

ROBERT EHMET HAYES & ASSOCIATES, PLLC

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ARCHITECTS

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September 21, 2018

VIA EMAIL and USPS

ROBERT EHMET HAYES (1981-2008)

R. EHMET HAYES

JOSEPH AHRENS HAYES

MICHAEL BRENT BISHOP

RYAN THOMAS FICKE

NOAH C. ONKST

To: Mr. Tete Turner, CFO  
Newport Independent Schools

Re: Newport Independent Schools  
Welcome Center – Phase 3 Masonry Repairs  
BG #18-263 / REH #149-417-A

Enclosures:

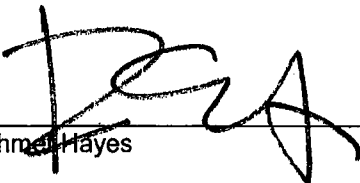
1. Review copy of Change Order No. 1.
2. KDE's Change Order Supplemental Information Form.

Action Required:

1. Submit to the Board for review and approval.
2. Sign KDE's Supplemental Information Form.
3. Forward the signed Supplemental Information form to our office and we will send all required information to KDE for their review and approval of this Change Order.

When KDE approval is received, we will forward original copies of the Change Order to you for signature.

If you have any questions in this regard, please call.

  
\_\_\_\_\_  
Robert Emet Hayes

EH:aes



# AIA® Document G701™ – 2017

## Change Order

**PROJECT:** *(Name and address)*  
Newport Welcome Center - Phase 3  
Masonry Repairs  
30 West 8th Street  
Newport, Kentucky 41071

**OWNER:** *(Name and address)*  
Newport Independent Board of Education  
30 West 8th Street  
Newport, Kentucky 41071

**CONTRACT INFORMATION:**  
Contract For: General Construction

Date: May 24, 2018  
REH #149-417-A / BG #18-263

**ARCHITECT:** *(Name and address)*  
Robert Ehmet Hayes & Associates, PLLC  
2512 Dixie Highway  
Fort Mitchell, Kentucky 41017

**CHANGE ORDER INFORMATION:**  
Change Order Number: One (1)

Date: September 18, 2018

**CONTRACTOR:** *(Name and address)*  
Trisco Systems, Inc.  
2000 Baty Road  
Lima, Ohio 45807

### 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.)*

During the masonry repairs on the north elevation of the courtyard area of the building, the contract documents instructed that the upper windows on each side of the main entry be investigated for possible deterioration. This was done by the contractor and found significant deterioration of the steel lintels above the window heads. Details for removing deteriorated steel, cleaning the remaining steel and replacing the brick lintel were developed by GOP Limited for use by the contractor.

|  |    |           |
|--|----|-----------|
| The original Contract Sum was  | \$ | 33,249.00 |
| The net change by previously authorized Change Orders                    | \$ | 0.00      |
| The Contract Sum prior to this Change Order was                          | \$ | 33,249.00 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ | 46,394.00 |
| The new Contract Sum including this Change Order will be                 | \$ | 79,643.00 |

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

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Minimum Fee, 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.**

Robert Ehmet Hayes, Member  
ARCHITECT *(Firm name)*

SIGNATURE

Ehmet Hayes, Member  
PRINTED NAME AND TITLE

DATE

Trisco Systems, Inc.  
CONTRACTOR *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

Newport Independent Board of Education  
OWNER *(Firm name)*

SIGNATURE

Tete Turner, CFO  
PRINTED NAME AND TITLE

DATE

KENTUCKY DEPARTMENT OF EDUCATION  
702 KAR 4:160

CHANGE ORDER SUPPLEMENTAL  
INFORMATION FORM

BG #: 18-236  
REH #: 149-417-A

Change Order No.: One (1)

Change Proposal No.: 1

District: Newport Independent District Code: 452 Facility Name: Newport Welcome Center School Code: N/A

Project: Phase 3 Masonry Repairs Time Extension Required: ☐ Yes ☒ No If yes, by \_\_\_\_\_ day(s)

Date of Change Order: September 18, 2018 Change Order Amount: ☒ Increase ☐ Decrease ☐ Unchanged

Contractor / Vendor Name: Trisco Systems Bid Package No.: N/A

|   |    |        |
|---|----|--------|
| 1. This Requested Change Order Amount + / -                             | \$ | 46,394 |
| 2. Remaining Construction Contingency Balance: (including line 1 above) | \$ | 1,662  |
| 3. Change in A/E Fee for this Change Order +/-                          | \$ |        |
| 4. Change in CM Fee for this Change Order +/-                           | \$ |        |

**Note: Change Orders equal to or greater than \$25,000 shall be submitted to KDE with detail cost breakdown. Attach additional pages if necessary.**

Contract change requested by: ☐ Local Board of Education ☐ General Contractor ☒ Architect/Engineer

☐ Construction Manager ☐ Code Enforcement Official ☐ Other: \_\_\_\_\_

Contract change reason code: ☐ Reduction of Scope ☒ Expansion of Scope ☐ Improved Plans/Specs

☐ Found Condition ☐ Code Compliance ☐ Other: \_\_\_\_\_

| Change Order Description and Justification:   | Cost Benefit to Owner:   |
|---|--|
| During the masonry repairs on the north elevation of the courtyard area of the building, the contract documents instructed that the upper windows on each side of the main entry be investigated for possible deterioration. This was done by the contractor and found significant deterioration of the steel lintels above the window heads. Details for removing deteriorated steel, cleaning the remaining steel and replacing the brick lintel were developed by GOP Limited for use by the contractor. | Performing this work while the contractor is mobilized on-site is the most economical and timely manner to complete these emergency repairs to address this potential safety hazard. |

Have contract unit prices been utilized to support the cost associated with this change order?

☐ Yes ☒ No If no, provide a detailed cost breakdown which separates labor, material, profit and overhead.

**Cost Breakdown:**

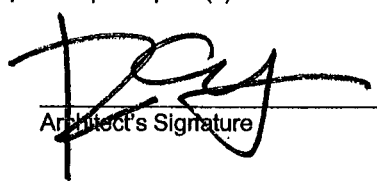
| Total Change Order Amt.:      | Labor     | Materials | Profit & Overhead* | Bond & Insurance |
|-------------------------------|-----------|-----------|--------------------|------------------|
| \$ 46,394                     | \$ 36,132 | \$ 4,842  | \$ 5,420           | \$               |
| % of Total Change Order Amt.: | 78%       | 10%       | 12%                | %                |

\*Profit & Overhead shall not exceed 15% of net cost of change order

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☒ No If no, explain why \_\_\_\_\_

Board of Education Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Architect's Signature  Date 9/18/18

Finance Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

N/A Construction Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

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To: Mr. Tete Turner, CFO  
Newport Board of Education

Re: Newport Independent Schools  
Welcome Center – Phase 3 Masonry Repairs  
BG #18-263 / REH #149-417-A

Enclosures: One copy of the BG-1 revised to reflect adjustment of the contingency and A/E fee to include Change Order No. 1 for the additional repairs to be completed by Trisco Systems.

You will note the A/E fee is being increased to cover the additional site visits and design by GOP Ltd. In order to minimize the cost to the District we have taken a 25% reduction on the percentage outlined on KDE's Fee Guidelines.

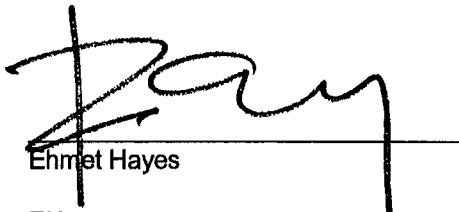
Action

Required:

1. Originally sign the BG-1, where appropriate.
2. Obtain Board approval of BG-1.
3. Upload to KDE's SharePoint website for approval. When the approved BG-1 is uploaded to KDE's SharePoint please be sure to include the reason why the revised BG-1 is being presented for approval.

Please note, KDE no longer permits the Architect to upload BG-1's so we will not be able to do so on your behalf as we have previously done.

4. Retain the original for your files.



Ehmet Hayes

EH:aes

KENTUCKY DEPARTMENT OF EDUCATION

702 KAR 4:160

BG-1  
PROJECT APPLICATION FORM

PROJECT IDENTIFICATION

Initial: \_\_\_\_\_  
Date: September 18, 2018

Revised: xx

Emergency: \_\_\_\_\_

District Name: Newport Independent

District Code: 452

Facility Name: Newport Welcome Center

School Code: N/A

Grade Level Served: \_\_\_\_\_ Current Student Capacity: \_\_\_\_\_ District Facilities Plan Date: \_\_\_\_\_

Project Name: Phase 3 Masonry Repairs  
REH Project #149-417-A

Building ID Number: \_\_\_\_\_

Project Site 30 West 8th Street Newport  
Physical Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_

Construction Delivery Method: ☒ General Contractor ☐ Construction Mgr. ☐ Guaranteed Energy Savings Contract

District's Procurement Standard: ☒ Model Procurement (KRS 45A) ☐ Bid Law (KRS 424.260)

1. DESCRIPTION AND SCOPE OF PROPOSED PROJECT

A. Check and complete the applicable items:

- ☐ 1. New Building
- ☐ 2. Addition
- ☐ 3. Major Renovation (Describe) \_\_\_\_\_
- ☐ 4. New Relocatable Classroom Number \_\_\_\_\_ Size \_\_\_\_\_
- ☐ 5. Equipment/Furnishings Procurement (Describe) \_\_\_\_\_
- ☒ 6. Minor Project (Describe) See description below
- ☐ 7. Site (Complete the Following)
- a. New Site Acquisition \_\_\_\_\_ Expansion \_\_\_\_\_ Number of Acres \_\_\_\_\_
- b. A site has been acquired in accordance with 702 KAR 4:050 requirements. \_\_\_\_\_
- c. Location \_\_\_\_\_
- d. Proposed site currently owned by District ☐ Yes ☐ No If no, list site owner: \_\_\_\_\_

B. Compliance with 702 KAR 4:180 and 702 KAR 4:160

This application is being submitted for (refer to current District Facility Plan):

1. Priority Category: 2c
2. Discretionary Item Number: 3
3. Minor project not listed on Facility Plan: \_\_\_\_\_

C. Provide a complete narrative of the proposed project.

This project consists of implementing the final phase of masonry repairs for the Newport Welcome Center. The scope was generated from an exhaustive engineering report which was compiled by the structural engineer via on-site access from a boom lift. The previous phases focused on the most critical items and items that were loose and presented falling hazards. This phase contains items that are mostly long-term maintenance issues and cosmetic in nature. The majority of this phase focuses on miscellaneous tuckpointing with a few steel lintels to be repaired or replaced.

During the masonry repairs on the north elevation of the courtyard area of the building, the contract documents instructed that the upper windows on each side of the main entry be investigated for possible deterioration. This was done by the contractor and found significant deterioration of the steel lintels above the window heads. Details for removing deteriorated steel, cleaning the remaining steel and replacing the brick lintel were developed by GOP Limited for use by the contractor.

D. Proposed work related to the project but excluded from the scope of this BG1: \_\_\_\_\_

**KENTUCKY DEPARTMENT OF EDUCATION**

702 KAR 4:160

**BG-1  
PROJECT APPLICATION FORM**

 SCHOOL DISTRICT: Newport Initial: \_\_\_\_\_ Revised: xx BG# 18-263  
 Date: September 18, 2018

 PROJECT NAME: Newport Welcome Center - Phase 3 Masonry Repairs  
REH Project #149-417-A
**II. PROPOSED PLAN TO FINANCE APPLICATION**
**A. Statement of Probable Costs:**

|                                    |                 |
|------------------------------------|-----------------|
| 1. Total Construction Cost         | <u>\$33,249</u> |
| 2. Architect/Engineer Fee          | <u>\$9,118</u>  |
| 3. Construction Manager Fee        | _____           |
| 4. Bond Discount                   | _____           |
| 5. Fiscal Agent Fee                | _____           |
| 6. Construction Contingencies      | <u>\$48,056</u> |
| 7. Site Acquisition                | _____           |
| 8. Equipment/Furnishings           | _____           |
| 9. Equipment/Computers             | _____           |
| 10. Technology Network Sys. (KETS) | _____           |
| 11. Other* <u>Repro/adv/reimb</u>  | <u>\$500</u>    |
| 12. Other*                         | _____           |
| Total Project Cost                 | <u>\$90,923</u> |

**B. Funds Available:**

|                              |                 |
|------------------------------|-----------------|
| 1. SFCC Cash Req.            | _____           |
| 2. SFCC Bond Req.            | _____           |
| 3. SFCC Bond Sale            | _____           |
| 4. Local FSPK Bond Sale      | _____           |
| 5. Local Gen. Fund Bond Sale | _____           |
| 6. Cash - General Fund       | <u>\$90,293</u> |
| 7. Cash - Capital Outlay     | _____           |
| 8. Cash - Building Fund      | _____           |
| 9. Cash - Inv. Earnings      | _____           |
| 10. KETS                     | _____           |
| 11. KYTC Reimbursement       | _____           |
| 12. Other*                   | _____           |
| Total Funds Available        | <u>\$90,293</u> |

\*Define

\*Define

THE ABOVE INFORMATION IS A STATEMENT OF PROBABLE COST AND FUNDS AVAILABLE AND IS REQUIRED TO BE REVISED TO CORRESPOND TO ACTUAL BIDS RECEIVED PRIOR TO THE SIGNING OF CONSTRUCTION CONTRACTS.

**TO BE COMPLETED ON INITIAL & REVISED APPLICATION:** The signing of this financial document certifies the above stated funds are available and designated for this project during this fiscal year.

|       |                 |       |      |
|-------|-----------------|-------|------|
| _____ | Superintendent  | _____ | Date |
| _____ | Finance Officer | _____ | Date |
| _____ | Chairman        | _____ | Date |

NOTE: Any district anticipating the financing of this and/or other projects in a combined school revenue Bond should discuss the financing with the Director/Branch Manager, KDE - District Financial Management.

**TO BE COMPLETED ON INITIAL APPLICATION:**

This building project application is approved by the KDE - District Facilities Branch indicating compliance with current District Facility Plan or minor project under 702 KAR 4:180.

Comments: \_\_\_\_\_

Branch Manager, KDE - District Facilities Branch

Date \_\_\_\_\_

**TO BE COMPLETED ON INITIAL & REVISED APPLICATION:**

Tentative financial approval based upon information provided to this office in support of projected cost.

Comments: \_\_\_\_\_

KDE - District Financial Management

Date: \_\_\_\_\_

**TO BE COMPLETED ON INITIAL APPLICATION:**

This building project application is hereby approved according to the conditions outlined in the application. Proceed in accordance with the attached submittal checklist.

Comments: \_\_\_\_\_

KDE - District Support

Date: \_\_\_\_\_