingency amount built in to the Contractor's proposal all influence what has been proposed. We trust and believe the Contractor is being fair and reasonable.
7. Keep in mind whatever portion of the contingency amount that is not used stays with the County, it does not go to the Contractor. There is \$3,600.00 +/- of the construction contingency allocated to the Courthouse elevator rehabilitation that will remain with the County - addressed by a Change Order delineating where the contingency was used and how the amount remaining was calculated. The same would be done for the Moore Building elevator.

END OF MEMO

B.O. 11e-405

MEMO

TO: Joe Moore, Facilities Manager
Yamhill County
535 Northeast 5th Street, Room 49
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RE: **YAMHILL COUNTY ELEVATORS REHABILITATION PROJECT**
Architect's Project No. 1504 - Scope of Work Amendment

1. **RSS ARCHITECTURE, P.C.**, along with our consulting Engineers, proposes to provide further construction contract administration services for the above referenced project - Moore Building Elevator Rehabilitation. Proposed addition/increase to our current design consulting services fee sum (for this change in scope of services) is:

SEVEN HUNDRED TWENTY DOLLARS AND NO CENTS
(\$720.00)

AS A FIXED AMOUNT PER MONTH BEYOND SEPTEMBER 1, 2016 UNTIL THE PROJECT IS FULLY CLOSED OUT

Any additional reimbursable expenses accrued on the project beyond September 1, 2016 until the project is fully closed out would be billed in addition, as previously agreed to in the current Contract Agreement Form, to the fee amount shown above, at direct cost.

2. All other terms and conditions within the current Contract Agreement Form in place between Yamhill County and **RSS ARCHITECTURE, P.C.** remain the same.
3. If this change in scope/change in fee proposal is acceptable to the County please have an authorized representative sign and date this scope of work amendment and return it to this office. If you have any questions, concerns, or comments relative to the above information please do not hesitate to contact us.

4. This proposal is approved and accepted by: _____
(signature)

Title: Vice-Chair, Board of Commissioners Date: 10-6-16

END OF MEMO

Accepted by Yamhill County
Board of Commissioners on
10-6-16 by Board Order
16-405

TRANSMITTAL LETTER
RSS ARCHITECTURE, P.C.

2225 Country Club Road
Woodburn, Oregon 97071
(503) 982-1211

PROJECT: YAMHILL COUNTY ELEVATORS
REHABILITATION PROJECT

ARCHITECT'S PROJECT NO.: 1504

TO: [JOE MOORE, FACILITIES MANAGER]
YAMHILL COUNTY
COURTHOUSE
535 NORTHEAST 5TH STREET, RM. 49
MCMINNVILLE, OREGON 97128

DATE: SEPTEMBER 29, 2016

If enclosures are not as noted, please
inform us immediately.

If checked below, please:

Acknowledge receipt of enclosures.

ATTN: [

Return enclosures to us.

WE TRANSMIT:

herewith under separate cover via _____

in accordance with your request _____

FOR YOUR:

approval distribution to all parties information

review and comment record

use SIGNATURE/DISTRIBUTION OF ALL COPIES

THE FOLLOWING:

Drawings Shop Drawing Prints Product Literature

Specifications Shop Drawing Reproducible

COPIES	DATE	REV. NO.	DESCRIPTION	ACTION CODE
3	09/29/2016	0	CHANGE ORDER NO. 1	E

ACTION CODES:

A) Action indicated on item transmitted.

D) For signature & forwarding as noted
below under REMARKS.

B) No action required.

E) See REMARKS BELOW.

C) For signature and return to this office.

REMARKS: PLEASE SIGN, ADDRESS, AND DATE ALL THREE CHANGE ORDERS IN THE
RIGHT HAND COLUMN. SEND THE ONE MARKED "CONTRACTOR" TO
BROCKAMP & JAEGER, INCORPORATED, SEND THE ONE MARKED
ARCHITECT" BACK TO US, AND KEEP THE ONE MARKED "OWNER" FOR THE
COUNTY'S RECORDS AND REFERENCE.

COPIES TO: (with enclosures)

BROCKAMP & JAEGER,
INCORPORATED

[]
[]
[]
[] BY:

RANDAL S. SAUNDERS

MLM