



AUTHORIZATION FOR CHANGE ORDER

TO:	City of Bisbee	ATTN:	Mr. Tom Klimek
	404 Bisbee Road	DATE:	August 13, 2014
	Bisbee, AZ 85603	PROJECT:	A364
	Phone: (520) 432-6262	C.O. AUTHORIZATION #:	1

Description of Services:

Change order to the Bisbee/PACE contract for the San Jose WWTP Solar Addition project dated August 22, 2013 to provide additional engineering services to have an engineer-of-record resident project representative (RPR) onsite for inspections/observations during construction to ensure quality of work and adherence to the design requirements. At the time of execution of the original contract, the need/requirements of an RPR were unknown. Now that the design is complete and construction is prepared to begin, PACE has evaluated the construction tasks and offers the following task, scope and budget amount to provide an RPR. **PACE will only use/bill the amount of work completed to provide this service to the City; any unused budget will be credited back to the City via a change order.** Attached is a labor breakdown for the cost of services provided. NOTE: We have provided the estimation for the time required and then credited some of the time that was included in the original contract to have an engineer onsite.

Fees:

Task 52 – Resident Project Representative

\$41,440

Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. The responsibilities of the RPR are as follows:

1. General: RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions. RPR's dealings in matters pertaining to the Contractor's work in progress shall in general be with Engineer and Contractor(s). RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor(s). RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
2. Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by Contractor(s) and consult with Engineer concerning acceptability.
3. Conferences and Meetings: Attend meetings with Contractor(s), such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
4. Liaison:
 - a. Serve as Engineer's liaison with Contractor(s). Working principally through Contractor's authorized representative or designee, assist in providing information regarding the intent of the Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor(s) when Contractor's operations affect Owner's on-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper

execution of the Work.

5. Interpretation of Contract Documents: Report when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor(s) clarifications and interpretations as issued by Engineer.
6. Shop Drawings and Samples:
 - a. Record date of receipt of Samples and approved Shop Drawings.
 - b. Receive and Examine Samples which are furnished at the Site by Contractor(s).
 - c. Advise Contractor(s) of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by Engineer.
7. Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report such suggestions, together with RPR's recommendations. Transmit to Contractor(s) in writing decisions issued.
8. Review of Work and Rejection of Defective Work:
 - a. Conduct onsite observations of Contractor's work in progress to assist in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - b. Report to Engineer whenever RPR believes that any part of Contractor's work in progress will not produce a completed Project that conforms generally to the Contract Documents or will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Engineer of that part of work in progress that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection, or approval.
9. Inspections, Tests, and System Start-ups:
 - a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
 - b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor(s) maintains adequate records thereof.
 - c. Observe, record, and report appropriate details relative to the test procedures and systems start-ups.
 - d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to Owner.
10. Records:
 - a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all change orders, field orders, work change directives, addenda, additional Drawings issued subsequent to the execution of the Construction Contract, Engineer's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor(s), and other Project-related documents.
11. Reports:
 - a. Furnish semi-monthly Reports (15th & 30th of each month) to document progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.

- b. Draft and recommend proposed change orders, work change directives, and field orders. Obtain backup material from Contractor(s).
 - c. Furnish to Owner copies of all inspection, test, and system start-up reports.
 - d. Immediately notify Owner of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, damage to property by fire or other causes, or the discovery of any Constituent of Concern.
12. Payment Requests: Review applications for payment with Contractor(s) for compliance with the established procedure for their submission and forward with recommendations to Owner, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
13. Certificates, Operation and Maintenance Manuals: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor(s) are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents reviewed and then forward to Owner prior to payment for that part of the Work.
14. Completion:
 - a. Participate in visits to the Project to determine Substantial Completion, assist in the determination of Substantial Completion and the preparation of lists of items to be completed or corrected.
 - b. Participate in a final visit to the Project in the company of Engineer, Owner, and Contractor(s), and prepare a final list of items to be completed and deficiencies to be remedied.
 - c. Observe whether all items on the final list have been completed or corrected and make recommendations to Engineer concerning acceptance.
15. Resident Project Representative shall not:
 - a. *Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items).*
 - b. *Exceed limitations of Engineer's authority as set forth in this Agreement.*
 - c. *Undertake any of the responsibilities of Contractor, Subcontractors or Suppliers.*
 - d. *Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of Contractor's work.*
 - e. *Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor(s).*
 - f. *Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.*
 - g. *Accept shop drawing or sample submittals from anyone other than Contractor(s).*
 - h. *Authorize Owner to occupy the Project in whole or in part.*
16. RPR Labor:
 - a. Services provided for in this proposal includes thirty (40) full days of the RPR's presence onsite during both phases of the constructions. Approximately ten (10) days for the grading phase, twenty-five (25) for the solar power generation system installation and five (5) for project completion and startup for 2 engineers.
17. RPR Expenses

- a. To include all blueprinting, shipping, travel (per diem, lodging, etc.), reproduction, and other miscellaneous direct project expenses. Reimbursables are invoiced separately at cost plus 10%.

Task 00 – Reimbursable Expenses (T&E)

\$4,050

(To include all blueprinting, shipping, travel, reproduction, and other miscellaneous direct project expenses. Reimbursable are invoiced separately at cost plus 10 %.)

Fee Subtotal: \$45,490

Amount of Compensation:

This Request - Change Order #1: \$45,490

Estimated By:

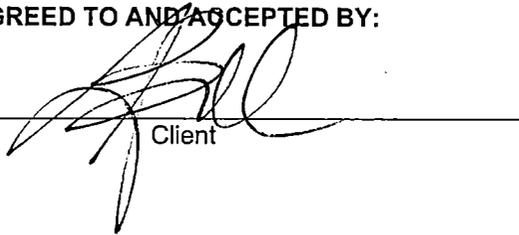

Michael G. Krebs - PACE

8/13/14

Date

AGREED TO AND ACCEPTED BY:

By


Client

8/27/14

Date



**City of Bisbee
San Jose WWTP**

**San Jose WWTP Solar Addition & Equipment Bay Labor Breakdown
Change Order #1 - Resident Project Representative (RPR)
Labor Categories**

Billing Rates											
MAJOR TASKS	LABOR SUB-TASK	ACTIVITY (Please Specify) PACE Billing Rates	Principal	Sr. Proj. Mgr	Sr. Project Engineer	Proj. Engineer	Design Engineer	Sr CAD Designer	CAD Designer	Admin. Support	Total Labor Hours/Cost
			\$225.00	\$187.00	\$177.00	\$136.00	\$112.00	\$117.00	\$91.00	\$70.00	
52. RESIDENT PROJECT REPRESENTATIVE (RPR)											
	52.1	RPR Labor - Site Grading Phase									\$0
	52.2	RPR Labor - Solar Power Generation System Phase					320				\$35,840
	52.3	Credit From Original Contract					-30				-\$3,360
	52.4	RPR Labor - Completion and Startup					80				\$8,960
		Total Phase Hours	0	0	0	0	370	0	0	0	370
		Total Phase Cost	\$0	\$0	\$0	\$0	\$41,440	\$0	\$0	\$0	\$41,440
		TOTAL LABOR HOURS	0	0	0	0	370	0	0	0	370
		TOTAL LABOR COST	\$0	\$0	\$0	\$0	\$41,440	\$0	\$0	\$0	\$41,440

Estimated Expenses (Specify)	
Travel (Mileage, Meals & Lodging, Per Diem)	\$4,050
Reproduction - Draft & Final Reports	\$0
Total Expenses	\$4,050

Estimated Expenses (Billed at Cost +10%)	\$4,050
TOTAL PROJECT AMOUNT	\$45,490